

**Dr. S. Fiayaz Ahmed**  
Regional Director

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<b>Working Days:</b>	<b>Monday through Friday</b>
<b>Visiting Hours:</b>	<b>10.00 a.m. - 01.30 PM</b> <b>02.00 p.m. - 05.30 PM</b>

Dear Learner,

**Sub: Admission Confirmation Letter for July 2020 session- reg.**

**Welcome to PEOPLE'S UNIVERSITY IGNOU (Accredited with NAAC A++)**

I am pleased to inform you that your admission is confirmed with IGNOU for the programme you have applied. On behalf of IGNOU we congratulate you for choosing IGNOU for your Higher Learning. **For re-registration details, Term-End Examination and for other details please see the Guidelines attached for IGNOU learners.**

Before you go through the Guidelines for IGNOU Learners, you are advised to verify the correctness of registration details at the link <http://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp>. This would ensure that the details you have furnished are recorded in your registration data base correctly and this will enable you for smooth study in the University in terms of academic and administrative operations which includes student support to be extended during your study.

You are also advised to check the details on your Identity Card (which you have downloaded from the link provided to you) / students who have applied through OFFLINE mode, the ID cards will be dispatched to your address. Identity Card is very important to receive all important support services for pursuing your studies with the University and also with its associate support centre like LSCs/PICs, during counseling/practical sessions, appearing for term end examinations, attending internships/ Viva-Voce, receiving convocation degrees etc.

For continuing your study as per the ( **programme requirement**) You have to Re- register for further study or subsequent semester/year( **as the case may be**) it is therefore mandatory to Re-register with the prescribed fee as per the schedule, for your name/enrolment to be valid in the ensuing/ subsequent semester/year of study. However, this is not applicable to Certificate & Diploma programme learners.

Kindly make it convenient to be present for the Induction Meeting (**through online mode**) to be conducted by the Regional Centre. As Induction Meeting is a necessary component for all newly registered learners as this would induce you with IGNOU's learning pattern,

Induction Meeting will be organized by Regional Center. This will be communicated to you through SMS and link details will be provided by the Regional Centre to join the ONLINE induction meeting, in case you could not attend the induction meeting due to your busy schedule you may please go through these guidelines carefully as in most of the Induction meetings the issues discussed in this guidelines are deliberated.

Please be informed that in IGNOU's learning process, the University uses a number of new terminology such as Course/Programme, Course and Programme Codes, Self Learning Material (SLM), Programme Guide, Assignments, Induction, Academic Counselling, Assignment Responses (ARs), , Re-registration, Credits etc. It is pertinent for you to know these terms and concepts as these would be frequently occurring and re-occurring in the journey of your learning Your presence during Induction Meeting would help you to understand these terms and concepts thoroughly.

You are advised to go through the **Programme Guide of your program** available on IGNOU website OR [www.egyankosh.ac.in](http://www.egyankosh.ac.in) thoroughly, as this is the source of information on how to pursue and complete the programme. Please go through the Guidelines as given in the attachment for more details on each of the points mentioned above.

With best wishes

Yours sincerely,

Sd/-  
**Dr. S. Fiayaz Ahmed**  
Regional Director

Encl: Guidelines for IGNOU Learners.

## **GUIDELINES FOR IGNOU LEARNERS**

We congratulate you for being the learner of worlds largest university and being accredited by NAAC as A\*\* the highest accreditation. Indira Gandhi National Open University (IGNOU) has National and International presence offering more than 240 academic programmes with thousands of courses in diverse disciplines. Through its national and international presence with network of Regional Centres and Study Centres (in India) and overseas. More than 3 million students are enrolled in the University. Many of them are enrolled mostly in Professional, Technical, Vocational, Traditional disciplines viz., Management, Computer, Education, Psychology, Health and Paramedical Sciences, Pure Sciences, Journalism, Social Sciences, Law, Agriculture, Extension, Gender, Social Work etc.

You are aware that you have enrolled for a programme which is being offered through Distance mode adopting the Open distance learning Philosophy. Distance learner means 'study at a distance' using multiple media with limited teaching/ interactive inputs through Study Centres/PSCs and Regional Centres. From the meaning of the distance learner, it is understood that you have a pivotal role to play in managing your studies. Similarly, Study Centre /PSCs and Regional Centre and the University have definite role to play in facilitating your studies. In order to make you understand as to how you should manage your studies with the Open University, the following would provide you sufficient guidance in planning your studies:

- Induction Programme by Regional Centre through ONLINE Mode.
- Admission Confirmation Letter and Guidelines sent to you (by the Regional Centre) as a softcopy to your registered email id.
- Programme Guide available on IGNOU's website.
- IGNOU Website ([www.ignou.ac.in](http://www.ignou.ac.in)).
- Web Portal of Regional Centre, Hyderabad : <http://rhyderabad.ignou.ac.in>.
- Academic Counseling through Web Conference/Gyan Darshan/Gyanvani is also available. The details of type of counselling will be informed to the respective learners from time to time and the schedules will be uploaded on IGNOU RC website.

### **How to begin your studies?**

The first step towards successful pursuit of your programme is to read the **Programme Guide** available on IGNOU's website. You can also download from [egyankosh.ac.in](http://egyankosh.ac.in). It familiarizes 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 activities you may require for your studies at the University. Please remember, you must be thorough with the Programme Guide before you open study materials, assignments and other reference books.

### **How should you learn?**

The print 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 the entire Course Materials that comprises a programme. As a pro-active participant in the teaching-learning process, you are **expected to read the study material thoroughly before attending academic counseling sessions planned through ONLINE by 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. You are expected to read the study material, you must note down doubts and learning difficulties in the blank space provided in the margins of each unit if the SLM.. 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 within.

### **Learner Support at your Study Centre**

To help you and to clarify your doubts on academic and administrative queries, face-to-face/online mode (academic counseling) is provided at your Study Centre/PSC. The Schedule of the counseling sessions will be sent to you by the Study Centre /Regional Centre and the same is also made available on RC-Hyderabad web portal.. Counseling is provided by Academic Counsellors who are experts in the subject. These 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 human interaction with counsellor and peer groups (student colleagues).

### **Academic Counseling (Theory) Through Online Mode**

Academic counseling sessions will help you overcome learning difficulties..Clarify various doubts, share your views on the subject with academic counselor and peer group learners. 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 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 learners 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.** Schedules of Academic Counselling will be displayed on Regional Centre, Hyderabad web portal (<http://rhyderabad.ignou.ac.in>).

Due to Covid pandemic in the country, competent authorities of the university have decided to extended most of the learners support services through online, which includes academic counseling for theory and practical's and also online submission of assignments. The information will be provided to you by the Regional Centre as and when needed and the same is also uploaded on RC-Hyderabad web portal..

### **Practical(s)for Lab Courses**

**Please remember attendance in the practical component is mandatory.**

A learner must have requisite/attendance as per the programme requirement 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 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 provided there are sufficient number of students in that batch otherwise in the coming sessions. Please refer to the Programme Guide/Starter Kit or contact PIC/Coordinator/RC 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.

### Field work, Workshops, Seminars etc.

Some programmes have field work, workshops, seminars etc. These may carry specific weightage in terms of assessment during studies. These field work, workshops etc., are required not only for partial fulfillment of your opted programmes but will help you in acquiring skills and competencies.

**Please note that attendance in these activities is mandatory.**

### **Assignments**

Assignments are one of the most crucial components of the teaching-learning activity of IGNOU. The assignments can be downloaded from the IGNOU website. 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. Assignments are part of your Continuous Evaluation. **Remember submission of assignment is also necessary and 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 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. You are expected to 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/Starter Kit.
- Keep photocopies of the assignment responses you submit at the Study Centre /PSC for future reference.
- Collect acknowledgement slip from the Study Centre /PSC after submitting the assignment responses in case you are submitting hard copy of the assignments at the Study Centre.
- For ONLINE submission of assignments please send the scanned copy of the handwritten assignments in pdf format to the following email i.e. rcheval01@ignou.ac.in.
- 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. Also collect the attendance certificate from the old PSC to enable you to appear in TEE in the New Region which you have opted.
- Feed-back on assignment should be considered carefully. Please insist on feed-back on your evaluated assignments.
- Assignment questions keep changing every year /semesters as the case may be. New assignments for the current sessions are to be downloaded from IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in) school wise.

### IGNOU's Evaluation System

The system of evaluation in IGNOU is different from that of Conventional Universities.

Continuous evaluation mainly through Assignments (tutor-marked and practical assignments) and Seminars/ Workshops/ Extended Contact Programmes, Field Visits etc.

- The Term-End Examinations at the end of semester/ year.
- Projects, Internships etc. (during studies)

### **Term-End Examination**

The University conducts Term-End Examination twice a year in the month of June and December. Students will be eligible to appear for the Term-End Examination subject to the below terms and conditions:

- 1) Validity of registration for the courses, in which they wish to appear.
- 2) They have submitted the required number of assignment(s), in those courses on or before the due date.
- 3) Submitting the examination form (**ONLINE ONLY**) for courses for which student wish to appear along with fee @ Rs.150/- per course.

**NOTE: The dates of applying for the TEE are likely to change for each session. You are advised to visit IGNOU website frequently [www.ignou.ac.in](http://www.ignou.ac.in) for the details.**

### Practical Examination

Some programmes/ courses have practical examination. For example MCA, BCA, CIT, BA/MA Psychology etc. In order to appear in practical examination, you are required to fill in the Term-End-Examination (TEE) form **online only**. There should be only one form for both theory and practical's. The schedule of the practical examinations will be communicated to you by the Regional Centre. Separate hall tickets are issued by Regional Centre for practical examinations. To attend the Term End Practical Examination, you are required to have requisite attendance in the practical sessions of each course. For course in which attendance is short, the student is expected to appear in the term end practical examination only after paying the requisite fee for attending the repeat practical sessions in the respective course. The learner will have to obtain requisite percentage of attendance in the course for which he was short of attendance.

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's 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 has requisite attendance in practical/lab experiments etc. In case of BCA/MCA and other programmes having practical's/lab, students must take a course wise certificate from the Coordinator/PIC mentioning their attendance in the practical/lab.

### 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, 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, MA(EDU) project proposals are to be submitted to the Regional Centre, Hyderabad. In case of MBA, proposal needs to be approved by the School of Management Studies. Final Project needs to be submitted to The Coordinator (Projects), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110068/Regional Centre, Hyderabad. For more details of various 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.)MAPC/PGDET/PGDEMA/BA(Psychology)/PGCGI and for such other programmes where projects components exists Viva –Voce are conducted at the concerned RC in the months of January and July after your Project Report is evaluated. The date and venue of the Viva-Voce will be communicated accordingly by the Regional Centre.

Re-Registration for the next semester/year as case may be:

Right now you have registered for the first semester/ year and your current registration is valid only for the 1<sup>st</sup> semester/ 1<sup>st</sup> year only. You are required to re-register for 2<sup>nd</sup> semester/ 2<sup>nd</sup> year based on the programme you have opted. You are advised to submit the re-registration form online only (**please visit. IGNOU website for further details and link**)

***However, the scheduled dates and late fee may vary from session to session. Kindly refer IGNOU website for latest information.***

**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 or cancels admission, the programme fee will be refunded after deduction of registration fee.

**Change of Medium / Elective / Course**

The change of Medium/ Elective/ Course 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. The 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 for which programme you have registered.

**Change of Programme**

For the Bachelor Degree programmes, the change of programme can be applicable only from BA to B.Com/BTS or B.Com to BA/ BTS or B.Sc. to BA/B.Com. No change is permitted from BA/B.Com to B.Sc. It can be permitted only in the first year of study within 30 days from the receipt of first set of course material. For the Masters Degree, the Change of programme is permitted only in the first year of study. A student has to pay the full fee for the new programme and has to forgo the fee paid for the earlier programme. The request for change of programme should be addressed to the Regional Director of the concerned Regional Centre. For the norms and procedures, refer to the Student Handbook and Prospectus, and also the Programme Guide for which programme you have registered.

**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 a 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 /PIC(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 the transfer. The procedures to be followed can be obtained from the Common Prospectus.

**Memorabilia:**

Get your IGNOU Identity Card which you must always carry to avail student support services at Regional Centre/ Study Centre / Examination Centre and at HQ.

Attend the Induction programme organized through ONLINE.

- i) Get a Counselling Schedule from your Study Centre /PSC at the Induction Meeting or by post before commencement of Academic Counselling. Due to pandemic situation the support services will be extended through online mode and the information of induction meeting and other details will be intimated through mail or SMS.
- ii) Students who have opted for the soft copy of the study material and have exercised for such an option at the time of their Admission/Re-Registration will not receive the hard copy of the study material and the University will refund 15% of the programme fee for such students who have opted for the soft copy of the study material.
- iii) Students who have not opted for the softcopy of the study material will receive the Hard copy of the study material from IGNOU, New Delhi/Other Regional Centre of IGNOU to their address given in their application form.
- iv) In case there is a delay in the receipt of the study material from IGNOU You can access the softcopy of the Study Materials from [www.egyankosh.ac.in](http://www.egyankosh.ac.in) till the receipt of the study materials.
- v) IGNOU has introduced IGNOU Grievance Redress and Management (iGRAM) to resolve the grievances of the learners within three working days. Students are advised to utilize this facility only when their complaint / grievance has not been addressed and no response is sent for their query from the respective unit of IGNOU Regional Centre. Therefore, the students are advised to write their queries / complaints to the email id [rchyderabad@ignou.ac.in](mailto:rchyderabad@ignou.ac.in). and if they are not satisfied with the reply/response they may register their grievance on iGram Portal of IGNOU.
- vi) You can also access the assignment questions, programme wise and download the assignments from IGNOU website. You have to submit the assignments for each course at the allotted study centre or at Regional centre as the case may be. while submitting the assignments you need to mention on the very first page complete details of your course, programme, name & enrolment number and the assignment should be spiraled/ stick bind so as to prevent lose of sheets.
- vii) Get a receipt/ counter foil when you submit assignments at the Study Centre. Keep a photocopy of each assignment response you submit to the Centre or Regional Centre as the case may be Please follow dead lines in submission of assignments responses.

- viii) Submit your Term End Examination Form **online( by paying the fee per course )** well on time for June and December TEE. While submitting form, remember you are required to fill theory and practical courses too. Please check the fee per course w
- ix) You will have to download the hall tickets for TEE from IGNOU's website ([www.ignou.ac.in](http://www.ignou.ac.in)). A separate Hall ticket will be issued for Term end practical examination of CIT, BCA MCA,BLIS & MILS by the Regional Centre.
- x) Term End Exam practical's are conducted twice a year i.e., in July/ January or both times (see Programme Guide or manual for programme-specific details). Also visit RC website and IGNOU main website.
- xi) Term End Exam results are available on IGNOU's website. Please login to IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in)) for the same.
- xii) Regularly check your grade card status on the IGNOU Website and ensure that your assignment marks/ grades and TEE results are updated correctly.
- xiii) You are advised to maintain a file relating to your programme and correspondence made with the offices of the University.

You will be intimated through SMS alerts (In case you have opted DO NOT DISTURB(DND) mode you may not receive the SMS from RC-Hyderabad OR if you have changed the Mobile Number OR if you have provided the mobile number of your Relative /Friend) about date of Induction by the Regional Centre. Do not miss them as they play an important role in successful completion of the programme. You may also go through the IGNOU website for various additional inputs ([www.ignou.ac.in](http://www.ignou.ac.in))

### **WHOM TO CONTACT FOR WHAT AT REGIONAL CENTRE, HYDERABAD**

The emails provided below are unit specific created at Regional Centre, Hyderabad for fast redressal of queries while the student may write to specific unit with a copy to email id : [rhyderabad@ignou.ac.in](mailto:rhyderabad@ignou.ac.in).

1. **The Regional Director, IGNOU Regional Centre,Hyderabad-500033,**  
Phone: 040-23117550, Mobile : 9492451812 [www.ignou.ac.in](http://www.ignou.ac.in), E-mail id: [rhyderabad@ignou.ac.in](mailto:rhyderabad@ignou.ac.in)
  2. **For Student Support Services & Student Grievances/Queries :** Email [rchssc01@ignou.ac.in](mailto:rchssc01@ignou.ac.in)
  3. **For Admission and Related Matters:** Email : [rhadms01@ignou.ac.in](mailto:rhadms01@ignou.ac.in)
  4. **For Examination and Assignment Evaluation related matters:** Email [rcheval01@ignou.ac.in](mailto:rcheval01@ignou.ac.in)
  5. **For Identify Card, Fee Receipt and Bonafide Certificate:** [rhadms01@ignou.ac.in](mailto:rhadms01@ignou.ac.in)
  6. **For Study Material status and enquiry about study material :** [rchl01@ignou.ac.in](mailto:rchl01@ignou.ac.in)
- Students are advised to mark a copy to [rhyderabad@ignou.ac.in](mailto:rhyderabad@ignou.ac.in) while writing emails to the ConcernedSections.

### **AT UNIVERSITY**

1. **Pre-Admission Enquiry Regarding Various Programmes of IGNOU:** Public Information Unit, IGNOU, Maidan Garhi, New Delhi-110 068. [www.ignou.ac.in](http://www.ignou.ac.in)
2. **Examination Date-sheet, Result, Grade Card & Provisional Certificate:** The Deputy Registrar (Exam II), SED Division, IGNOU, Maidan Garhi, New Delhi – 110 068. Email: [sed@ignou.ac.in](mailto:sed@ignou.ac.in) .
3. **Re-Evaluation –** Evaluation Centre, C/1, Institutional Area, Bhubaneshwar – 751013 (Odisha State). **It should be Cochin address**
4. **Change of Elective / Medium / Address / opting of left over electives:**  
**In case of BDP, Computer & Management Programmes**  
IGNOU Regional Centre, Plot **M-5 Block, 1st Floor, Manoranjan Complex, Telangana State Housing Board Complex,(Adjacent to Gandhi Bhavan Metro Station),MJ Road, Nampally, HYDERABAD- 500001**  
**In case of all other Programmes**  
Regional Centre, Hyderabad
5. **Purchase of Audio / Video Tapes:** Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi – 110 068. Email: [marketingempc@ignou.ac.in](mailto:marketingempc@ignou.ac.in)
6. **Academic Content:** Director of the School concerned
7. **Student Support Services & Student Grievances:** The Deputy Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi – 110 068.
8. **Availability of Study Material on e-Gyankosh** (Website [www.egyankosh.ac.in](http://www.egyankosh.ac.in)).
9. **Availability of Study Material on IGNOU E-Learning App** on Google Play Store.
10. **Dispatch Status of Study Material :** <http://ignou.ac.in/ignou/aboutignou/division/mpdd/material>
11. **Option for Study Material –** If a learner opts for Soft Copy 15% of the fee will be refunded.
12. **Hard copy of the Study Material will be sent from IGNOU, New Delhi OR from Other Regional Centre.**
13. Students can send E-Mail to the concerned section with a copy to [rhyderabad@ignou.ac.in](mailto:rhyderabad@ignou.ac.in).
14. Facility of iGRAM – Queries does not resolve in a time bound manner, then only the grievance may be submitted on iGRAM which will be resolved in three working days.
15. Web Portal of IGNOU RC-Hyderabad for Counselling Sessions and Induction Meeting Schedules (<http://rhyderabad.ignou.ac.in>)
16. SMS Alerts / Emails – will be sent to learners as and when required. Students kindly ensure that their number is not listed against DO NOT DISTURB (DND) by the concerned network operator.