



Indira Gandhi National Open University

(संसद के अधिनियम 1985 क्र. 50 के तहत स्थापित केन्द्रीय विश्वविद्यालय)

REGIONAL CENTRE : 439, Opp. Kamla Nagar Hospital, Kamla Nehru Nagar, Pal Link Road, JODHPUR - 342008 (Raj.)

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LEARNER GUIDE

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Regional Director

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Greetings from IGNOU Jodhpur

Dear learner,

I extend my hearty congratulations to you for becoming an extended member of IGNOU fraternity. IGNOU Programmes are learner centric driven by innovation and optimum use of technology. The quality in education, training and capacity building of students are the hallmarks of this university. The IGNOU, in appreciation of its service to Distance Education was conferred with 'CENTRE OF EXCELENCE' award by the **Commonwealth of Learning (COL)**.

The mode of instruction in IGNOU is judicious admixture of printed materials, Audio/Visual programmes and latest use of Information and Communication Technologies (ICT). The printed study materials and programme guide are delivered to the learner at their doorstep. Prospectus/programme guide makes a student aware of important steps needed to be taken to pursue his study without any hindrance. As the philosophy of learning in IGNOU is more of self study than the mediated learning, all these guidelines will keep one abreast with latest development in the University. One may also visit the IGNOU Website www.ignou.ac.in/www.rcjodhpur.ignou.ac.in to obtain updates.

1. STUDY MATERIALS:

Study materials are dispatched from Regional Centre to the respective Learner Support Centres and also provided to the student directly during the Spot Admission Programmes. Induction Programme at the Learner Support Centre is organized to facilitate you to understand the nuances of Open and Distance Learning practice by **IGNOU, YOU ARE ADVISED TO READ THE STUDY MATERIALS CAREFULLY, AS YOUR TEACHERS ARE INBUILT THERE.** Your doubts or any kind of problems are to be clarified during the counseling sessions. Your study begins from the time of receiving the study materials and not from the time of beginning of counseling sessions. Counseling is a learner-centered activity where the counselor concerned handles your queries. So make it a point to read the study materials before attending the counseling sessions.

2. COUNSELING:

The study in IGNOU is self-supported study. As most the students who join IGNOU programmes are matured enough to take their own responsibility as students, IGNOU uses extensively media coupled with judicious use of Information and Communication Technologies (ICTS) to deliver the content of its courses. The counseling is based on: Personal Contact Programme (PCP), Audio- Video Programme, On-line/Real Time Based Programme.

(i) Personal Contact Programme (PCP):

Counseling session is organized at designated study centres only. The details of counseling are given in the notice board of the study centre and by mail at the beginning of the session. Counseling in the parlance of distance learning term, is basically a doubt clearing session where the student is expected to come prepared in the class after going through the matter given in text.

(ii) Audio-video (A/V) Programme:

Audio-video (A/V) programme developed by IGNOU are distributed to study centres for listening/viewing

by students. For this, the study centres have been equipped with television sets, DVD Players, music systems etc.

(III) On-line Programme:

Extensive use of internet/www. (World wide web) for delivery of content of the courses is the hallmark of the delivery mechanism of IGNOU.

3. ASSIGNMENTS:

Assignments carry 25% to 30% weightage in the overall grading and form an important component for successfully completing a course/programme. Submission of assignments is a pre-requisite for appearing in the Term End Examination (TEE) and these must be submitted as per the schedule. Please make it a point to keep a photocopy of the submitted assignments with you. The University has introduced a mandatory prerequisite of submission of assignment prior to appear in the TEE for respective session. You are requested to submit assignment before submission of TEE exam form.

4. RE-REGISTRATION (RR):

The schedule of Re-registration is as follows:

January Session	Late Fee (Apart from prog. Fee)	July Session	Late Fee (Apart from prog. Fee)	Submission of RR Form
1 st Aug – 1 st Oct	NIL	1 st Feb – 31 st Mar	NIL	At the Regional Centre Jodhpur
3 rd Oct – 31 st Oct	Rs. 200/-	1 st Apr – 30 th Apr	Rs. 200/-	-do-
1 st Nov – 30 th Nov	Rs. 500/-	1 st May – 31 st May	Rs. 500/-	-do-
1 st Dec – 20 th Dec	Rs. 1000/-	1 st Jun – 20 th Jun	Rs. 1000/-	-do-

The learners are requested to write their study centre code in the RR Form and submit at the Regional Centre with Demand Draft in Favour of IGNOU payable at Jodhpur.

5. RE-ADMISSION :

The students who are yet to clear their programme offer the completion of the maximum duration can take re-admission for additional time as given under this is in subsequent to the maximum time limit of programmes:

Programmes	Max. Duration	Extended Period (Re-admission)
Certificates programme	2 years	6 months
Diploma Programme	4 years	1 year
Bachelor's Degree Programme	6 years	2 years
Master's Degree Programme	5 years	2 years

The Student has to make payment per course on pro-rata fees for re-admission by demand draft to New Delhi. The details of pro-rata fee and the re-admission form are available at the Regional Centres. For further details please visit the IGNOU website. www.ignou.ac.in

6. SUBMISSION OF TERM END EXAM (TEE) FORM):

Rupees 60.00 per course as exam fee is to be paid for appearing in the TEE examination. The Term End Examination is conducted twice a year i.e. in the month of June & December. The filled-in examination form for all programmes should be sent to the concerned Regional Centre so as to reach the destination as per schedule given below within 1st March -31st March for June Examination and 1st September – 30th September for the December Examination. One may submit the TEE forms at Jodhpur after the due date. We advise you to register on-line for

TEE through IGNOU website to avoid postal delays. **You are requested to keep photocopies of TEE forms and the draft.** Term End Examination form is available at the Regional Centre/Learner Support Centres as well as in the website www.ignou.ac.in

(a) INSTRUCTION FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered post/Speed post and retain the proof of its dispatch till you receive the Hall Ticket.
2. Students are requested to submit the examination form **only once** for each Term-End-Examination.
3. Examination fee @ ~~Rs. 60/-~~ ^{120/-} course in the form of demand draft drawn in favour of **IGNOU and payable at Jodhpur** is required to be sent along with the examination form.
4. Term and Examination result is also available on the university website (www.ignou.ac.in) please see the result status of earlier examination before filling examination form.
5. Examination Form can also be submitted by hand/in person with requisite fee (with or without **late fee**) within the stipulated dates at the respective Regional Centres.
6. Examination fee once paid will not be refunded/adjusted.
7. Student of BA/B.Com/BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
8. Please check that the courses you are applying to appear in the examination are valid and not time barred.
9. In case you fail to receive examination information slip/Hall Ticket one week before the commencement of examination you may visit our website (www.ignou.ac.in) and download the Hall Ticket and report at the examination with your identity card.
10. Change of Examination centre once allotted will not be done under any circumstances.

Please remember that sending TEE form to Regional Centre Jodhpur either by post or by registering through Internet is your responsibility. The University will not remind you. I hope you have realized the principal features of items 3, 4 and 5. However, for your benefit I am reiterating the same. IGNOU has to depend on the postal service of Govt. of India; hence it will not take any responsibility for postal delays, if any.

IGNOU HOLDS ITS CONVOCATION SIMULTANEOUSLY VIA SATELLITE AT HQRS AND AT ITS REGIONAL CENTRES WHICH IS CONSIDERED AS A MILESTONE IN THE HISTORY OF HIGHER EDUCATION IN THE COUNTRY.

7. REFUND OF FEE:

The Registration fee once paid will not be refunded under any circumstances. It is not adjustable against any other programme of this university. However in cases where university denies admission the programme fee be refunded through A/c payee Cheque only after deduction of registration fee.

9. GENERAL ADMINISTRATION:

Now, I shall come to some issues related to the operations at the Regional Centre. You will be pleased to know that your university, is growing in size and with every year the enrolment is increasing. With this, there has been a big rise in the number of students visiting our Regional Centre every day. While we are trying to make our function more efficient, we would like to tell you that we shall be attending to your queries/problems at the Regional Centre **only** between 10:30 a.m to 5.00 p.m on every working day. Regional Centre remains closed on Saturdays, Sundays and all central Govt. Gazetted holidays. I hope you will co-operate with us and regards to adhering to the above said schedule. Please do not forget to carry your student Identity Card whenever you visit the Regional Centre/Study

Centre.

Any letter written to us must either be typed or handwritten neatly. Keep adequate margin at the side as well as on top. Let them be brief and to the point. Please make sure that you have mentioned the programme name, enrolment number and present address with contact telephone/ e-mail Id for quick reply. You further make sure that you have read the relevant portions in the prospectus/Programme Guide before approaching us with your problem. You may also contact us over telephone or e-mail, please feel free to comment on support service provided by us.

I take this opportunity to tell you that the university has instituted Gold Medal for the topper in the country for each programme. It is our cherished desire to see during a future convocation that you go the Dias to receive Gold Medal from the Vice Chancellor.

Needless to add that, furnishing false information, violating the rules and regulations laid down by the University, in any manner shall lead to cancellation of the candidature, Malpractices and unfair means attempted at examination would debar student from appearing at examination of the University.

The contents of this letter have perhaps given you some idea about the system. And now, if you come across any academic problems, please do not hesitate to contact the Academic Counsellor concerned. For operational difficulties, first contact the Coordinator of your Study Centre and for any further problems, you may contact us. For matters relating to incomplete grade card, non-refection of assignment grades etc, you will have to write to respective divisions at the IGNOU Hqrs. As per the instruction given in your Programme Guide/Prospectus.

I would like to mention here that we treat our learners as grown up persons. We will be very happy if you contact us with your problem personally, instead of sending someone on your behalf. It has been our experience in the past that some learners of IGNOU while contacting us over telephone or in person have first introduced themselves by their official designation and then disclosed their identity as IGNOU learners. Please note that for us your identity as a learner of IGNOU is the sole matter of importance. Please try to take pride as learner of IGNOU.

With best wishes,

Regional Director

IMPORTANT NOTES

- The fee structure gets revised from time to time. You have to follow the latest fee structures for paying the fees. For practical of all computer-based programmes 75% attendance is compulsory.
- B.Sc. BLIS, MLIS and learners of other practical based programmes will get notification from time to time regarding their practical schedule through Study Centre and Regional Centre Web-Site.
- MLIS learners will have to attend seminars for which they will be duly informed.
- Important Notifications are released as advertisement in Newspapers, Regional Centre Web-Site etc.
- KEEP VISITING IGNOU WEBSITE (www.ignou.ac.in) FROM TIME TO TIME FOR GETTING UPDATED INFORMATION ON IGNOU. You may also visit the Jodhpur RC Website: www.rcjodhpur.ignou.ac.in

From:-
IGNOU Regional Centre
439, Opp. Kamla Nagar Hospital,
Pal Link Road, Jodhpur -342008

