



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL CENTRE, Trivandrum

Near CAPE Engineering College, Muttathara,
Valiyathura PO, Thiruvananthapuram-695008

www.ignou.ac.in , e-mail: rctrivandrum@ignou.ac.in

Phone: 0471-2344113/2344120

January 2024 SESSION

DR. M. RAJESH

Senior Regional Director

FNO: IG/RC-40/Jan. 2024/

15th May, 2024

Dear learner,

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

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

- ❖ **Student Identity Card:** For the Learners, who have taken admission, through online Samarth Portal, the Learner 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, Students Registration Division, IGNOU, New Delhi. This can be laminated and kept safely till you complete the Programme. **For online admitted Learners, 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/SMS and the details will be uploaded in the Regional Centre Trivandrum website(<http://rctrivandrum@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.** Read your Programme Guide very carefully for knowing the regulation/ procedures of IGNOU. Electronic version of the study materials is available @ [E-Gyankosh](#) in IGNOU website (www.ignou.ac.in). **The study material will not be sent to the learners 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 face-to-face/online mode will be informed to you by the study centre/Nodal Regional Centre. Please attend the counseling sessions where you can get academic support. Please 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). Assignments component is compulsory and have to be submitted at study centre to which you have been attached. 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 end exam the last date for submission of assignments is 31st March and for December term end exam, the last date is 30th September. However, for extension of date if any, IGNOU website is to be referred.
- ❖ The tentative date/month for incorporation of assignments awards in the grade card for the Term End Examination **December 2024** may be in the month of March-April 2024. In case of any missing assignment awards in the grade card, the learner is advised to take up the matter with the Study Centre/Regional Centre after March-April, 2024
- ❖ **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 of an academic session/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.

Submission of Term End Examination form is only through online in the IGNOU website www.ignou.ac.in as per the schedule. The online portal for Term-End Exam is: exam.ignou.ac.in.

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

- 1. For certificate, MP, BCA, MCA, MTTM & Other Semester-based Programmes learners can appear for TEE June 2024.**
 - 2. For Masters, Bachelor, Diploma, PG Diploma, learners can appear for December 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 remitted 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 semester-based programmes like MP, BCA, MCA, MSCMACS the online re-registration is to be done for every six months. The offline re-registration is discontinued by IGNOU.
 - ❖ The online Re-Registration for July session will be open tentatively in April/May onwards and for January session it will be open tentatively from October/November. The online Re-Registration portal link is <https://onlineadmission.ignou.ac.in/onlineerr/>
 - ❖ 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>

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>

Link for induction meeting Video

<https://fb.watch/s4lo5WHIL/>

Please quote your Ten-digit Enrolment Number and Programme Code besides your Mobile Number and Email id in all your communications. The Regional Centre, Trivandrum will remain open from Monday to Friday from 10.00 A.M to 5.00 P.M. Visit IGNOU HQs website (www.ignou.ac.in) and Regional Centre website (www.rctrivandrum@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/ignourivandru1>

Facebook : <https://www.facebook.com/ignourctvmofficial>

YouTube : <https://www.youtube.com/channel/ucmrjn36vmrlusbs5govbtg>

Instagram : <https://www.instagram.com/ignourctvm/?hl=en>

**To know more about our Certificate Programmes, visit our link:
<http://ignou.samarth.edu.in>**

At Regional Centre, Trivandrum – whom to visit for what:

Admission, Re-registration, Change of RC/Study Centre, Electives, etc.: Dr.T.R.Satyakeerthy, ARD
Shri.Rajendran Pillai.N, ASO
Project, Viva-voce, assignment, grade card error, examination, etc.: Dr.Priya Pradeep, ARD
Shri.Kumar Gaurav, AE(DP)

UGC has approved admissions to 2 degree programmes simultaneously. IGNOU provides you an ideal opportunity to pursue 2 degrees at a time. To explore our range of degree programmes, please visit the link <http://ignou.samarth.edu.in>

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

(M.RAJESH)

Note: The date and fees given in the document are purely tentative and subject to change from time to time based on the change in circumstances