



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT INFORMATION SHEET

JULY 2016

REGIONAL CENTRE

C-1, INSTITUTIONAL AREA

BHUBANESWAR-751013



Dear Learner

Greetings from IGNOU Regional Centre, Bhubaneswar and congratulations for being a part of Indira Gandhi National Open University, one of the largest Universities in the world. IGNOU is a Central University, established by an Act of Indian Parliament in 1985 with a view to democratizing higher education and taking it to the doorsteps of people. **The degrees, diplomas and certificates awarded by this University are recognized by Association of Indian Universities (AIU), University Grants Commission (UGC), AICTE, NCTE, etc.**

IGNOU is the pioneer in the field of **Open and Distance Learning (ODL)** in the country. In the ODL system it is the learner who decides the place and pace of her/his learning . The interaction between the learner and the tutor and the peers in this system is minimal. Hence, the learner is expected to be self-motivated and take care of himself/herself. However, the University provides extensive support services to its learners by means of a wide network of Regional Centres and Learner Support Centres spread across the country. Student Support Service is a means to bridge the distance between the learner and the tutor and between the learner and the institution. As a part of Learner Support Service you shall be provided with **face-to-face** counselling sessions for academic support supplemented by counselling through interactive radio programs, teleconferencing sessions etc. Continuous assessment of your progress in studies is made through the Check-Your-Progress Questions built into the Study Materials and assignments and accordingly feedback is given for further improvement in your studies.

Every learner of IGNOU is attached to a **Study Centre**. A Study Centre provides necessary academic support to the learners by organizing academic counselling sessions (Theory and practical), evaluation of assignments and providing administrative support during the course of study. A Study Centre also acts as the resource-cum-information center where learners receive important information regarding the conduct of academic counseling sessions, submission of assignment responses, examination schedule, re-registration, etc. **The Study Centre functions during holidays and some weekdays.**

Timing of Study Centres

Wednesday, Thursday, Friday & Saturday: 5 PM to 8 PM

Sunday : 9 AM to 5 PM

Please go through each of the following sections to understand the varieties of support services extended to the learners of this University.

Student Card - Your Unique Identification

Your Student Identity Card bears your nine-digit Enrolment Number and hence it is your unique identification as a learner. It has been duly authenticated by the Regional Director. You are advised to carry the I-Card whenever you visit your Study Centre or Regional Centre for getting all kinds of administrative and academic support. **Possession of Student Card in the Examination Hall is a must for appearing in the Term-end Examinations.**

*Loss of Student Card must be reported immediately to the Regional Centre. A duplicate Card in such case can be obtained from the Regional Centre on payment of **Rs.200/-** in shape of a bank draft drawn in favour of **IGNOU** and payable at **Bhubaneswar**.*

Study Materials -Self-Contained and Self- Instructional

Study materials are provided to the students immediately after their admissions. The Study Materials of IGNOU are self-instructional and self-contained in nature and you will find them very useful. You are advised to collect your study materials from the Regional Centre or from your **Study Centre** during working hours. [Students of the Study Centres located in Cuttack and Bhubaneswar are advised to collect their study materials in person from the Regional Centre between Monday and Friday during office hours.]

Please write to/ contact the **Regional Director, IGNOU Regional Centre, Bhubaneswar** in case of non-receipt/wrong receipt of study materials. You can also send e-mails to our address: **r**cb**hubaneswar@ignou.ac.in**

Induction Meeting – Your Introduction to Our System

Induction meeting is the first face-to-face interaction of the University officials with the learners. It is conducted with an aim to induct the learners formally into the Open and Distance Learning system. Information regarding the Induction Meeting is provided to the learners in advance to ensure their attendance. In such meetings, the learners are briefed about the different aspects of open and distance learning under IGNOU, difference between the conventional face-to-face system of learning and the distance mode of learning and their role as distance learners.

Academic Counseling – Quality Academic Support to Supplement Study Materials

Learners in the ODL get a rare opportunity to interact with their academic counselors (tutor) to clarify their doubts. In IGNOU academic counselling sessions are organized on Sundays at the allotted Study Centre. You shall be communicated about this by your Study Centre. If you do not receive a communication from your Study Centre within one month from the date of your admission, you can contact the Coordinator/PIC of your Study Centre for getting information about the schedule of counseling sessions. As a distance learner you are expected to come go through your study materials before coming to the counselling sessions. You are advised to keep your doubts, difficulties and queries ready beforehand to discuss them and other academic problems with your academic counselor during the academic counseling sessions. **We strongly recommend you to attend these sessions and derive maximum benefit out of it**

Practical counseling sessions are conducted at your study centre for the programs having practical components.

Assignments - A Tool for 2-Way Communication

Assignments are a set of questions supplied with the study materials to have continuous assessment of your progress in studies. These questions are to be answered at home. Preparation of the assignment responses shall facilitate your preparation for Term-End Examination. Assignments are compulsory and they carry 25% - 30% weightage in overall course grade in any programme. Assignment responses are to be submitted at your Study Centre. Submission of required number of assignments is compulsory for appearing in the Term-end Examinations. Please ensure that all assignment responses are submitted as per the schedule given in your assignment questions. Top priority should be given to it as it can help you get feedback on your assignment responses from your tutor.

Note: Assignments in English and Hindi are available on the University website. Assignments in Odia are uploaded on the website of the Regional Centre (<http://www.ignoubbsr.org/Odia-assignment.htm>)

For change of electives/medium/course and change/correction of address, Study Centre and Regional Centre please contact the Regional Centre, Bhubaneswar. For change of electives of UG programs: Rs300/- [up to 4 credit; Rs600/- [up to 8 credits]. For PG programs: Rs 500/ and Rs1000/- for 4 credit and 8credit courses respectively. Rs1500/- for Management Program.

Seventy to seventy five percent attendance in practical counselling sessions is compulsory for appearing in the Term-end practical Examination of BCA/MCA Program.

Term-End Examinations (TEE)

Term End Examinations are conducted in every **June and December**. To appear in the Term-end Examination please fill-in the examination form by paying the examination fee @ **Rs 120/-** per course. Payment shall be made in shape of a Bank draft drawn in favour of **IGNOU** and payable at **Bhubaneswar**. The examination forms can be obtained from the Study Centre/Regional Centre or downloaded from the University website. Photocopied forms can also be used for the purpose. There is facility available for on-line submission of examination form using the link available on www.ignou.ac.in website and payment can be made through credit card or through the branches of Axis Bank/ Union Bank of India. The filled in examination form, duly attested by the Coordinator/PIC of the Study Centre is to be submitted to the **Regional Director, IGNOU Regional Centre, C-1, Institutional Area, Bhubaneswar – 751013**. In case you do not receive the Hall Ticket, before the examination you may contact the Regional Centre for a duplicate Hall Ticket. You can also download the Hall Ticket from the IGNOU website.

NB: Questions papers of the previous examinations are available on the university website(www.ignou.ac.in) Odia question papers of the previous examinations are uploaded on the website of the Regional centre (<http://www.ignoubbsr.org/Odia-Question.htm>).

Dates for Submission of Examination Forms	
JUNE Term End Examination	DECEMBER Term End Examination
1 st March - 31 st March [No Late Fee]	1 st Sept – 30 th Sept [No Late Fee]
1 st April – 30 th April [Late Fee of Rs500/-]	1 st Oct – 31 st Oct [Late Fee of Rs500/-]
1 st May – 15 th May [Late Fee of Rs1000/-]	1 st Nov – 15 th Nov [Late Fee of Rs1000/-]

TEE Results

Results of the TEE are declared within **45** days from the date of completion of examinations. You can check your results on the IGNOU website. **The university has the provision in place for re-evaluation of the answer scripts of Term-end Examination and also obtaining the photocopy of the answer scripts on payment.** For more details you can contact your Study Centre or Regional Centre.

Projects

Some programs have the component of **Project Work**. Project work is a kind of mini research work related to your program. The idea is to cultivate research ability in the learners. The project reports are to be submitted to the Registrar, SE Division, IGNOU, Maidan Garhi, New Delhi-110 068 except for Programs like **MCA, BCA, MAPC, M. Sc**

DFSM, PGDLAN, MA [Edu] and M Ed etc. Students of these programmes except MAPC shall get their project proposals approved at the Regional Centre. On getting the approval of the project proposal you can submit your Project Report at the Regional Centre. Students of all other programs having project component are required to get Project Proposal approved by the Schools of Studies concerned.

Dates of Submission	
Project Proposal (BCA/MCA Program)	Project Report(BCA/MCA Program)
1 st October - 31 st December	1 st January to 31 st March
1 st March - 30 th June	1 st July to 30 th September

Reimbursement of program fee of ST/SC/OBC Students

We have the provision of getting the program fee reimbursed for the students belonging to the ST/SC/OBC categories. The student has to apply for the reimbursement of program fee online using the link mpsc.mp.nic.in/scholarships/Default.aspx. The link is opened for students some time in Sept every year. The eligible students are informed through SMS when the link is opened by Government of Odisha.

Library Facility

You can avail of library facility at the Regional Centre during office hours on the working days. Besides reference books, we provide the facilities like internet, viewing of video CDs etc. Some of our old Study Centres have got reference libraries. You can use the library facility during the holidays.

Dates for Registration	
January Session:	1 st August – 1 st Oct [Without late fee]
July Session:	1 st February – 31 st March [without late fee]
For dates with late fee you can contact the Regional Centre or your Study Centre.	

We hope that you have carefully gone through the guidelines for student support services. We would advise you to visit your Study Centre regularly to get updated information. You can also visit our **website: www.ignou.ac.in/ www.ignoubbsr.org** on regular basis to get updated information about the University. In case of any academic and administrative problem, you may first contact your Study Centre. You are also welcome to write to us [may send mails] or meet us personally at the office of the Regional Centre, Bhubaneswar.

Please spread the message of IGNOU among your friends, colleagues and family members and help us take higher education to every doorstep in the region.

Happy learning at IGNOU!!!

With best wishes,

Regional Director

Inculcate the habit of **READING**. It will help you grow as a distance learner and accomplish your dreams.

IGNOU Regional Centre, C-1 Institutional Area,

Bhubaneswar – 751013

E-mail: rcbhubaneswar@ignou.ac.in

Phone: 0674- 2301250, 2301348

website: www.ignou.ac.in/ [website:www.ignoubbsr.org](http://www.ignoubbsr.org)