#### WELCOME

#### **INDUCTION MEETING- 2020**

Dr.E.Krishna Rao Regional Director(i/c) IGNOU RC Mumbai

# **Open and Distance Learning**

- It is the **outcome of the realization** that **adult populations** across the world **also need opportunities for education at all levels**.
- Distance Education-teacher and student(s) are separated by physical distance
- Distance Education is a **modality that** provide immense benefits not only to the learner population, but also to the society as a whole.



## **Features of IGNOU**

- Flexible Admission Rules
- Nationwide Student Support Services Network
- Cost Effective Programmes
- Individualized Study
- Flexibility in Terms of Place, Pace & Duration
- Programmes Based on Students Need Analysis
- Resource Sharing, Collaboration & Networking with other Universities
- Use of latest ICTs

## **IGNOU certificate recognition**

- IGNOU is a NATIONAL OPEN UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985)
- IGNOU Degrees/Diplomas/Certificates are recognized by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institutions
- UGC/AICTE/NCTE

**Credit System IGNOU** Follows Credit System Certificate = 16 - 18 Credits Diploma = 30 + CreditsBachelors = 96(32 Per Year)Bachelors(CBCS) = 132 Credits Bachelors (CBCS) Honours= 148 Credits Masters = 60 + Credits1 Credit = 30hrs Of Study

#### **Credit Comprises**

- Reading Self Learning Material;
- Face to Face contact sessions;
- Practical/hand on experience;
- Assignment responses;
- Library Activities;
- Audio/video support; Teleconferencing;
- Interactive Radio Counselling; Gyan Darshan; and
- Gyan Dhara(IGNOU online radio)https://www.ignouonline.ac.in/gyandhara/



# S.I.M/SLM/Study Material

- Self Contained
- Self Explanatory
- Self Directional
- Self Motivating
- Self Evaluating
- Self Learning

#### **Printed Study Material**



## **Unit Structure**

**X.0 Introduction** 

- x.1 Objectives
- x.2 Section 1 (main Theme)
- x.2.1 Sub-section 1 of Section 1
- x.2.2 Sub-section 2 of Section 1

x.3 Section 2 (main Theme)

- x.3.1 Sub-section 1 of Section 2
- x.3.2 Sub-section 2 of Section 2

x.4 Let Us Sum Up

- x.5 Unit end Activities
- x.6 questions for reflection
- x.7 Suggested Readings/References

x.8 Answer to Check your Progress.

#### **Check your Progress**

#### **Check your Progress**

## How to Read SIMs

- Give due importance to objectives
- Develop a broad idea of the lesson
- Go into the details
- Do not skip self assessment/check your progress
- Identify the key ideas
- Relate -diagram, tables, statistical data, examples given to the main idea presented
- Read summary
- Make your own detailed notes

# Study material status can be check in our website <u>www.ignou.ac.in</u>

## http://www.ignou.ac.in

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#### MPDD: Material Dispatch Status (Jan-2020 Session)







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# **SLM Soft Copy**

- Soft copy available in E-Gyankoshhttp://egyankosh.ac.in/
- IGNOU e content App for digital content of study material available on Google Playstore
- Students opted soft copy should download the SLMs from above resources-No hardcopy will be sent
- Mumbai students for specific programmes should collect SLMs from Regional centre, Mulund only

## **Academic Counselling**

• Face to face interaction component.

• Help address those concerns which still bother the mind of a learner after going through the self learning material and watching and listening to A/V Programmes.

# **Counselling in IGNOU**

- Face to Face counselling;
- Through teleconferencing/ web conferencing;
- Interactive radio counselling;
- Television counselling through Gyan Darshan; and
- Radio counselling through Gyan Vani, Gyan Dhara

#### How to use counselling

- Do not expect teaching
- Integrate counselling schedule into your study plan
- Read concern unit/block before attending counselling
- Participate in discussion
- Note difficult portions, concepts and discussion points
- Refer other relevant books in the LSC library

# **Counselling Schedule**

- Study Centre will prepare counselling schedule and send you through email/ SMS/ whatsapp.
- Upload in the study centre host institution website
- Counselling schedule uploads in the Regional Centre website at <u>http://rcmumbai.ignou.ac.in/studentcorner/9</u>

# **IGNOU** online

- <u>http://www.ignouonline.ac.in/</u>
- Links to access all learning resources available online
- educational channels Gyanvani and GyanDhara.
- Virtual Class.
- eGyanKosh



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#### **Evaluation**

IGNOU has a multitier system of evaluation

- **Self-assessment** exercises within each unit of study material.
- Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/ workshops/extended contact programmes, etc
- Term-End Examinations (TEE)
- Project / Term-end Practical examination

#### IGNOU Grading system for Evaluating Learner's Achievements

Letter Grade	Qualitative Value	Point Grade	Equivalent % of Numerical Marks
A	Excellent	5	70% and above
В	Very Good	4	Above 55% and below 70%
С	Good	3	Above 45% and below 55%
D	Satisfactory	2	Above 35% and below 45%
E	Unsatisfactory	1	Less than 35%

#### **10-Point Grading System of IGNOU for CBCS**

Letter Grade	Numerical Grade	Percentage
O (Outstanding)	10	≥85
A+ (Excellent)	9	≥ 75 to < 85
A (Very Good)	8	≥ 65 to <75
B+ (Good)	7	≥55 to <65
B (Above Average)	6	≥50 to <55
C (Average)	5	≥40 to <50
D (Pass)	4	≥35 to <40
F (Fail)	0	<35
Ab (Absent)	0	Absent



- Serve as a **means of interaction** between the academic counselor and the learners
- Function as a **continuous evaluation** Mechanism
- A **Compulsory component** of the instructional system.
- Help the learners **understand the course through feedback** on assignment responses.
- Help the learners prepare themselves for the Term-end examinations.

## Assignments

- One assignment response for each course- 30% weightage
- Assignment submission is **compulsory** for appearing in TEE
- Assignments are to be **handwritten** with **comment sheet**
- Keep **photocopies of the assignment** responses for future reference.
- Collect **acknowledgement slip** from the Study Centre after submitting the assignment responses
- Collect evaluated assignment responses back for your feedback

# Points to be considered while writing assignments

- Correct Information
- •Logical Sequence and Coherence of the contents.
- •Preciseness
- •Clarity of Expression
- •Correct Use of Language
- •Comprehensiveness
- •Legibility
- •Sticking to word limit
- •Avoidance of Copying

• Assignments can be **downloaded** from IGNOU website

• <u>https://webservices.ignou.ac.in/assignments/</u>







- As a precautionary measure for Coronavirus COVID-19 the last date for submission of assignments for June 2020 TEE has been extended upto 30<sup>th</sup> April 2020
- All learners are advised to make use of the extended facility regarding assignment submission.
- All the learner Support Sevices at Study Centres/ Regional Centre have been postponed till 31<sup>st</sup> March 2020.
- Induction meeting also postponed. Thus a video of induction meeting has been uploaded at

#### **Term-End Examination**

- Term-end examinations in June/December every year.
- Exam centre flexibility-anywhere in India
- Valid registration for the courses, in which they wish to appear
- Submission of assignment(s) by the due date
- Examination fee @ `150/- per course -online payment
- Submit on-line examination form through IGNOU website www.ignou.ac.in- http://exam.ignou.ac.in/
- Hallticketdownloadablehttps://ignouhall.ignou.ac.in/HallTicket/
- Every study centre will not be an examination centre

#### **Dates for Submission of Exam Forms**

For June TEE	Late Fee	For Dec TEE	Late Fee
1 <sup>st</sup> March to 31 <sup>st</sup> March	Nil	1 <sup>st</sup> Sept to 30 <sup>th</sup> Sep	Nil
01 <sup>st</sup> April to 30 <sup>th</sup> April	Rs. 500/-	1 <sup>st</sup> Oct to 31 <sup>st</sup> Oct	Rs. 500/-
1 <sup>st</sup> May to 20 <sup>th</sup> May*	Rs. 1000/-	1 <sup>st</sup> Nov to 15 <sup>th</sup> Nov*	Rs.1000

\* Exam Centre will be only in the city of Regional Centre

NOTE: Standard dates for Term-end Examination but sometime it may change

#### **Previous Question Paper**

The Link for Previous year Question paper Link : <u>https://webservices.ignou.ac.in/Pre- Question/</u>
### **TEE Results**

- Result Declares 45 days after the exams
- Early Declaration of Result- Rs. 1000/- per course-only if the student has been selected for any post or applied for further studies-proof-facility only for theory
- Re-evaluation of Term-End-Examination-Rs.750/- per course-within one month from results
- Obtaining Photocopy of Answer Scripts- Rs.100/per course- 45 days from the date of declaration of result

## **Term End Practical Examinations**

- BCA, BA (Psychology), BLIS, PGDIS, CIT, MAPC, MLIS, MCA and MSCDFSM having practical component.
- Attendance in the practical sessions is compulsary.
- Along with theory exam fees, practical exam fee should be paid
- Practical examinations will be conducted in the month of July for June TEE and January for December TEE at your study centre

#### **RE-REGISTRATION**

(In case of three/ four/ two year or semester-wise degree programmes)

 Current registration is valid only for the 1<sup>st</sup> semester/ 1<sup>st</sup> year

 Required to do re-register for 2<sup>nd</sup> semester/ 2<sup>nd</sup> year-depending upon the programme you have choosen

• Re-registration form through online only

### Re-registration for CBCS Based Bachelor's Degree Programme

- The registration of the students will be done year-wise though the courses of the programmes will be offered semester-wise.
- The students will pay the fee for the first and second semesters at the time of admission itself.
- No fee will be refunded if a student decides to withdraw mid-session
- TEE will be in December 2020

### **Re-Registration Dates**

For July Session	For January Session
01 <sup>st</sup> April to 31 <sup>st</sup> May	1 <sup>st</sup> September to 15 <sup>th</sup> October

NOTE: Standard dates for Re-Registration but sometime it may change

## **Re-admission**

Programmes	<b>Duration Period</b>	<b>Re-admission Period allowed</b> after the maximum period		
Certificate Programmes	6 months – 2 years	6 months		
Diploma Programmes	1 year – 3/4 years	1 year		
BDP (other than 4 years programme)	3 years – 6 years	2 years		
Master Degree Programmes	2 years – 4/5 years	2 years		

IGNOU Regional Centre Mumbai at a Glance

#### **Regional Centres of IGNOU in India**

• Total Regional centre in India is 67

• Presence in 43 counties through 80 partner Institutes.

### IGNOU RC, Mumbai

- Established in 2009
- Covering six districts
- Covering 25% Maharashtra state populations
- 26 LSCs
- 10,000 students every year
- 560 academic counsellors
- 83000 cumulative students

#### **Student Support Services**

- LSC Pre-admission counselling, Academic counselling, Tutor Marks Assignments (TMAs)
- RC Pre-admission counselling, Registration, Reregistration, Change of Elective/medium/course/programme, Change of Regional Centre, Bonfire Certificate, Migration Certificate, Material Distribution, Interactive Radio, facilitating Teleconferencing, Authentication of TMAs, Conducting viva-voce, Monitoring of Academic Counselling and other student support services
- HQ Declaring the Result, conferring the Degrees.

S.No	Nature of request / Complaint	Officials to be contacted
1	Online admission issues	CSRC, IGNOU, New Delhi Email: csrc@ignou.ac.in
2	Change of address (in the prescribed proforma)Change of study centre/ Regional Centre /Change of Course/ Elective/Medium/ Name (in the prescribed proforma) (Requests through e-mail for the above changes will NOT be accepted) Change of SC within the same city not entertained. Term-end Exams/Hall Tickets/Exam Centres, , Exam Fee, Schedule of Examination (Exam Dates) etc	IGNOU Regional Centre Email: <u>rcmumbai@ignou.ac.in</u>
3.	Study Material	The Registrar, MPDD IGNOU, Maidan Garhi NEW DELHI 110 068 Email: registrarmpdd@ignou.ac.in
4	Grade Card, Result of TEE, Provisional Certificate, Official transcripts etc.	The Registrar (SED) IGNOU, Maidan Garhi NEW DELHI 110 068 Email: registrarsed@ignou.ac.in
5	<b>Re-evaluation of answer scripts, photocopy of answer scripts, Early declaration of results</b>	The Deputy Registrar Regional Evaluation Centre of IGNOU, Kochi
6	All queries regarding counseling, Evaluated Assignment Response,other academic support services at the Study Centre	The Coordinator/Programme- in-Charge of the Study Centre/ Programme Study Centre to which you are attached

### **RC website**



#### **Student Corner**

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	Prospectus	Prospectus			
	Programme	Click here for more detail			
	Admission				
	Assignment				
	Question Paper	This section contains			
	Material Dispatch Details				
	Address Checking	easy access of			
	Student Support Services	various links and			
	Student Grievances Redressal Forum	information related			
	Counselling Schedule	information related			
	Library	to the students.			
	FAQ				
	Hall of Fame				
	Whom to Contact				
	Datesheet & Result				
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	Important Dates / Information				
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	Other Information				

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The learner-centric instructional system of IGNOU

#### The status can be checked by student

- Registration details/study period validity
- Material dispatch status
- Assignment/practical/project award status
- Exam Results
- Grade Card
- And many more can check easily in one step

# **IGNOU WEBSITE**







Information about eligibility criteria, procedure and deadline for applying to various programmes

#### Know More



RESOLUCES

#### e-Resources for Self Learning

e-resources from various plateforms are provided for self learning

Know More



#### Forms



Know More



#### Know Your Admission/Registration Details



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	Assignment Submission Status			
	Term End Exam Form Submission Status			
Contact Us	Services			
Announcements	Register for SMS Alerts			
Announcements	Download Forms (Re-registration,Address Change,TEE, Revaluation, ReAdmission etc)			
	Download Term End Assignment Paper			
	Download Previous Year Term End Question Paper			

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As soon as you are admitted to any programme at IGNOU, please visit IGNOU website at WWW.ignou.ac.in

Regional Centre mail: <u>rcmumbai@ignou.ac.in</u> phone number: 022-25923159, 022-25925540 Regional Centre Website: <u>rcmumbai.ignou.ac.in</u>

Please read **"Programme Guide"** Carefully. It is very important as most of your questions will find answer in the guide

Keep in touch with your LSC and Peer Group

#### Facebook : <a href="https://www.facebook.com/ignourcmumbai/">https://www.facebook.com/ignourcmumbai/</a>





