



***e-INDUCTION LETTER FOR NEWLY ADMITTED LEARNERS***

IGNOU Regional Centre , Delhi – 1  
J-2/1, Block B-1  
Mohan Cooperative Industrial Estate  
Mathura Road  
New Delhi - 110044  
Phones: 011-26990082, 26990083  
Fax: 011-26990084  
Website: [www.rcdelhi1.ignou.ac.in](http://www.rcdelhi1.ignou.ac.in)  
Working Days of the Regional Centre -  
**Monday to Friday (9:30 am to 6:00 pm)**

***Dear Learner,***

**Greetings from IGNOU Regional Centre Delhi – 1 !**

*We welcome you to the IGNOU fraternity of students. Now that you have been inducted to the system of Open and Distance Learning through IGNOU, it is imperative that you become familiar with the open and distance learning system, for smooth sailing during the entire duration of your Programme.*

*Through this e-INDUCTION letter, we wish you to acquaint you, with guidelines and equip you with information, so that you are able to complete the Programme successfully.*

The **IGNOU** offers **flexibility in terms of place pace and duration of study**, which you may understand from the picture below:

**Place** – there are 56 Regional Centres and around 3000 study centres across India through which students can pursue their dream of higher learning. And can change the study centre from one place to another (through a request application to the concerned Regional Centre) in case of shifting of location or transfer.

**Pace** - You may pursue your studies at your own speed and appear for the term end exam in successive terms (after completion of the minimum duration) , if in case you are unwilling or unprepared.

**Duration** - There is a minimum and a maximum duration for every Programme. And if for any reason you are not able to complete the programme within the minimum duration, you get additional time to complete the Programme. For example a Bachelor's Degree Programme (i.e. BA/BCom/BSc) of three years duration can be completed in six years if the student so desires.

## Contact Points for... YOU

The **Study Centre** will be your first contact point for all practical purposes. You may get in touch with your study centre to obtain the academic counseling schedule and also to attend the counseling sessions. Counselling sessions are basically doubt clearing sessions and you are expected to do some self study of the course study material / blocks provided to you for which counseling has been scheduled.

**Activities** like assignment submission and practical (wherever applicable) also take place at the study centre. The academic counselors will evaluate your assignments and return the evaluated copy of assignment to you with their comments / remarks . The Award Lists of the assignment marks are then forwarded to the Head Quarters, through the Regional Centre. In the same way, Award Lists of the Practical marks are also forwarded for updation. Guidance for Projects (wherever applicable) shall also be done through the academic counselors of the study centre.

The **list of study centres** under the Regional Centre if Delhi – 1 and the contact details are available on the web link [http://rcdelhi1.ignou.ac.in/ignou-RC/userfiles/file/LSC\(7\).pdf](http://rcdelhi1.ignou.ac.in/ignou-RC/userfiles/file/LSC(7).pdf)

## Regional Centre

The **Regional Centre** shall be your **contact point** for any issue related to requests for the following :

Correction in name / Father's name / address/ phone number / email id or any other detail of the personal record of yours.

Change of Programme / Electives / Regional Centre and Study Centre / Study Centre .

Issue of Identity Card / NOC for Regional Centre change / Bonafide Certificate / NOC for attending Practical at a different study centre / Migration Certificate

Submission of Project Proposals and Projects for Programmes like  
\*\*\*\*\*

The website of the Regional Centre of Delhi – 1 is  
<http://rcdelhi1.ignou.ac.in/>

## The Indira Gandhi National Open University

The IGNOU Head Quarter is located at Maidan Garhi , New Delhi. The website is <http://www.ignou.ac.in/> All the functional Divisions are located at the Head Quarters.

The main Divisions that pertain to student records are the following:

- Student Registration Division (SRD)
- Student Evaluation Division (SED)
- Material Production & Distribution Division (MPDD)

## Student Registration Division

The Division is a single window platform for all matters related to the records of student admission , re-registration , re-admission and credit transfer. It maintains the database of learners relating to their registration and personal details provided through the admission form. Any change in the registration details of students is effected through this Division.

Further, all information related to recognition of IGNOU Programmes, list of programmes on offer, online admission, definition of admission, re-registration, re-admission and credit transfer, associate studentship, CBCS etc can be accessed through the Division's web link

The weblink to the SRD is <http://www.ignou.ac.in/ignou/aboutignou/division/srd/introduction>

## Student Evaluation Division

This Division is charged with the responsibility of monitoring and evaluation of the performance of the students in Term-end examinations, assignments, projects, practical examinations, dissertations, viva-voce, campus extension programmes, field work, etc. and award of Degrees/Diplomas/certificates.

The web link to the SED is <http://www.ignou.ac.in/ignou/aboutignou/division/sed/introduction>



## Material Production and Distribution Division

This Division handles the production and distribution of study material and assignments for various programmes and courses of the University. It is responsible for timely printing and dispatch of study material to the learners as well as to Regional/ Study Centres of IGNOU. By nature the entire task is a complex operation and is compounded by a large number of students changing their addresses, medium of instruction and courses very often.

The web link to the MPDD is <http://www.ignou.ac.in/ignou/aboutignou/division/mpdd/introduction>

Study material is normally dispatched to learners within a few weeks after conformation of admission. Though in case of non receipt, you may visit the following web link to track your study material - <http://ignou.ac.in/ignou/aboutignou/division/mpdd/material>

The soft copy of the study material is also available on e-Gyankosh , which is an online repository of the digital learning resources and also has links to the recorded videos of Schools of Study of IGNOU on the YouTube. The web site of e-Gyankosh is <http://egyankosh.ac.in/>

You are advised to follow the academic schedule at the study centre and also the academic calendar of the University to successfully clear each stage of the Programme you're enrolled into.



## Process of some of the activities.

### For Identity Card

Your IGNOU Identity Card is available on your online IGNOU account. If you are registered under RC Delhi-1 (Mohan Estate), you may take a coloured print-out of the same and send to us BY POST for verification **OR** visit regional centre in person at the following address:

IGNOU Regional Centre NCT of Delhi-1,  
J 2/1, Block B1, Mohan Co-operative Industrial Estate,  
Near Mohan Estate Metro Station, Mathura Road  
New Delhi 110 044

Identity Cards for offline admissions are dispatched to the learners from the Regional Centre.

## For Correction in Name / Name change

For change of name the student may submit the following requisites.

For Change of Name/Surname, after confirmation of admission, the learners are required to submit

the following documents at the Regional Centre, for onward transmission to Registrar, SRD:

- (i) Original copy of Notification in a daily newspaper notifying the change of name;
- (ii) Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name;
- (iii) Marriage Card/ Marriage Certificate in case of women candidates for change in surname;
- (iv) Gazette Notification, in original, reflecting the change of name/surname;
- (v) Demand Draft of Rs.500/- drawn in favour of IGNOU payable at New Delhi.

## Change of Course / Electives

For CBCS Based Bachelor's Degree Programme, change of course is NOT permitted in CBCS-Based BAG/BCOMG and BSCG Programmes.

For Master's Degree Programme, the fee for change of course is Rs.600/- for 2/4 credits and Rs.1200/- for 6/8 credits course. Payment should be made by way of a Demand Draft drawn in favour of "IGNOU" payable at the place of concerned Regional Centre.

All such requests for change of Elective/Course should be addressed to the concerned Regional Centre only as per schedule.

## Change of Programme

Change of Programme is NOT permitted in CBCS-Based BAG, BCOMG and BSCG Programmes.

For other Programmes Change of programme in Master's Degree (MEG/MHD/MPS/MAH/MPA/MSO/MEC/MARD/M.Com./MAPY/MAPC) is permitted only in the first year of study within 30 days from the last date of applying for admissions. A student has to pay the full fee for the new Programme and he/she has to forgo the fee paid for the earlier programme.

The request for change of programme should be addressed to the Regional Director of concerned Regional Centre.

## Student Grievance

Though we wish and hope that compliance to the above guidelines will lead to zero grievance at your end. However if in case of any difficulty or any doubts, you may submit your grievance to us.

You are requested to put in your queries or grievances through the iGRAM (IGNOU Grievance Redressal and Management) portal of IGNOU. The weblink to iGRAM is <http://igram.ignou.ac.in/>.

Please select the New Query / Grievance and follow the selections from the drop down menu to submit your grievance.

If you have already submitted your grievance, you can track the status of your grievance response through the token number, generated at the time of submitting the grievance.

Only registered students of IGNOU will be able to submit their grievance through iGRAM.

**We wish you all the best and hope that after completion of the Programme, you will be one amongst our Alumni , with all fulfillment of your educational aims and attainments.**

**Best wishes !**

