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Admission and Programme Delivery

On admission, each student will be attached to a identified Programme Study Centres (PSC) as per available seats, where he / she will be attending counselling sessions to clear their doubts related to theory component. Theory counselling (14 sessions) and hands-on-training / practical (3-4 weeks) will be held in the Programme Study Centres (PSC), as per dates to be notified by the PSC incharge concerned.

Admission Procedure

-Bulk Registration: Contact Programme Study Centre (PSC), Students are sponsored in bulk by power organisations/PSCs;

PSC will collect the filled-in application forms for sponsored candidates and submit the same to Regional centre (RC) concerned along with programme fees before October 31st for January session and April 30th for July session without any late fee. However, IGNOU Offers "Round the Year Admission" to its Programmes under the 'Walk-in-Admission' Scheme.

-Individual Registration: Contact nearest IGNOU Regional centre (RC) / Programme Study Centre (PSC), Candidates can obtain admission application forms from IGNOU Regional Centre ,and also can download the Prospectus and application form from the university website at www.ignou.ac.in. Candidates can submit the same only at the Regional Centre concerned.

Admission will be on the basis of required eligibility/merit and availability of seats at PSCs after filling the seats for sponsored applicants. Applicants of CCPD should also fill in the **Form-A** for CCPD programme attached to the Application Form. Proofs of qualification and experience, if any should be enclosed.

Evaluation

The evaluation consists of two parts in theory course: I) continuous evaluation through assignments, and ii) Term End Examination (TEE) Theory : Practical :Continuous evaluation and Practical exam/Viva voce. In order to complete a course successfully you are required to score at least 40 per cent marks in continuous evaluation (assignments) and at least forty percent in TEE and atleast 50 per cent marks in Practical :Continuous Evaluation(50%) and Practical Exam/Viva voce(50%) separately. The percent which you pass the CCPD programme is decided on the basis of combined percentage of marks obtained in all the courses.

Students can take TEE for courses after the completion of study of minimum duration of six months for the concerned courses. For example, students enrolled in January 2014 can take their TEE for courses in June 2014 or thereafter. Similarly, students enrolled in July 2014 can take their TEE for courses in December 2014 or thereafter. In case a student fails to qualify in a course s/he is allowed to take that course in any of the subsequent TEEs (June / December). Students have to successfully complete all the courses within 2 years of registration.

Assignments

Assignments constitute the continuous evaluation. Submission of assignments is compulsory. As assignments are compulsory for final result in the course you are advised to take your assignments seriously. A simple omission on your part may cause loss to you and inconvenience at all levels in the University. The main purpose of assignments is to test your comprehension of the learning materials

you receive from us and also to help you get through the courses. The assignments are designed in such a way as to help you concentrate mainly on the print materials and your analytical capabilities and work experience.

You may download assignment from the IGNOU website: www.ignou.ac.in.

Term End Examinations

The University conducts Term End Examination (TEE) twice a year in the months of June and December. Students will be permitted to appear in TEE subject to the condition that registration for the courses in which they wish appear is valid. Maximum time to pursue the programme is not elapsed and they have submitted the required number of assignment(s) in those courses by the due date. Term end examination is conducted at various examination centers spread all over the country and abroad.

Instructional System

The Open University system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. The instruction package consists of:

Self Instructional Written Learning Material: The printed study material (written in self instructional style) for courses of the programme is sent to the registered students by post.

Counselling and Hands-on training/Practical sessions: at Programme Study Centres

Tele-conferencing / Audio-Visual Material Aids:

Through EduSat and Gyan Darshan Channels. One Gyan Darshan channel is available on DTH platform. Learners can confirm the dates for the programmes telecast through the university website (see webcast schedule for channels) or from their RC. For the benefit of the learners some video expert lecture which have been produced for Distribution programme are available on are available on You Tube, www.ignou.ac.in > **Student Zone** > **eGyanKosh**.

Radio Counselling: Through phone-in programmes on AIR and Gyan Vani.

Counselling: Counselling sessions are held according to a schedule drawn up by the study centre coordinator usually during weekends.

Web Based Student Support

The learners can have access to IGNOU's website at the following address (URL): www.ignou.ac.in . This website offers relevant information to the general public and student support facilities to the learners through the Single Window Information and Student Support (SWISS). These include:

- Results of the term End Examinations
- Downloadable prospectus/application forms of various programmes
- [Catalogue of audio/video programmes](#)
- [Schedule of Gyan Darshan/Gyan Vani/EDUSAT programmes](#)
- Admission announcements
- Addresses of regional and study centres
- Update on the latest happenings at the University
- Checking of student's mailing address
- Online submission of Term-End Examination Form
- TEE date-sheet
- Examination Hall Ticket

- Course Completion Status
- Access-eGyanKosh: using this web site you can download your course material and view video related to your courses. You can download Programme Guide and Assignments from website.

Additional Information

The additional information about the programme and the admission details are available at IGNOU website – www.ignou.ac.in and our Regional Centres(RC) at each state. Additional information about this programme may also be obtained from Programme Coordinator, School of Engineering & Technology.