

Guidelines for Partner Institutions

The University reserves the right to change the rules from time to time. However; latest rules will be applicable to all the students irrespective of the year of registration.

INCOMPLETE AND LATE APPLICATIONS

Incomplete application forms/Re-registration forms having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore advised to fill the relevant columns carefully and enclose the copies of all the required certificates duly self-attested. The applications received by 30th April will be considered for July cycle and applications received by 31st October will be considered for January cycle. However, the student will get the materials on completion of their registration formalities. The applications are to be submitted at concerned Partner Institution only. The application form sent to other offices of the University will not be considered and the applicant will have no claim whatsoever on account of this.

SIMULTANEOUS REGISTRATION

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any certificate programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule of the two programmes taken, University will not be in a position to make an adjustment.

RE-REGISTRATION

Learners are advised to submit the Re-Registration forms only at the respective Partner Institution and nowhere else. If any student sends the Registration/Re-Registration forms at wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularization. Care should be taken to ensure that the Re- registration Forms are sent to the Partner Institution concerned only within the specified due dates for the respective cycles.

RE-ADMISSION

The students who are not able to clear their programme within the maximum duration allowed can take readmission for additional 6 months, 1 year and 2 years for certificate Programmes ,Diploma Programmes ,Master Degree(2 year duration) and Bachelor Degree(3 year duration) Programme, respectively in continuation of the earlier duration in selected programmes. The student has to make payment per course on pro-rata basis. The details of pro-rata fee and the Re-admission Form are available at the Partner Institutions for the courses which they have not been able to complete. For further details please see the IGNOU website.

The student who fails to pay the prescribed full programme fee during the maximum duration of the Programme will have to pay full fee for the missed years in addition to pro-rata course fee for re-admission.

REFUND OF FEE

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However, in cases where university denies admission; the programme fee will be refunded.

CHANGE OF ELECTIVE/COURSE

Change in Elective/Course is permitted within 30 days from the receipt of first set of course material in the respective year only on the payment of USD30/- per course (INR300/-per course in SAARC countries) for a 4 credit course or part thereof, USD60/- (INR600/- for SAARC countries) for 5 to 8 credit courses by written request to the Partner Institute. The request for change of Elective/Course should be addressed to Director, International Division, IGNOU, Maidan Garhi, New Delhi-110068. The student is required to return the study material already received to Partner Institution in person.

CHANGE OF PROGRAMME

Not allowed

COUNSELLING AND EXAMINATION CENTRE

All Partner Institutions are not Examination centres, Practical Examination need not necessarily be held at the centre where the learner has undergone counselling on practical. Regular counselling session will be conducted at the Partner Institutions provided the number of learners for a particular course is equal to or more than 10. If the number is less than 10, then in place of regular counselling, intensive counselling sessions will be held which essentially means that 40% of the number of prescribed counselling sessions are to be conducted within a week's time.

CHANGE/CORRECTION OF ADDRESS AND PARTNER INSTITUTION

In case there is any correction/change in the address, the learners are advised to inform the Coordinator of the Partner institute (PI) with a copy to the Director, International Division, IGNOU, Maidan Garhi, New Delhi-110068. Change of PI is not permissible in programme where practical components are involved.

When a learner wants to transfer from one country to another, he/she has to write to that effect to the Director, International Division seeking a transfer along with non-refundable transfer fee of USD 50/- (INR 500/- for SAARC Countries) marking copies to the Coordinator of PI where he/she would like to be transferred from and to. Further, he/she has to obtain a certificate from the Coordinator of the PI from where he/she is seeking. The students are advised to make sure that the counselling facilities are available for the subjects he/she has chosen, at the new PI opted for. As far as possible, the request for the change of PI will be

considered; however, the transfer shall be subject to availability of seats wherever applicable. The following rules are applicable in seeking the transfer.

TRANSFER OF INTERNATIONAL STUDENTS IN PROGRAMMES HAVING ENTRANCE EXAMINATIONS IN INDIA

(i) MBA/B.ED.

- a) If any student after taking admission in a foreign country requests for a transfer in India, he/she should be asked to pay the same fee as being charged from foreign students.
- b) If a student requests for transfer to India before completing 4 semesters in MBA/one year in B.ED., he/she may be asked to appear for an entrance test along with other Indian students and admission will be granted only if he/she qualifies on the basis of merit. After admission, the student can apply for transfer of credits on the payment of fee as per the rules. Such students in MBA stream will be charged fee as from Indian students. The B.ED. Students, however, will have to also satisfy the eligibility condition of attachment to a School for practical work and transfer will be subject to availability of seat in the Region.

(ii) Management Programme(MBA)

- a) The students seeking transfer amongst the PIs: Applications received for this purpose will be entertained on payment of US\$50 (INR 500/- for SAARC countries) as administrative fee in the form of DD favouring IGNOU, New Delhi. The application along with requisite fee is to be submitted to International Division, IGNOU. After processing the application, records pertaining to the concerned students will be transferred to the new PI.
- (iii) The students will re-register with the new PI for continuing their academic programmes. The re-registration fee will be similar to the other students of new PI (there is a fee difference between SAARC countries and other nations).
- (iv) In case the transferee is having any backlog courses from the earlier registered courses (depending on the outcome of the TEE results or non-submission of assignments/absence in TEE), the student will have to pay US\$25(INR 250/- for SAARC countries) per course to the new PI for value added services.

The students seeking transfer to India will have to qualify the entrance examination (OPENMAT) conducted by IGNOU for confirmed re-admission to MBA Programme. The credits earned by the student while studying after they qualify the entrance test, will be credited into their academic account. If they do not qualify, their admission will stand cancelled.

- (v) A) For all other programmes there will be a transfer fee of US\$50(INR 500/- for SAARC countries) which will have to be submitted by the students seeking

transfer from PIs to Indian Regional Centres/Study Centres/other PI. The transfer request will be processed by the International Division.

- B) Any Indian student seeking transfer from India to PI will have to submit transfer application to the International Division with a payment of US\$50 as administrative charges. Any support for the courses registered in India by the student will be available at PI by additional payment of US\$25 per course payable to the PI.

OFFICIAL TRANSCRIPTS

The University provides the facility of official transcripts on requests made by the learners on plain paper addressed to Registrar (SRE), IGNOU, Maidan Garhi, New Delhi-110068. A fee of USD50/-+USD50 towards courier services (INR500+INR500 towards courier services for SAARC countries) per transcript payable through DD in favour of IGNOU is charged for this purpose.

RECOGNITION

IGNOU Degrees/Diplomas/Certificates are recognized by all member Universities of Association of India Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Institutions, as per UGC Circular letter no.F.1-52/2000 (CPP-II) dated 5th May, 2004, AIU Circular No. EV/11(449/94/176915-177115 dated January 14, 1994& AICTE Circular No. AICTE/Academic/MOU-DEC/2005 dated May 13, 2005.

CREDIT TRANSFER

Definitions

“Credit Transfer” means allowing a student of another university to get admitted to IGNOU for completing any equivalent degree/diploma programme on the basis of credits obtained by him/her from that University. A student thus admitted need to write IGNOU examinations for such courses which are found equivalent to and for which appropriate credits would be deemed to have been acquired for and purposes for fulfilling the IGNOU requirements for award of a degree/diploma.

Eligibility

The credit transfer scheme is applicable only to those candidates who have not completed their degree from any other recognized University yet willing to complete through IGNOU as per rules provided.

Modalities

1. Normally credit transfer will be applicable only from a diploma, bachelor's degree, master's degree to an equivalent diploma, bachelor's degree and a post graduate degree.

2. Credit transfer will be permissible only in the case of students coming from institutions established by an Act of Parliament or by an Act of State Legislature; or an institution “deemed to be university” or an “institution of national importance” or institutions recognized by statutory bodies like AICTE, ICMR, ICAR, and CSIR etc.
3. Credit transfer can be done only on the basis of individual courses and not on the basis of year to year courses as in conventional institutions.
4. In order to get a diploma/degree from IGNOU a student will be required to earn at least 50% credit from IGNOU. For example, a B.A. Student should earn at least 48 credits from IGNOU for an IGNOU degree.
5. The degree certificate or the marks list thus given to the students will specifically indicate the credits earned in IGNOU and those obtained from other institution.

RULES AND REGULATIONS FOR CREDIT TRANSFER

1. Student who wants to avail credit transfer shall get registered with IGNOU for the programmes they want to study. All the applications for credit transfer would invariably be addressed to Director, International Division, IGNOU, Maidan Garhi, New Delhi-110068.
2. The student has the choice to opt the electives of second year in the first year and 3rd year in second year of their studies.
3. The students by opting the courses in such a way to complete the balance credits can reduce the period of study prescribed for the completion of the degree programme and thereby avail no payment of fees to the period not covered. The student availing credit transfer would be allowed to complete the programme early provided they do not offer more than 32 credits in a year.
4. IGNOU “programmes” and “courses” means “subjects” or “papers” respectively of conventional universities.
5. Students seeking credit transfer should apply directly to the Director, International Division, IGNOU, Maidan Garhi, New Delhi-110068 enclosing a Demand draft for USD 20 per course and INR 200/- per course (SAARC) drawn in the name of IGNOU and payable at New Delhi, attested copies of Marks sheet and attested copies of syllabus of such courses, covered by them. Such cases will be examined separately by the Equivalence committee at the Headquarters of the university. **This process will take a minimum period of three months from the date of receipt of such requests with all the relevant documents by the above concerned officer.**

FEE FOR VARIOUS SERVICES

S.No.	Item	Proposed Charges
1	Change of Name (Documents in support of application will be any one of the following copy of Passport, Court affidavit, Registered Marriage Certificate or published News Paper Item)	USD 50/- INR500/- for SAARC
2	Sale of Prospectus	USD50/- INR500/- for SAARC
3	Change of Centre (Transfer of Centre from India to other countries)	USD50/- INR500/-for SAARC
4	Transcripts (Each Copy)	USD50/-plus USD50 for courier INR500/-for SAARC plus INR 500/- towards courier
5	Migration Certificate	USD50/- INR500/- for SAARC
6	Degree Verification	USD100/- INR1000/- for SAARC
7	Change of electives(to be permitted within one month of commencement of a session) (i)Change of Electives for 4 credits or part thereof (ii)Change of electives for 5-8 credit courses	USD30/-per course INR300/-per course(SAARC) USD60/-per course INR600/-per course(SAARC)
8	Examination fee (Students admitted under COL-RGF Scheme and PAN-Africa Network are exempted from the fee.)	USD10/-per paper INR100/-per paper (SAARC)
9	Examination fee for Indian Students taking exams outside India	USD60/- per paper for first appearance(INR600/- for SAARC) USD110/-per paper for subsequent appearance (INR 1100/- for SAARC)
10	Re-evaluation of exam script (per course)	USD75/- per course (INR1000/- for SAARC)
11	Duplicate Grade Card	USD10/- INR300/-for SAARC
12	Degree Registration Fee	USD15/- INR500/- for SAARC
13	Credit Transfer	USD20/- per course INR200/- per course (SAARC)
14	Duplicate IGNOU ID Card	US\$5 INR50 for SAARC
15	Photocopy of Answer Scripts (Per Answer Script)	US\$ 60 INR 500 for SAARC
16	Early Declaration of Result (Application should be made after the conduct of exam but before completion of TEE e.g.. for exam dated 15.12.14, application should be between 16.12.14 to 31.12.14)	US\$50 INR 1000 for SAARC

17	Change of Electives (For 4 Credit Course)	US\$30 INR300 for SAARC
18	Change of Electives (For 5-8 Credit Course)	US\$60 INR600 for SAARC
19	Late Fee (for all purposes)	US\$50 INR 500 for SAARC

*The above fee is subject to revision according to university rules.

IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed by the University will be admitted. Learners will not be admitted if they are not eligible as per the eligibility criteria. Therefore; the candidates should not be misled by the false promises of admission made by any private individuals or institution.

Guidelines related to Admission:

- Two passport size coloured photographs of size 3cm x 4cm needed:
- One self attested photograph to be pasted on the admission form
- Second photograph should be unstamped (blank) and pasted on the identity card to be signed by ID authority.
- Before filling up the form the coordinator should carefully read the instructions provided in the students handbook.
- The admission/registration/re-registration details should be first scrutinized and signed by the PI coordinator.
- In the absence of Coordinator's signature the form will not be entertained.
- Please write PI code and the name of the PI.
- The name of the candidate should be written in Capital letters(as you desire to be encrypted on Degree and if there is variation from the School Leaving Certificate Name)
- Spelling should be minutely checked by PI coordinator. It should be as mentioned in the School Leaving Certificate.
- While filling up the Name, one box to be left blank after first name/middle name/last name.
- Any error in spelling of Name (student) should be first rectified by the PI. Once degrees is issued by IGNOU rectification of name is not entertained.
- Write your Father/Mother/Husband/Guardian's name in Capital letters only.

- Please write your complete postal address in CAPITAL letters only with Postal code.
- Please write your contact phone number(s) and email address, if any.
- Please write your Date of Birth as per School/College Certificate also provide an attested copy of the certificate.
- Please write your Nationality and the Country of your residence.
- Please provide the relevant details as required by the item.
- Write your educational qualifications in the relevant columns(if any)
- Please provide details of your employer, if any.
- Please write course option, if applicable. You may refer the prospectus and the relevant programme structure.
- Please fill in the details of fee remittance to the Partner Institute.
- Attachment of attested Birth Certificate is compulsory for BPP programmes.
- Attached documents in application forms should be attested by the PI Coordinators and it should be legible.
- Copy of passport to be attached in application form.
- Affidavit to be attached in case of change/correction in the name.
- The column of recommendation of the Coordinator must be duly signed and stamped on the Application Form.
- The document needs to be translated in Hindi/English if written in some other foreign language.
- A data base of students enrolled or photocopies of admission/registration/re-registration/examination form should be kept with the PIs for documentation.
- The signature of the PI Coordinator where ever required is mandatory in application forms.
- Compulsory and elective courses to be mentioned in the registration/re-registration form.
- Soft copy of the Scholar List along with ID cards will be despatched to the PIs by International Division, IGNOU.

GUIDELINES RELATED TO EXAMINATIONS

- Only computerized attendance sheets sent by the SR&E.

- Division may be used for taking the attendance of examinees.
- These sheets will be dispatched to you soon with hall tickets. No one other than the list should be allowed to appear in the examination without written permission from International Division.
- Invigilator must ensure that all the particulars in answer scripts and relevant columns of attendance sheet are properly filled up by the examinees against their names and enrolment numbers.
- Invigilator should mention “ABSENT” in red ink in the “SIGNATURE” Column of the attendance sheet against the enrolment number of examinees, who are not present.
- In every page of attendance sheet, invigilator must mention the number of “PRESENT” and “ABSENT” examinees at appropriate place and also sign the attendance sheet.
- Only one dispatch memo should be prepared for a course by the examination superintendent, under no circumstances, more than one dispatch memo for a particular course or one dispatch memo for a particular course or one dispatch memo for more than one course should be prepared.
- Centre Superintendent must ensure that number mentioned in the dispatch memo for answer scripts packed for a course should tally with the total number of attendance of examinees and answer scripts for that course being sent to International Division.
- Centre Superintendent should also check that all the relevant lists and proforma, i.e., dispatch memo, attendance sheet, permission letters and attendance of stray examinees, absentee statement, certificate of opening of question paper and session – wise consolidated report of present and absent examinees have been properly filled and are being sent along with answer scripts.
- In case no student appeared in particular course, NIL report be prepared for each such course and sent along with the attendance sheet packed in the parcel containing answer scripts for other courses of that session.
- Opening certificate and session-wise consolidated report of present and absent examinees for a session should be packed separately in small envelope and sent in a parcel containing answer scripts of that session.
- In case, any unfair means case has been declared, “UNFAIR MEANS CASE” may be mentioned in “red ink” in the attendance sheet of that course, against the name and enrolment number of the concerned examinee. The report should bear the signatures of invigilator, Centre Superintendent and observer.
- Unfair means case should be reported in the prescribed proforma attached answer scripts of the examinee and incrementing material, if any, recovered from him. Unfair

Means case should be packed in separate envelope, which should bear UFM case. This envelope should also be sent along with the other answer scripts of that session.

- If unfair means case is reported against an examinee in a course the student should not be permitted to rewrite the exam for that course by providing another answer scripts.

TRANSFER

- Fee structure for International students seeking transfer from PI to India remains the same.
- Students seeking transfer amongst PIs have to pay US\$50.
- Student requesting transfer to India before completing 4 semesters in MBA needs to appear in MBA (Open Mat) entrance. Only after qualifying the entrance credits can be transferred.
- Fee structure for students seeking transfer from PI to India will remain the same as they are international students.
- Student seeking transfer amongst PIs has to pay US\$50.
- Student seeking transfer from India to overseas have to pay US\$50 along with filled in transfer form.

GUIDELINES FOR ASSIGNMENTS

- Questions of assignments sent to students along with study material and also available on web.
- Solved assignments submitted to the PIs only.
- Evaluated by the counsellors in PIs.
- Award list after entering awards of all the candidate to be sent to ID, which is thereupon forwarded to SED for up gradation.
- Grades are given in Management/PGDDE/MADE and marks are given for rest of the programme.

- Assignments contain only one TMA (Tutor Marked Assignment)

PROJECTS

- There is one final project in BCA/MCA and MBA.
- In MCA and MBA
 - Firstly student should send a proposal /synopsis along with the CV of the guide.
 - Once synopsis gets approved the student has to submit a final project.
 - In BCA/MCA there is a viva-voice which is telephonically conducted by the concerned school.
- For BCA there is no need for the approval of synopsis.
- Validity of the Project fee should be checked by PIs before submission of the project.
- Students should clearly mention whether it is a synopsis or a project.
- Name, Enrolment No., Course Code, PI code should be clearly specified.
- Bio-data of Supervisor must be enclosed along with his/her signature.
- Certificate of originality should also be enclosed.
- The hard bound Final Project should enclose original copy of the synopsis, C.V. of Supervisor, Certificate of originality.
- In case of BCA/MCA the CVs of Supervisors from PIs to be sent to ID for approval from School of Computer and Information Sciences. Once approved, the evaluated project should be sent to ID for allotment of PR Number.
- In case School of Computer Science (SOCIS) IGNOU does not approve the CVs of the BCA/MCA Supervisors, then the projects will be evaluated by the SOCIS, IGNOU.
- For MBA Synopsis/Projects evaluation to be done by School of Management Sciences, IGNOU only.

AWARD LIST

- Should clearly mention Students Name, Enrolment number, Programme, Course Code, PI Name, PI Code, Date of Submission.
- It should have the evaluator's signature.

- Please seal.
- It should reach ID before the stipulated time/date.
- There should not be two different awards for the same student.
- Grades and marks should not be confused.

Guidelines for sending the award lists of Practical Examinations/Lab courses to the Student Evaluation Division

1. Prescribed proforma for sending the award lists of term-end practical examination/lab courses be used (proforma are attached)
2. The Partner Institute should ensure that all the particulars in the award lists such as Name of the Programme, Course Code, Name of the Partner Institute, Month & Year, PI Code and Maximum Marks, if applicable, are filled properly at the appropriate places.
3. The award lists of term-end practical examination/lab courses received from the Partner Institutions may be sent in one lot to the International Division along with the duly filled proforma (attached) by the Partner Institute.
4. Proper records of the Partner Institutions, where term-end practical examinations/lab courses have been conducted, should be maintained.
5. Periodical reminders are given to the Partner Institutions by the International Division, if award lists are not received at the International Division within the stipulated period.
6. In case, no student turns up for term-end practical examination/lab courses, a nil report of that courses should be sent to the International Division.
7. The award lists of term-end practical examination/lab courses must be signed by the Examiner as well as Coordinator of the Partner Institute along with his/her seal.
8. All the overwritten entries may be countersigned by the Evaluator/Coordinator/Partner Institution-Director.
9. The Partner Institute must ensure that awards mentioned in the award lists are as per the prescribed methodology of that programme, i.e, the marks reflected in the award lists have been awarded out of the maximum marks (if numeric marks are prescribed in the evaluation methodology) prescribed for a component/course; and marks/grades have also been reflected properly for all the prescribed sections, if there is more than one section.

10. The awards of practicals/labs may be sent in the form of electronic data properly authenticated signed and scanned.
11. All the award lists of term-end practical examination/lab courses, pertaining to June term-end examination, should be sent to the International Division by 31st July and for December term-end examination by 31st January.
12. Wherever delay takes place in sending the award lists, a delay statement should be sent along with the awards.
13. No Partner Institutions will send the award lists of practicals/labs to the Student Evaluation Division directly.

NEW CIRCULARS

(Internal Credit Transfer (CT) for BDP/B.COM./B.SC./BTS/BSW)

- (I) Full credit transfer would be allowed if the syllabus and methodology now in vogue are similar to that governing the student under the old enrolment.
- (II) **Credit transfer fee @US\$30/-per course**, is to be paid by way of a Demand Draft in favour of **IGNOU payable at New Delhi**.
- (III) Students would be allowed to change the courses registered for the 1st year under new Enrolment number against the left over courses of 2nd and 3rd year, subject to maximum of 32 credits in a given academic year, by remitting the prescribed fee. For this, they will have to apply separately in the prescribed form (enclosed as Annexure-I). **A separate Demand Draft be submitted for change of course (fee@US\$30/-per course for 2 or 4 credit and @US\$60/-per course for above 4 credits).**
- (IV) Under no circumstances students will be allowed to opt more than 32 credits in a year under new enrolment number.
- (V) A student is required to complete courses worth **96 credits** only, including the credit transfer allowed courses, for the award of Bachelor's degree (BA/B.COM/B.SC./BTS/BSW) under new enrolment number.
- (VI) Students are required to spend at least a **minimum of one year duration** to complete the over courses in the new Enrolment Number, provided the courses do not exceed 32 credits. If the left over courses exceed 32 credits, the duration for completion of the programme would be extended further depending upon the number of credits for the left over course(s).
- (VII) As usual, all Credit transfer cases of BDP would be directly handled by Student Registration Division (SRD) at Headquarters. If required, SRD will forward to the School concerned to examine the admissibility of credit transfer or otherwise.

❖ **Non-Maths Students Admitted to BCA Prog.-Completion of MTE-03**

Non mathematics students admitted to BCA Programme are required to register and pass MTE-03 course concurrently in the first year before they re-register 3rd semester course. However, it has been observed that many BCA students are unable to pass MTE-03 course in their first year of study. Therefore, to mitigate the hardships of the students, Vice-Chancellor has been pleased to approve to allow such students to CLEAR MTE-03 DURING THE VALIDITY OF ADMISSION, I.E., MAXIMUM DURATION OF 6 YEARS. For that matter MTE-03 will be treated like any other course of BCA curriculum, here students can also seek re-admission by remitting the prescribed pro-rata fee as per “Rules & Regulations” of Re-Admission.

❖ **Eligibility criteria for admission to IGNOU’s Management Programmes**

Graduation (3 Years’ Degree) in any discipline with 50% marks with 3 years’ (post qualification) managerial / Supervisory/ Professional Experience.

OR

Professional Degree with 50% marks in :

Engineering / Medicine/ Chartered Accountancy (ICAI). Cost & Works Accountancy (ICWA)/ Company Secretaryship (ICSI)/ Law

Clearance of OPENMAT conducted by IGNOU.

There is no age bar.

❖ **Acceptance of General Certificate of Secondary Examination (GCSE) “A” level as equivalent to 10+2 for direct admission to BDP etc.**

Queries have been received from various quarters regarding acceptance of **General Certificate of Secondary Examination “A” level**-conducted by Cambridge University Local Examinations Syndicate and other British Examining Bodies at various countries including India. In this connection, it is clarified once and for all that **GCSE “A” level examination is considered equivalent to 10+2** for direct admission to IGNOU’s BDP and other programmes, wherever eligibility criteria is 10+2 or equivalent, subject to the condition that the candidates have passed **5/4 subjects at “ordinary” level and 2/3 subjects at “Advanced” level (total 7 passes).**

However, GSCE "A" level examination conducted by the Private Examining Bodies in U.K., like Edexcel, is not recognised for purposes of direct admission to B.A/B.COM etc. Holders of such qualifications may seek admission through BPP (ref. Notification No. IG/SRE-EXIII/Equiv./2005/dated May17, 2005).