

IGNOU

JOINT INDUCTION PROGRAMME

SC-2030 & 2033
Date: 7th Oct. 2018

Venue: S D JAIN GIRLS' COLLEGE, Dimapur.

IGNOU at a Glance

- A central university established by an act of parliament in 1985
- Under MHRD, Government of India
- Largest University in the World

IGNOU at a Glance

- **Programmes on offer – 228 programmes under 21 schools of studies. IGNOU Programmes are run not only in India but also in 43 countries.**
- **Recognized by UGC, AICTE, AIU, NCTE etc...**
- **More than 3 million students enrolled**
- **67 Regional Centers**
- **2667 LSCs (Study Centers)**

Mandates of the University

- **Provide access to higher education to all segments of the society.**
- **Offer high-quality, innovative and need-based programmes at different levels, to all those who require them.**
- **Reach out to the disadvantaged by offering programmes in all parts of the country at affordable costs.**

DISTRIBUTION OF LEARNER SUPPORT CENTRES

Sl. No.	STUDY CENTRE CODE	ADDRESS
1.	SC-2001 (Ex.Cent.)	Modern College, Kohima
2.	SC-2002 (Ex.Cent.)	Dimapur Govt. College
3.	SSC-2003 (Ex.Cent.)	Bethesda Institute, Mokokchung
4.	SSC-2005(D)	AIDA, DBHSS Dimapur
5.	PSC-2009P	State College of Teacher Education, Kohima
6.	SC-2012	St. Joseph's College, Jakhama Kohima
7.	SC-2013 (Ex.Cent.)	Wangkhaio Govt. College, Mon
8.	PSC-2014P	Central Library, Nagaland University, Kohiima
9.	PSC-2019P (Ex.Cent.)	Bosco College of Teacher Education Dimapur
10.	PSC-2020P (Ex.Cent.)	Salt Christian College of Teacher Edu., Dimapur
11.	SC-2021	St. Xavier's College, Jalukie, Peren.
12.	SC-2022 (Ex.Cent.)	Loyem Memorial College, Tuensang
13.	SC-2025 (Ex.Cent.)	Zisaji Presidency Govt College, Kiphire
14.	SC-2026 (Ex.Cent.)	Yingli Govt. College, Longleng

DISTRIBUTION OF LEARNER SUPPORT CENTRES

Sl. No.	STUDY CENTRE CODE	ADDRESS
15.	SC-2029 (Ex.Cent.)	Zunheboto Govt College, Zunheboto
16.	SC-2030	Unity College, Dimapur
17.	PSC-2031	Law College, Kohima
18.	PSC-2032	Land Resource Centre, Rüzaphema, Dimapur
19.	SC-2033 (Ex.Cent.)	SD Jain Girls College, Dimapur
20.	SC-2034	Peoples College, Mokokchung
21.	SC-2035	Mount Tiyi College, Wokha
22.	SC-2036	C-Edge College, Dimapur
23.	SC-2037	Phek Govt College, Phek
24.	PSC 2038P	NHAK Kohima
25.	PSC 2039P	District Hospital Dimapur
26.	C-200001	IGNOU CNRI Knowledge Centre, SWS, Tuensang
27.	C-200003	IGNOU CNRI Knowledge Centre, SWS, Tuensang

STUDENT ENROLLMENT SINCE THE INCEPTION OF KOHIMA REGIONAL CENTRE IN DECEMBER 2000.

YEAR	JAN. SESSION	JULY SESSION	TOTAL
2002	749	62	811
2003	717	516	1232
2004	388	699	1087
2005	466	1097	1563
2006	214	1229	1443
2007	294	1473	1768
2008	218	1405	1623
2009	622	1742	2364
2010	775	1623	2398
2011	1192	2270	3462
2012	1084	2627	3711
2013	883	2619	3502
2014	1146	3177	4323
2015	1354	3270	4624
2016	879		

Learning Support Services at PSCs

- ❖ **Induction**
- ❖ **Distribution of Study material & Assignments**
- ❖ **Preparation and distribution of counseling schedules**
- ❖ **Organization of academic counselling (Theory)**
- ❖ **Conducting practicals**
- ❖ **Evaluation of Tutor Marked assignments (TMAs)**
- ❖ **Providing feedback on TMAs**
- ❖ **Conduct of Entrance examinations and TEEs (Theory and Practical)**

What is An Assignment?

- ***Assignment*** is an important device through which two-way communication takes place in a distance education system. This is a learning task. This enables the learners to ensure that they have learnt what they are expected to learn from the course material and their response to it give their distance teacher an opportunity to help them by commenting on their performance.

Assignments (Preparation, Submission & Evaluation)

Assignments constitute an integral component of this programme. After completing the assignments, you should submit the same to the Study Centre with which you are attached, for assignment evaluation and feedback. The evaluator will carefully evaluate the assignment response and provide you feedback in the form of teaching comments on the strengths and weakness of each of the assignment response for your benefit. Remember, the assignment carry a weightage of 25 - 30% per course, which will be added to the final grade in the concerned course.

NOTE: - Submission of Assignment is a pre-condition for appearing Exams - Authentication by the Coordinator on the Exam form is required.

RATIONALE OF ASSIGNMENTS

- **Please make sure that you write assignment responses on your own which will improve your understanding, knowledge and skills about the course curriculum. At the same time, you are also advised not to reproduce the course material given in the units or assignments responses of others. Any learner, found indulging into such practice, may be penalized by awarding “Zero” marks”. Your sincere efforts in writing assignment responses will enable you to integrate your knowledge, understanding, and skills and provoke you to think on your own to test your comprehension of content and competencies in applying the concept.**

Steps to be followed for Assignment Preparation

- Read assignment question very carefully and identify the block(s) unit(s) to which it relates.
- Make your answer precise, concise and systematic, which is relevant to assessment question.
- Supplement your response with examples, illustrations and real life situations, as per requirement, which will help you in acquiring better knowledge and skill.
- Stick to the word limit, if indicated, in the assignment, by drafting, re-drafting assignment responses till you arrive at a final draft response.
- Remember, you have to write answer in your own handwriting, as such, do not send typed assignment response
- Always retain a copy of the assignment response with you as a precautionary measure. In case the assignment response submitted is lost in transit or otherwise, you may be asked to send another copy. As such, retain a photocopy of the assignment response till you successfully complete the Programme.
- The assignment should be submitted to the Coordinator/Programme-Incharge of the Study Centre on or before the last date indicated, as per the schedule of assignments, given by the university.
- Always procure a set of new assignment questions (current session), which are on offer if you have not cleared them in previous year(s).

WHAT IS SIM & SLM?
HOW TO STUDY SIM & SLM ?

S.I.M stands for **Self Instructional Material**

S.L.M stands for **Self Learning Material**

This is your study material

The SIM/SLM is prepared by the best experts in the country. Suppose a learner in a village wants to attend lectures of a professor in one of the best IIMs, he or she cannot, but the lectures of the best experts in the form of SIM are available to every learner at every nook and corner of the country.

The SIM/SLM are written in simple language with the objective and style so as to make reading interesting and easily understandable.

Remember, in the Self Instructional Materials, the Teacher is inbuilt in the course materials and so as you go through the materials you will feel as if someone is talking back to you.

USE OF BROAD MARGINS IN THE SLM

- To make notes in simplest language preferred, maybe your mother tongue
- To note down important points that needs to be clarified during counseling sessions
- For easy and quick revision during exams
- A tool for self assessment.

Characteristics of Open and Distance Learning Materials

❖ Self-Explanatory

Learner can understand without external support

❖ Self-contained

Learner may not need additional materials

❖ Self-Directed

- **Learner is given guidance**
- **Access devices are provided in the material**

❖ Self-Motivating

**Relate to familiar situations, make reading/
training meaningful and help to raise problems**

❖ Self-Evaluating

**SAQs, exercises, activities, unit-end questions
etc for evaluation and providing feedback**

PROGRAMME

The Curriculum or combination of courses in a particular field of study

COURSE

Course materials and other components of study – text, audio, video, contact session, project, laboratory work, assignmentsetc

BLOCK

Appears in the form of a Booklet. Around 60/80 printed pages (A4 size paper). Presents one unified theme.

UNIT

Part of a Block around 15-20 printed pages (A4 size paper) presents on one topic/lesson.

UNIT

Denote a division of a Block. Approx. 5000-6000 words. A Self-contained portion of a block covering one or more interwoven learning concepts.

Broken into sections and sub-sections for the clarity of the presentation of concepts, information, illustration etc.

UNIT STRUCTURE

Detailed itemization of the content broken into sections and sub-sections

Presents: A clear outline of the content (main themes, sub-themes, and their logical linkages)

**Helps- (the learner) - To Overview the text,
- To Locate the desired content**

Makes(the text) - More learner oriented

UNIT

Unit has three parts-:

- 1. Beginning of the unit**
- 2. Middle of the unit**
- 3. Concluding part**

Concluding part of the Unit

- **Summary/ Conclusion/Let us Sum up**
- **Glossary**
- **Suggested Books/Readings**
- **References**
- **SAQs/CYPs: Possible Answers**

TERM END EXAMINATION (TEE)

TEE is conducted twice a year, in June and December. If you miss the December due to unavoidable circumstances, you can appear in the June exam (after only 6 months).

Pre-conditions for appearing TEE:

- 75% attendance in practical courses**
- Submission of assignments**
- Submission of examination form before the stipulated date**

Note: A student can apply for appearing exams in any exam centre of IGNOU.

IMPORTANCE OF CODES & LAST DATES IN IGNOU

- **Importance of Codes in IGNOU (Course Codes/Study Centre Codes/Exam Centre Codes)**
- **Last dates to be strictly followed (for submission of exam forms/ for submission of Re-registration forms/ for submission of Assignments.**

SUBMISSION OF EXAM FORMS

	For Dec TEE	For June TEE	LATE FEE	Remarks
1	1 st Sept. to 30 th Sept.	1 st March to 31 st March	Nil	Examination form along with the DD is to be submitted to the Regional Centre.
2	1 st Oct. to 20 th Oct.	1 st April to 20 th April	300/-	
3	21 st Oct. to 31 st Oct.	21 st April to 30 th April	500/-	
4*	1st Nov. to 15th Nov.	1st May to 15th May	1000/-	

Examination fee of Rs. 120/- per course is to be paid in the form of Demand Draft, in favour of **IGNOU** payable at **Kohima**. (If your exam centre is within Nagaland).

A student is eligible to appear exams only after the lapse of 1 year after registration to the current academic year. For BPP & Cert. after 6 months.

SUBMISSION OF RR FORMS

Sl. No	July Session	January Session	Late Fee
1	1st February to 31st March	1st August to 1st October	NIL
2	1st April to 30th April	3rd October to 31st October	Rs.200
3	1st May to 31st May	1st November to 30th November	Rs.500
4	1st June to 20th June	1st December to 20th December	Rs.1000

REMEMBER: ***A STUDENT CAN GO FOR ADMISSION INTO THE 2ND/3RD YEAR FOLLOWING THE ABOVE SCHEDULE WITHOUT CLEARING 1ST/2ND YEAR EXAM OR COMPLETING 1ST /2ND YEAR COURSES.

NORMALLY THE LAST DATE FOR SUBMISSION OF ASSIGNMENTS FOR STUDENTS ADMITTED IN JULY SESSION IS 31ST MARCH THE NEXT YEAR AND FOR JANUARY SESSION IT IS 30TH SEPTEMBER OF THAT YEAR. FOR BPP & CERT. PROGRAMMES (THIS JULY SESSION) IT WILL BE 30th SEPT. 2016 SINCE THE COURSE DURATION IS FOR 6 MONTHS ONLY.

...and don't forget to visit IGNOU's website at

www.ignou.ac.in

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IGNOU RC KOHIMA

You can post your comments, queries, doubts etc in relation to
IGNOU programmes.

WISHING YOU ALL THE BEST IN YOUR STUDIES

Thank You