



e-Booklet in FAQ Format

Compiled by: Dr. Amit Kumar Jain, Assistant Regional Director

IGNOU Regional Centre Karnal

06 Subhash Colony, Karnal, Haryana



0184-2271514



rckarnal@ignou.ac.in



<http://facebook.com/rckarnal10/>



https://twitter.com/karnal_rc



www.ignou.ac.in



<http://rckarnal.ignou.ac.in/>

Frequently Asked Questions (FAQs)

This e-booklet is compiled based on the queries of the learners in FAQ format. Different issues like Recognition of degree, Admission, Assignment, Re-admission, Synopsis, Project/ dissertation, ECP, B.Ed. Workshop & Internship etc. have been discussed under different section.

Section 1: General Rules and Recognition

Q. Are IGNOU Degrees/Diplomas/Certificates recognized?

A. Yes, recognized by UGC.

IGNOU Degrees/Diplomas/Certificates are recognized by all member universities of the Association of Indian 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 and UGC/DEB/2013 dated 14.10.2013.

Q. Is IGNOU B.Ed recognized by National Council for Teacher Education (NCTE)?

A. IGNOU's B.Ed. Programme is recognized by National Council for Teacher Education (NCTE) as per Letter No. F/NOF3/DL-83/99/7807-7812 dated 31.05.99 and F.NRC/NCTE/DL83 dated October 23, 2015. (See Page No. 38-39).

Q. How can I get the Notices/Circulars/Notifications/ Equivalence of Courses

A. All information are available on <http://www.ignou.ac.in/ignou/aboutignou/division/srd/new>

Section 2: Admission and Counselling

Q. When IGNOU Starts the Admission?

A. Admission to various programmes of the University are open for January and July sessions. The admission announcements are widely publicized through national, regional media and IGNOU main and Regional centre website. It may be noted that there are few programmes for which entry is through entrance test, for example the Management Programmes (MP), BSc Nursing (Post Basic), and B.Ed. In such cases filling of form takes place in two stages, first for appearing at the entrance test and next for final admission.

Q. What are the cut off dates of Admission Cycles?

A. Please check the admission advertisement in national dailies and on IGNOU website www.ignou.ac.in for last dates of submission of admission form in January & July Cycles/sessions.

Q. How can I see the Common Prospectus?

A. Common prospectus and other important application forms are available on <http://www.ignou.ac.in/ignou/studentzone/downloads/3>

Q. How can I know about all programmes offering by IGNOU?

A. Informations on programmes and eligibility criteria available on <http://www.ignou.ac.in/ignou/studentzone/programmes/1>

Q. Which programmes are offered by IGNOU RC Karnal?

A. More than 100 Programmes are offered by IGNOU RC Karnal. Click here to see the LSCs wise activated programmes on [http://rckarnal.ignou.ac.in/Ignou-RC-Karnal/userfiles/file/List%20of%20LSCs%20under%20RC%20Karnal%20as%20on%202012th%20March%202020\(4\).pdf](http://rckarnal.ignou.ac.in/Ignou-RC-Karnal/userfiles/file/List%20of%20LSCs%20under%20RC%20Karnal%20as%20on%202012th%20March%202020(4).pdf)

Frequently Asked Questions (FAQs)

Q. How we can apply for IGNOU Fresh admission?

A. Presently, IGNOU offers online procedure of admission.

Click here to apply in IGNOU <https://ignouadmission.samarth.edu.in/>

Q. Can Foreign Nationals fill the online admission form?

A. No, only Indian Nationals residing in India can use this facility. Please contact to the Director (International Cell), IGNOU, Maidan Garhi, New Delhi-110068 for admission or visit <http://www.ignou.ac.in> and select the Division and International Division for Fee Details/Partner Institutes etc.

Q. Is it compulsory to register before submitting an admission form online?

A. Yes, it is compulsory to register with our Online Admission System before you can submit your admission form online.

Q. Is e-mail address compulsory to fill in the online application form?

A. Yes, e-mail address is required to register for Online Admission.

Q. If the power/internet connection fails during the application process, what should I do?

A. Since the data is saved at the end of every stage with the 'Save' button, your data is automatically saved till the previous stage. If you are within a particular stage and the system is interrupted due to power failure or loss of connectivity, then your current stage data will not be saved. Please log in again using your ID and password and complete the form submission process from the stage where the system got interrupted.

Q. What is the detailed process for submission of online application form and action to be taken by the candidate?

A. The submission of admission form passes through the following stages:

- Open the URL (<https://ignouadmission.samarth.edu.in/>).
- Complete Registration process (which creates 'User Name' and 'Password' for you).
- Your 'User Name' and 'Password' is informed through SMS and email.
- Re-login to the system using your 'User Name' and 'Password.'
- Fill Admission Form online.
- Upload your recent passport size Photograph (maximum size 100KB in JPG format).
- Upload your specimen signature (maximum size 100KB in JPG format).
- Upload scanned copies of the relevant documents (maximum size 200KB each document in JPG/PDF format).
- Read the instruction and declaration carefully by clicking the 'Declaration' box.
- Preview your data and confirm details.
- Make payment of Fee through the Credit/Debit card/Net Banking.
- Payment confirmation message is sent to you through SMS and email.
- Press Next button to see the form preview.
- After the final submission of online application form, you may download the filled in application form and keep a printout for your record.

Q. What kinds of Credit/Debit cards are accepted for payment of the programme fee? Is there Internet banking facility is also available?

A. Visa and Master Cards are accepted for making the payment of programme fee. Yes, the payment of fee can also be made through Net Banking.

Frequently Asked Questions (FAQs)

Q. Payment has been deducted from Credit Card/Debit Card/ my account but I have not received any confirmation. What should I do?

A. If the payment has been deducted but you did not get acknowledgement for the same, please email the transaction details including the Control Number, your name, programme opted, mobile number, amount paid etc. to the Centralised Student Registration Cell csrc@ignou.ac.in. You can also contact on 011-29571301 or 011-29571528. If required, you may escalate and submit your grievance to our website at <http://igram.ignou.ac.in/>.

Q. After payment of the application fee, what information shall I receive through email/ SMS?

A. You will get the confirmation of payment made by you through SMS as well as email.

Q. Where do I have to contact after successful submission of form?

A. Once the application form is successfully submitted, your form will be scrutinized by IGNOU staff and if it fulfils the eligibility criteria you will receive a confirmation to that effect at your registered email address. **If a deficiency is found in the application**, you will receive a communication from IGNOU informing you about the discrepancy. After successful processing of your form, the University will provide you further information with regard to confirmation of your admission, allotment of study centre and other details for induction etc. in due course of time.

Q. What is the time frame for getting confirmation of my admission?

A. The admission forms submitted through the Online Admission System are scrutinized and confirmed for admission subject to fulfilment of eligibility criteria. The forms are processed region wise on a first come first serve basis. Therefore, the time required for processing of forms for different Regional Centres may vary depending on the number of applicants from the respective regions.

Q. If I want to withdraw from the programme after confirmation of my admission, shall I get my fee refunded?

A. Yes, University has a limited provision for cancellation of programme and refund of fee as prescribed in the Refund Policy of the University. You may refer to the guidelines pertaining to 'Refund of Fee' under the 'University Rules' section of the IGNOU Common Prospectus. In cases where University denies admission, the programme fee will be refunded after deduction of processing fee, if any. The refund amount will be transferred electronically to the credit/debit/net banking account from where payment was made.

Q. How I check my registration status/details.

A. Registration details are available on IGNOU Website on <http://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp>

Q. What is Associate Studentship?

A. The University has a scheme of 'Associate Studentship' which provides for a candidate who fulfils the minimum eligibility requirements for the programme under which the course(s) is/are offered, to register for only one course or a limited number of courses, subject to a minimum of 8 credits and maximum of 32 credits. An Associate Student is attached to a Study Centre for counselling, assignment evaluation, library facility, etc. The application form provided at the end of the common prospectus at **Annexure VIII** can be used for registration.

Q. What is the fee structure for Associate Studentship?

A. A fee of Rs.850/- for BTS Programme and Rs.1150/- per 8 credit course, or part thereof, is charged for admission to course(s) under BSW programme. The fee is irrespective of whether the course is of 2 credits, 4 credits, 6 credits or 8 credits. For rest of the programmes, the fee will be charged on pro-rata basis, i.e. by dividing the programme fee by the number of credits of the programme = fee for 1 credit, multiplied by the credit assigned to the specific course (rounded off to the next Fifty Rs.).

Frequently Asked Questions (FAQs)

Q. What is the duration for completion of Programme?

A. The minimum and maximum period allowed to Associate students for completion of their course(s) would be **06 months** and **02 years**, respectively. There will be no separate counselling or lab work schedule for the associate students. They will have to be in touch with the Study Centre concerned in order to know the schedule and participate in the sessions accordingly. Minimum period of six months would be allowed, if the courses opted by the students are up to 16 credits. If the option exceeds 16 credits, the minimum period would be one year.

Q. Associate student is eligible or not for the award of any kind of 'Certificate/Diploma/Degree'?

A. Associate student is not eligible for the award of any kind of 'Certificate/Diploma/Degree'. They are also not eligible for continuation of study by way of re-registration for 2nd and/or 3rd year, as the case may be. 'COURSE COMPLETION STATUS' Card only will be issued to Associate Students.

Q. How can I apply for change of course under Associate Studentship?

A. Change of course is NOT permitted under this scheme. Similarly, re-admission facility is not extended to Associate students. Separate Enrolment No., i.e. 'AS - - - - -' would be allotted to such students. The filled in forms of 'Associate Studentship' are to be sent to the Regional Director concerned. Forms received by any Office other than the Regional Centre concerned would be summarily rejected.

Q. What is the procedure to take admission under Bachelor Degree Programme Associate Studentship?

A. The scheme of Associate Studentship will NOT be available in case of CBCS based Bachelor Degree Programmes.

Q. How can I get admission in two programmes simultaneously?

A. Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any Certificate/Diploma programme of 06 months duration. However, if there is any clash of dates of counselling or examination schedule between the two programmes taken by the student, University will not be in a position to make adjustment. However simultaneously pursuing two academic Programmes at degree level, either from the same University, or one from the Open University (under ODL mode) and the other from Conventional University (regular or face-to-face mode) is not permitted, as of now.

Q. How can I know that my degree is valid for admission?

A. Desired information is given here

- Master's Degree awarded without a first degree of Three year duration is not recognized for purposes of admission to IGNOU's Academic Programmes. However, this condition is not applicable for the 5 years Integrated Master's degree acquired from a recognized University/Institution. Bachelor's Degree means,
- **Bachelor's Degree of not less than Three year duration.**
- "Professional Degree" means a degree in Engineering, Law, Medicine, and Nursing etc.

Q. I have completed Bachelor degree from Off campus. Can I get admission in Master Degree?

A. Degrees acquired from an 'Off Campus' Centre of Private Universities outside the territorial jurisdiction of the State concerned are **not** recognized for purposes of admission to IGNOU's academic programmes unless it has specific approval of the University Grants Commission.

Similarly, Degrees acquired through an 'Off Campus' Centre/ 'Off-shore' Campus of Central/State/Deemed to be Universities/Institutions of National Importance offered through Open and Distance learning (ODL) mode will

Frequently Asked Questions (FAQs)

be accepted for purposes of higher studies in IGNOU; provided these have been obtained as per territorial jurisdiction of these Central/State/Deemed to be Universities/Institutions of National Importance prescribed by the University Grants Commission from time to time.

Q. What is the procedure to fee submission for CBCS based Bachelor's Degree Programme?

A. 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.

Q. How can I get the information for Akashdeep & Gyandeeep under Vertical Mobility?

A. All information is available on <http://ignou.ac.in/ignou/studentzone/akashdeep/1>

Q. How we can apply for IGNOU Re-Registration (RR) admission?

A. Presently IGNOU offers online procedure of Re-Registration admission Click here to apply in IGNOU <https://onlinerr.ignou.ac.in/>

Q. Is re-registration essential for every programme?

A. No, it is to be done only for those programmes for which the minimum period is more than one year/semester.

Q. Is re-registration required for B.Ed programme?

A. No, B.Ed is an exception. It is a two-year programme but registration has to be done only once.

Q. I was supposed to re-register for the 2nd year of BA last year, but I could not do so for some compelling reasons. Can I re-register for both 2nd and 3rd year now?

A. No, you cannot register for the 2nd and 3rd year/Semester together.

Q. What is the maximum period of validity of re-registration?

A. It varies from programme to programme

Q. I have not filled the re-registration form, now what to do?

A. If you have not filled the re-registration form you will have to wait, till the time for re-registration starts again. .

Q. Due to personal problem, I could not get re-registered. Can I start again?

A. You can get yourself re-registered with the same enrolment number within the maximum permissible duration; otherwise you have to seek re-admission.

Q. The maximum period of validity of my programme is going to expire and some of the courses are yet to be completed. What do you suggest me to do?

A. If all the courses are not completed within the maximum permissible duration, you will have to get yourself readmitted for the incomplete course/s. You will have to complete these courses within 06 months in case of certificate courses, 01 year in case of Diploma/PG diploma and 02 years in case of UG/PG courses.

Q. I have taken admission in MSO for January 2020 session. Can I submit the assignment/s for June TEE 2020 session?

A. No, you are eligible for submission of assignment/s for December TEE 2020. Learners may submitted the assignment/s according to the edibility only, not before eligibility.

Q. What is the Counselling Session?

A. Counseling, as a term in the parlance of distance learning, is basically a doubt clearing session where the learner is expected to come prepared in the class after going through the matter in self instructional material

Frequently Asked Questions (FAQs)

(SIM). The study in IGNOU is based on self-supported study, as mostly the learners, who join IGNOU programmes are mature. They are responsible for their own studies as learners.

Q. Where counselling sessions are organized?

A. Counseling Sessions (Theory and Practical) are organized at the designated study centres only. Counselling schedule is provided on the notice board of the concerned study centre at the beginning of the session (January/July), and also informed to the concerned learners time to time.

Q. How much attendance is compulsory for Practical Component Counselling Sessions?

A. 70-75% attendance is compulsory for the practical component counselling sessions. More details are available in the concerned Programme Guide/Practical Manual.

Q. What is the extended period of re-admission for Certificate, Diploma, Bachelor Degree and Master Degree programmes?

A. Duration in selected programmes, as detailed below:

Programmes	Max. time limit	Extended period (Re-admission)
Certificates Programme	2 years	6 months
Diploma Programme	1 years	1 years
Bachelor's Degree Programme	6 years	2 years
Master's Degree Programme	5 years	2 years

Section 3: Assignment and Evaluation Methodology

Q. What is the dates for submission of Assignments?

A. Generally, dates are mentioned on the front page of each assignment. Normally the dates are 31st March and 30th September for June TEEs and December TEEs respectively.

Q. Submission of Assignment/s is/are mandatory for appearing in the TEEs or not?

A. Yes, It is mandatory. Keep photocopy of the submitted assignments and receipt with you.

Q. Where Tutor Marked Assignments (TMA) are to be submitted?

A. Handwritten Tutor Marked Assignments (TMA) are to be submitted to the concerned study centre only with a copy of Registration status and IGNOU Identity card. The students are also advised to keep a copy of the assignments and submission slip/proof they submit in the Study Centre.

Q. How assignment question paper/s will be get?

A. You may download the assignment question paper/s from IGNOU Website.

Click on <https://webservices.ignou.ac.in/assignments/>

Q. Who evaluates the assignment?

A. The approved academic counsellors at the study centre.

Q. If my assignment awards/grades have not been updated, though I submitted the assignments at the Study Centre in time. What can I do now?

A. You are required to contact to concerned study centre forward the assignment awards/grades to the regional centre

Q. What is Credit System in ODL?

A. The University follows the 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of learner study comprising all learning activities (i.e. reading and comprehending the

Frequently Asked Questions (FAQs)

print material, listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses). Thus, a 4-credit course involves 120 hours of study and a 6-credit course involves 180 hours of study. This helps the learner to know the academic effort he/she has to put in, to successfully complete a course. Completion of an academic programme (Degree or Diploma) requires successful completion of the assignments, practical, projects and the Term-End Examination (TEE) as per requirement of each course in a programme.

Q. How can I get the information for credit transfer?

A. All information is available on IGNOU website

<http://www.ignou.ac.in/ignou/studentzone/download/InternalCredittransferscheme>

Q. What is Choice Based Credit System (CBCS)?

A. The Bachelor's Degree Programmes offered through this prospectus follow the Choice Based Credit System (CBCS) introduced by UGC. The CBCS provides the learner with flexibility to study the subjects/courses at their own pace; greater choice of inter-disciplinary, intra-disciplinary and skill-based courses; and mobility to different institutions for studies. The system has the following advantages:

- Allows learners to choose a combination of inter-disciplinary, intra-disciplinary courses, skill oriented courses (even from other disciplines according to their learning needs, interests and aptitude).
- Makes education broad-based and at par with global standards.
- Offers flexibility for learners to study at different times and at different institutions to complete the programme. Credits earned at one institution can be transferred to another institution.

Q. What is the system of evaluation followed by IGNOU?

A. The system of evaluation followed by the University also is different from that of conventional universities. IGNOU has a multitier system of evaluation.

- Self-assessment exercises within each unit of study material.
- Continuous evaluation up 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.
-

Q. What is the system of evaluation followed by IGNOU?

A. IGNOU uses the following system of Grading for evaluation learners' achievement

Letter Grade	Qualitative Level	Point Grade
A	Excellent	5
B	Very Good	4
C	Good	3
D	Average	2
E	Unsatisfactory	1

For Bachelors' and Masters' degree programmes, normally the system of numerical marking is followed, and the marks secured in assignments, TE Exams, etc. are later converted into grades as per the five point grading scale given above. However, if required by the learner, the university provides numerical marks and division (I, II or Pass).

Q. What is the grading system under CBCS System?

A. IGNOU uses 10-Point Grading System for evaluating learners' achievement for Bachelor Degree Programmes under CBCS, as under:

Letter Grade	Numerical Grade	Percentage
O (Outstanding)	10	≥ 85
A+ (Excellent)	9	≥ 75 to < 85
A (Very Good)	8	≥ 65 to < 75

Frequently Asked Questions (FAQs)

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

Section 4: Re-admission and Rules

Q. In case of re-admission will the credits earned by me through assignments and TEE remain valid?

A. Yes, for the re-validated period only.

Q. What is re-admission?

A. The student who are not able to successfully complete their Programme within the maximum permissible duration can opt for re-admission.

Q. Where do I get the re-admission form and where it is to be submitted?

A. The form is available at Regional Centre as well as on the IGNOU website. It has to be sent to SRD, IGNOU Hqrs New Delhi with requisite fees to be paid in the form of a demand draft in favour of IGNOU, payable at New Delhi. It can be submitted directly (by registered post/speed post) to SRD, IGNOU Hqrs, New Delhi.

Q. If I take re-admission in any programme for which the usual minimum period is more than one year, then am I supposed to re-register?

A. No. You are supposed to register for all the left over courses (irrespective of their number) in one go, that is at the time of taking re-admission.

Q. How much fees shall I have to pay for re-admission?

A. Re-admission fees has to be paid only for the courses not completed. This has to be done on a pro-rata basis the details of which will be provided to you along with the readmission form.

Q. How can I know the rules & guidelines for Re-admission, table of pro-rata fee and Re-Admission Form?

A. All informations are available on <http://www.ignou.ac.in/ignou/studentzone/admission/5>

Q. In case of re-admission will the credits earned by me through assignments and TEE remain valid?

A. Yes, for the re-validated period only.

Section 5: Synopsis/ Project/Dissertation

Q. What is meant by Project/Dissertation/Synopsis?

A. Any project work has to be planned. A write-up of the planning is the synopsis. It should contain the summary of the work to be performed, the execution plan and the expected outcome.

Q. Can you help me in selecting my Project Guide?

A. In general, our academic counsellors can act as Project Guides in their respective disciplines.

Q. How do you select a topic for the Project?

A. Ideally a learner should select his own topic. However, the learner may go through the some guidelines as mentioned in project manuals.

Frequently Asked Questions (FAQs)

Q. How can I know the eligibility criteria for the selection of Project/Dissertation Guide?

A. It varies from programme to programme. Kindly follow the eligibility criteria for choosing the Guide/Supervisor for Synopsis/Project/Dissertation/Internship as given in the concerned Programme/Project/Internship handbook/Guide.

Q. Is it necessary to get the approval of the Project Guide along with that of the synopsis?

A. Yes.

Q. How much time does a Project coordinator/Evaluator take to check a project synopsis?

A. It varies from programme to programme. It also depends on the quality of the proposal.

Q. In which programmes, synopsis and project/dissertation are submitted to the Regional Centre

A. Programmes for BCA, MCA, MAPC, MSCDFSM, MAEDU, MED and PGDEMA etc. only where the Synopsis and Projects are submitted at the concerned Regional Centre. Synopsis and Project/Dissertation should be forwarded by the Co-ordinator/PIC of concerned study centre.

Q. In which programmes, synopsis/dissertation are not submitted to the Regional Centre

A. Synopsis and Projects for all other courses of various programmes like MLIS, MAAN, MAGD, MAWGS, MADE, MARD, MBA, MTTM BTS, PGDRD, PGDDM, PGDFSQM, PGDHE, PGDIS, PGDET PGDCJ, PGDUPDL, PGDPM, PGDWGS, PGDSS, PGCPP DPLAD, DAFE, DNHE, DECE, DCE, CES, CCP and CTPM etc. are to be submitted at the respective School of Study at the IGNOU Hqrs, New Delhi through the concerned Study Centre only, not by Regional Centre.

Q. What is the Schedule of dates for submission of Synopsis/Project Report/Dissertation/Internship Reports?

A. You may submit as per given schedule. Please note that if you have submitted Project Report by 31st May, it will be considered for TEE during 1st July to 15th August. If you submit the Project Report by 30th November, it will be considered for TEE 1st January to 15th February.

Q. What is the criteria for submitting the synopsis of MAPC Programme?

A. MAPC learners are required to complete and pass the courses MPC-005 and MPC-006 in 1st Year before submitting the synopsis.

Q. Applying the Online Examination form is mandatory for appearing in the Viva-voce of MAPC Internship and Project or not.

A. The learners of MAPC Programme have to pay Online Exam Fee to appear for TEE in Project/Internship Viva-voce as per prescribed fee of University.

Q. What is the requirement during submission the MAPC Internship?

A. Awards given by Agency Supervisor and Academic Counsellors in sealed envelope separately (forwarded by Coordinator/PIC of concerned LSC) at the Regional Centre are mandatory during submission of the MA (Psychology) internship.

Q. What is the requirement during submission the project Report of MAEDU/MED/BCA/MCA/PGDEMA to Regional Centre?

A. One copy of project report along-with approved synopsis (forwarded by Coordinator/PIC of concerned LSC) is required for Viva-voce as per university schedule.

Frequently Asked Questions (FAQs)

Q. What is the requirement during submission the project Report of MSCDFS to Regional Centre?

A. The copy of project report along-with Internal Marks of Academic Counsellor in sealed envelope separately (forwarded by Coordinator/PIC of concerned LSC) is required for Viva-voce as per university schedule.

Section 6: ECP, B.Ed Workshop and Internship

Q. Is Extended Contact Programme (ECP) is mandatory or not?

A. ECP is mandatory in some of the programmes like PGDHE and PGDSLM etc, which is organized by the university at the concerned or nearby study centre/Regional Centre, which depends on the number of learners and availability of resource persons and infrastructure etc.

Q. B.Ed Workshops and Internship components are compulsory or not?

A. Workshops and Internship are the compulsory components of B.Ed and some other programme/s to be undergone through the concerned Study Centre only where attendance is mandatory.

Q. How can I know about B.Ed Programme Workshop?

A. The workshop based practical's will be organized in two practical workshops of 24 days duration, i.e., 12 days each spreading over two years. The two workshops include intensive face-to-face interaction to develop skills and competencies and will be organised at the Programme Centre or at any other suitable place. The student-teachers will have to do practical work and various activities required for the development of teaching skills and competencies in the school after taking due permission from the concerned school under the guidance of the supervisor (teacher educator) and Principal/Headmaster, senior teacher (Mentors).

Q. Can I complete the both B.Ed workshops together?

A. Learners cannot attend both the workshops in one year. First year workshop could be attended only after completion of activities during Internship Ist. Similarly, to attend 2nd workshop, completion of all the activities related to internship IInd will be a mandatory condition.

- Gap of one academic year is mandatory between Ist Workshop and IInd Workshop.
- A learner has to complete all activities related to Internship II before attending Workshop II i.e. Workshop of Second Year.

Q. How can I know about B.Ed Internship?

A. Internship is a compulsory component of B.Ed. programme. In order to provide broader and meaningful engagement to the learners with the school; the Internship is spread over both years (See the following Table).

Durations of Internship during Year I & II

Year	Internship	Credits	Duration (weeks)
Year I	Internship I	4	4
Year II	Internship II	12	16
		16	20

Q. Which level/standard of school is required to complete the Internship under B.Ed Programme?

A. You have to complete this component in Government recognized upper primary/secondary/senior secondary schools. Please note that you shall have to attend the Internship schools as per the school timing (from open to close) on daily basis. No leave shall be entertained during the Internship.

Section 7: Change of Region/Study Centre/Elective/Course/Medium/ Programme/Category

Q. I had opted for the Study Centre-'A', but I have been attached to Study Centre-'B'. Why my option has not been adhered to?

A. Normally the allocation of the study centre is made on the basis of the option given by the learner. But learners for Theory/Practical/Examination may be shifted or clubbed from one study centre to other study

Frequently Asked Questions (FAQs)

centre due to reasons like sufficient number of learners, activation of programme, approved Academic Counsellors, Infrastructure and other resources.

Q. How can I get change of Study Centre for B.Ed Programme?

A. Change of Study Centre is not permissible B.Ed. programme.

Q. What is the procedure of Change of Elective/Course?

A. Change of course is **NOT permitted** in CBCS based Bachelor Degree 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.**

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

Q. What is the procedure of Change of Medium?

A. Change of medium will be allowed as per current practice on payment of applicable fee for CBCS based Bachelor's Degree Programme. For other Programmes, Change of Medium is permitted within 30 days from the receipt of first set of course material in the first year ONLY, on payment of Rs.350/- plus Rs.350/- per 2/4 credit course and Rs.700/- per 6/8 credit course for undergraduate courses. For Master's Degree Programme it is Rs.350/- plus Rs.600/- per 2/4 credit course and Rs.1200/- per 6/8 credit 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 Medium should be addressed to the concerned Regional Centre (Karnal) only, as per schedule.

Q. What is the procedure for Change of Programme?

A. Change of Programme is **NOT permitted** in CBCS based 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.

Q. What is the procedure for Change of Region?

A. When a learner wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer regarding the number of assignments submitted. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, Student Registration Division (SRD) and the learner as well. For change of Region in practical oriented Programmes like computer programmes, B.Sc. etc., 'No Objection Certificate' is to be obtained from the concerned Regional Centre/Study Centre where the learner wishes his/her transfer.

In case any learner is keen for transfer from Army/Navy/ Air Force Regional Centre to any other Regional Centre of the University during the cycle/session, he/she would have to pay the fee-share money to the Regional Centre. In case the learner seeks transfer at the beginning of the session/cycle, the required programme course fee for the session/cycle shall be deposited at the Regional Centre. However, the transfer shall be subject to availability of seats wherever applicable.

The learner can seek transfer to any other overseas study centre only after six months of Registration or submission of first year/semester assignments for the programme of one year or longer duration.

Frequently Asked Questions (FAQs)

Section 8: Corrections/Change in the Registration data and Migration Certificate

Q. What is the procedure of Correction/Change of Name/Surname of Learner?

A. Spelling mistakes, if any, committed at the time of data entry stage will be rectified at the Regional Centre and corrected data transmitted to Student Registration Division for updating in the database. However, learners are expected to write their correct name (as indicated in the High School Certificate) in the Admission Form. In case any change in the name (other than the one mentioned in his/her High School Certificate), then it is mandatory for the prospective learners to furnish legal evidence of having changed his/her name/ surname while submitting the admission form.

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:

- Original copy of Notification in a daily newspaper notifying the change of name;
- Affidavit, in original, on non-judicial Stamp Paper
- Marriage Card/Marriage Certificate in case of women candidates for change in surname;
- Gazette Notification, in original, reflecting the change of name/surname;
- Demand Draft of Rs.500/- drawn in favour of IGNOU payable at New Delhi.

(Request for correction and/or change of Name / Surname will be entertained only before Completion of the programme).

Q. What is the procedure for Correction of Address and Study Centre Change?

A. Following procedure may be adopted-

- There is a printed proforma for change/correction of address and change of Study Centre provided in the Programme Guide given/sent to the admitted learners along with the study material in the very first lot of dispatch. In case there is any correction/change in the address, the learners are advised to make use of that proforma and send it to the Regional Director concerned only. The form of change of address can also be downloaded from IGNOU Website www.ignou.ac.in. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period.
- In case a change of Study Centre is desired, the learners are advised to fill the Proforma and address it to the Regional Centre concerned. Since counselling facilities are not available for all Programmes at all the Centres, learners are advised to make sure that counselling facilities are available, for their subjects, at the new centre they have opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for.
- Change of Address and Study Centre are not permitted until admissions are finalized.

Q. When I can apply for the migration certificate?

A. After completion of the programme, you may apply for the migration certificate at the concerned Regional Centre only.

Q. What is the procedure for applying for Migration certificate?

A. At the time of submission of the application for issue of Migration Certificate, the applicant should attach duly attested Xerox copy of consolidated Statement of Marks and the Degree Certificate/ Provisional Certificate issued by this University. Click on <http://ignou.ac.in/userfiles/Migration%20Certificate.pdf>

Note:

- University notifies changes/amendments in its rules/regulations time to time. As a result part of information contained in this document may Change or get amended.
- All care has been taken to present the information accurately. In case of any ambiguity/error, please refer to document issued by IGNOU Hqrs New Delhi.
- For updates please visit our website www.ignou.ac.in or contact Regional Centre.

संभव की सीमा जानने का एक ही तरीका है
असम्भव से भी आगे निकल जाना !

“Arise, awake and do not stop until the goal is reached”

-Swami Vivekananda

IGNOU Regional Centre Karnal

06 Subhash Colony, Karnal, Haryana



0184-2271514



rckarnal@ignou.ac.in



<http://facebook.com/rckarnal10/>



https://twitter.com/karnal_rc



www.ignou.ac.in



<http://rckarnal.ignou.ac.in/>