



IGNOU STUDY CENTRE -2718

MMH College, Ghaziabad
West Model Town, G.T.Road, Ghaziabad

INDUCTION MEETING (for Fresh Learners – January, 2020 Session)

Dear Learners,

You are welcome to fresh academic session.

We want to share the following important information with you:

- **Study Centre – 2718**

1. You have been attached to this Centre.
2. We are responsible for your Counselling Sessions and Assignments.

- **Study Material**

Study materials are issued by RC, Noida. You may collect the materials from IGNOU Regional Centre, C-53, Sector-62, Noida against their message for collection during weekdays. Due to lockdown, there may be some delay. Meanwhile, you can view/ download IGNOU Study Material free of cost from the University website (www.ignou.ac.in). You can also download 'IGNOU e-Content' app from Google Play Store for your Study Material.

- **Counselling Sessions**

1. First of all go through your study material. Certain credits have been allotted to each paper of your programme. 1 credit requires 30 hours of study (Self Study + Interactive Counselling Sessions + Discussion with other students + Study with Gyanvani & Gyandarshan). *Gyandarshan* is a 24 hour educational channel, which offers the best of educational programmes covering variety of subjects.
2. Note down your paper wise queries to be discussed with Academic Counsellors during Counselling sessions held at the Study Centre.
3. Please be in touch with your Whatsapp group created by Study Centre to know about your Counselling sessions.
4. We are making efforts to start online classes during lockdown period. You will be informed in this regard through Whatsapp group.

- **Submission of Assignments/ Exam form**

1. Download your Assignments and solve related question papers for current session (i.e. 2019-20/ January 2020). *You are advised to download IGNOU Student's Mobile App to know various details and to view various status.*
2. Prior submission of Assignments is necessary to fill online Exam form.
3. a. For all Programmes except Certificate Programmes and whose programme is semester wise i.e MBA etc have to submit Assignments September 2020 to fill Exam Form for Term End Exam-December, 2020.
b. For Certificate Programs (CFN, CDM, etc) and whose programme is semester wise i.e MBA etc have to submit Assignments by 30th April 2020 (Extended date due to Lockdown) at the Study Centre and also fill online Exam form on or before 30th April 2020.
(E-mail ID for scanned assignments : rcnoidaassignments@ignou.ac.in)

4. You are advised to avoid plastic cover while submitting your assignments.
5. Prepare your assignment in your own language and handwriting. Also attach copy of related question paper, acknowledgement slip and I-card copy. Keep the acknowledgement slip safe to be used while collecting your checked assignments from Study Centre.
6. Minimum Pass Marks :
 - a. PG Diploma & Master's Degree Programme – 40%
 - b. Certificate, Diploma & Bachelor's Degree Programme – 35%The Candidate has to obtain minimum pass marks in Assignments & External Exams separately in each paper.
7. Term End Exams are held in the month of June and December every year.

- **Other Information**

1. **Team Members of Study Centre- 2718 :**

- Dr. Sanjay Kumar Singh , Coordinator
- Dr. Jamuna Prasad, Assistant Coordinator
- Dr. Anil Govindan, Assistant Coordinator
- Dr. Shalu Tyagi, Assistant Coordinator
- Dr. Alka Vyas, Assistant Coordinator
- Sh. Bijendra Singh, Assistant
- Sh. Vinod kumar, Assistant
- Sh. Abnindra Singh, Assistant
- Sh. Ankur Yadav, Assistant

2. **Email ID of Study Centre:** mmhignouquery@gmail.com

3. **Avoid visiting Study Centre during week days. For any query, please contact on 8076304284 (Dr. Sanjay kumar Singh).**

Appeal for Protection from Corona

1. **Maintain Social Distancing.**
2. Download 'Aarogya Setu' from Google play store to fight against COVID-19.
3. Follow the **immunity boosting measures** suggested by 'Ministry of Ayush' for self care.
4. **Follow the guidelines** issued by the Government to prevent the spread of Corona virus.
5. **Take care of nation** by being a warrior against Corona.

Wish you all the best !

**Dr. Sanjay Kumar Singh
- Coordinator**