



IGNOU STUDY CENTRE – 2743
LajpatRai(PG) College,
Sahibabad, Ghaziabad
INDUCTION MEETING (ONLINE)
(for Fresh Learners – January, 2020 Session)

Dear Learners,

Because of the ongoing lockdown, it is not possible to organize face to face Induction Meeting at the Study Centre and holding Online Induction Meeting is the only possibility to initiate you to the programmes and courses you have joined.

You are welcome to fresh academic session.

We want to share the following important information with you:

1. Our IGNOU Study Centre Code is 2743 and you have been attached to this Centre. Your Regional Centre Code is RC-39.
2. **We are responsible to provide you Support Services like Arranging Counselling Sessions, Submission of Assignments, Project Works, etc.**

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 (Theory)

1. First of all go through your study materials which are self-instructional. You may note down your queries on the margins of the pages and raise them in the counseling sessions organized for that particular course at the Study Centre to be discussed with your Academic Counsellors and fellow learners.
2. It is a credit-based study programme. Certain credits have been allotted to each paper of your programme. One 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.
3. Please be in touch with your WhatsApp Group created by the Study Centre to know about your Counselling sessions and keep themselves updated with other relevant information.
4. To maintain the study schedules, we are making efforts to organize Online Counselling

Sessions during the 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 before 31st March and 30th September is necessary to fill online Exam forms for TEE-June and TEE-December respectively. Project Works should also be submitted during the academic sessions.

3. For TEE-June 2020, the last date of the submission of Assignments has been extended till the 31st May, 2020 and, as the Study Centre is closed during the Lockdown, the learners desirous of appearing at TEE-June-2020 can submit by E-mail the scanned copies of their Assignments to the E-mail ID (rcnoidaassignments@ignou.ac.in) or lrcignou2743@gmail.com before filling up their Examination Forms.

4. You are advised to avoid plastic cover while submitting the hard copy of your Assignments.

5. Prepare your assignment in your own language and handwriting as per instruction for the preparation of Assignments. Also attach copy of related question paper and acknowledgement slip . Keep the acknowledgement slip safe to be used while collecting your checked assignments with feedback from the 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.

Practical Counselling Sessions-Cum-Examinations:

Practical Counselling Sessions-Cum-Examinations will be organized for the learners of Science Programmes and related courses having practicals components, normally at the end of the academic sessions. 80% attendance in Practical Counselling Sessions is compulsory for appearing at the examination which is held on the last day's sessions.

CO-Curricular Activities:

Co-Curricular activities are organized at the Study Centre from time to time on the direction of the Regional Centre and information about them are displayed on the Study Centre Notice Board to ensure participation of the learners of the Study Centre.

Fees Exemptions for the learners belonging to ST and SC Categories:

SC and SC candidates eligible for fee exemptions may apply in the prescribed Proforma enclosing relevant documents for the refund of their Course Fees paid online.

Working Hours of the Study Centre:

Tuesday: 12-00 to 04-00 PM

Thursday: 12-00 to 04-00 PM

Saturday: 12-00 to 05-00 PM

Sunday : 08-30 to 3-30PM

[The learners should visit the Study Centre only during the Working Hours & they must carry their IGNOU ID card with them whenever they visit the Study Centre]

• Other Information

1. Team Members of Study Centre- 2743

- Dr. P.S.Chauhan, Coordinator
- Dr. Premlata, Assistant Coordinator
- Dr. Reema Sodhi, Assistant Coordinator
- Sh. J.P.Singh, Assistant
- Sh. Bhoodev Sharma, Assistant
- Sh. Ajay Pal, Assistant
- Sh. Krishan Dev, Assistant
- Sh.ChandraPrakash,Attendant
- Sh.Rakesh,Attendant
- Sh.DeviDayal,Attendant
- Sh.BrajPal,Attendant
- Sh.Deepak,Safaiwala

2. Email ID of Study Centre: lrcignou2743@gmail.com

**For any query, please contact on 9911988520
(Dr.P.S.Chauhan)**

Appeal for Protection from Corona

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

Wish you all the best !
(Dr.P.S.Chauhan)
Coordinator

