

**Guidelines for Candidates applying for Admissions For Academic Year 2011-2012 for IGNOU-VIEP for Advance level certificate/ Diploma / Degree in Engg.in the Streams- Civil / Mechanical / CSE/ECE/ Electrical Engg.**

The advertisement for admission to the **Vertically Integrated Engineering Programme (VIEP)** for the academic year 2011-2012 is presently available at the IGNOU VIEP web-site: [www.ignouviep.org](http://www.ignouviep.org).

The Guidelines for making an application for admissions for the academic year 2011-2012 are given below.

**STUDENTS ARE REQUESTED TO GO THROUGH THESE GUIDELINES VERY CAREFULLY:**

- ALL THESE PROGRAMMES ARE FULL-TIME, FACE-TO-FACE PROGRAMMES UNDER FLEXIBLE TIMING MODE. THESE ARE NOT DISTANCE LEARNING / CORRESPONDENCE PROGRAMMES. NO STUDY MATERIAL WILL BE PROVIDED TO THE STUDENTS ENROLLED THIS PROGRAMME.
- ADMISSIONS TO ADVANCED CERTIFICATE, DIPLOMA AND DEGREE PROGRAMMES IN Civil / Mechanical / CSE/ECE/ Electrical Engg. ARE OPEN IN THE RESPECTIVE INSTITUTIONS AS FOUND IN THE WEB-SITE: [www.ignouviep.org](http://www.ignouviep.org) INSTITUTIONS ONLY, IN THE STREAMS AS PROVIDED IN THE LIST ON THE WEBSITE: [www.ignouviep.org](http://www.ignouviep.org).
- HOWEVER THE ADVANCED CERTIFICATE HOLDERS AND DIPLOMA HOLDERS ON SUCCESSFUL COMPLETION, CAN CONTINUE THEIR STUDIES IN DIPLOMA/DEGREE INSTITUTIONS RESPECTIVELY IN RESPECTIVE BRANCH OF ENGINEERING WITHIN 05 (FIVE ) YEARS FROM THE DATE OF AWARD OF CERTIFICATE/DIPLOMA.
- PLEASE ENSURE THAT YOU FULLFILL THE ELEGIBILITY CONDITIONS AS MENTIONED IN THE ADVERTISEMENT.

**GUIDELINES**

1. The admission Process will start with the filling of the on-line applications by the prospective students which is available on-line in our web-site: [www.ignouviep.org](http://www.ignouviep.org). The admission process is on at present. Before starting to fill-up the Application form on-line, the candidate should have the DD of Rs.100/=( drawn in favour of IGNOU VIEP INSTITUTIONS FEE A/C and payable at New Delhi) in hand as application fee. **After duly filling the on-line Application ,the print- out of this filled on-line application form along with the DD of Rs.100/- (Rupees one hundred only) drawn in favour of IGNOU VIEP INSTITUTION FEE A/C and payable at New Delhi is to be sent to the following address:**

DIRECTOR-VIEP  
New Hall, School of Engineering and Technology(SOET)  
Block-C,New Academic Complex  
Indira Gandhi National Open University (IGNOU),  
Maidam Garhi,New Delhi-110068.

On-line filling of the applications would be closed on 10.08.2011

The last date of receiving the print- out of filled on-line Application Form along with the original DD of Rs. 100/- at the above-mentioned IGNOU office will be 12.08.2011. Any application received after the due date will be rejected and the application fee received will be forfeited.

2. The students would give their options **(Four Options in order of Preference) of Programme Study Centers (PSCs) , Programme applied (Advance level certificate/ Diploma / Degree in Engg.) and Stream (Civil / Mechanical / CSE/ECE/ Electrical Engg. ) in the on-line form.** Based on the option and choice given by the students, allotment would be made for the respective PSCs .The allotment list to the PSCs prepared based on students' choice and preference and availability of seat/course. The list allotted students would be e-mailed to the PSC by 14.08.2011.The same list will also be made available in the programme web site: [www.ignouviep.org](http://www.ignouviep.org).

**The** students whose names appear in the list and willing to take admissions are required to contact the respective PSC as per the schedule, along with all original educational certificates / testimonials/ experience certificates, six passport size photographs , DD of requisite fee ( Rs. 12,500/- per semester for Advanced Level Certificate Programme / Diploma Programme & Rs. 25,000/- per semester for Degree Programmes ), in favour of " IGNOU-VIEP STUDENTS FEE ACCOUNT" payable at DELHI.

**Students should write their on-line Application Number, Name, PSC name, Programme (Advanced level certificate/ Diploma / Degree in Engg.) and Stream (Civil / Mechanical / CSE/ECE/ Electrical Engg. ) on the reverse of DD very clearly .**

The PSC will generate Admission Form on- line on receipt of the semester fee DD and the student will have to sign at the appropriate place of the print-out of the Admission Form which will be sent to IGNOU by the PSC. However ,the student may keep a photocopy of the form where the enrolment number will be available. This enrolment will be required in future for all communications with IGNOU.

3. **PLEASE NOTE THAT ONCE A PSC, PROGRAMME, LEVEL (SEMESTER-I FOR DIRECT ENTRY and SEMESTER-III FOR LATERAL ENTRY) AND STREAM ARE OPTED / ALLOTTED, THESE WILL NOT BE CHANGED UNDER ANY CIRCUMSTANCES.**

4. **ADMISSION FEE ONCE DEPOSITED WOULD NOT BE REFUNDED UNDER ANY CIRCUMSTANCES AND ANY REQUEST IN THIS REGARD WILL NOT BE ENTERTAINED. ALSO NO PART –PAYMENT OF FEE WILL BE ACCEPTED.**
5. **ANY INCOMPLETE FORM/NOT ACCOMPANIED BY DEMAND DRAFT OF REQUIRED FEE IN FULL/NOT ACCOMPANIED BY COPIES OF ALL REQUIRED CERTIFICATES WILL BE LIABLE TO BE REJECTED AND NO FURTHER COMMUNICATION WILL BE MADE / ENTERTAINED IN THIS REGARD.**
6. **THE REGULAR THEORY AND LABORATORY CLASSES WOULD BE STRICTLY COMMENCE FROM 16.08.2011 BY THE PSCs. IT WILL BE THE SOLE RESPONSIBILITY OF PSCS TO CONDUCT REGULAR THEORY/LAB CLASSES, PROVIDE ASSIGNMENTS, BOOKS IN LIBRARY, CONDUCT OF INTERNAL ASSESSMENTS ETC.**

### **IMPORTANT NOTE**

- **PLEASE NOTE THAT ONCE A PSC, PROGRAMME, LEVEL (SEMESTER-I FOR DIRECT ENTRY and SEMESTER-III FOR LATERAL ENTRY) AND STREAM ARE OPTED / ALLOTTED, WILL NOT BE CHANGED UNDER ANY CIRCUMSTANCES.**
- **ADMISSION FEE ONCE DEPOSITED WOULD NOT BE REFUNDED UNDER ANY CIRCUMSTANCES AND ANY REQUEST IN THIS REGARD WILL NOT BE ENTERTAINED. PSCs ARE REQUIRED TO INFORM ALL STUDENTS IN THIS REGARD. ALSO NO PART – PAYMENT OF FEE WILL BE ACCEPTED.**
- **ANY INCOMPLETE FORM/FORMS NOT ACCOMPANIED BY DEMAND DRAFT OF REQUISITE FEE IN FULL/NOT ACCOMPANIED BY COPIES OF ALL REQUIRED CERTIFICATES WILL BE LIABLE TO BE REJECTED AND NO FURTHER COMMUNICATION WILL BE MADE / ENTERTAINED IN THIS REGARD.**

### **IMPORTANT DATES**

1. **START OF FILLING UP OF ON-LINE APPLICATION FORMS: Already in progress**
2. **CLOSURE OF SUBMISSION OF ON-LINE FORMS: 10.08.2011**
3. **SUBMISSION OF PRINT-OUT OF ON-LINE APPLICATIONS ALONG WITH DRAFT OF Rs.100/- AT IGNOU BY POST OR BY HAND: 12.08.2011**
4. **ALLOTMENT OF THE STUDENTS TO THE PSCs: 14.08.2011**
5. **REPORTING OF THE STUDENTS AT ALLOTTED PSCs FOR ADMISSION (ENROLMENT): From 10.08.2011 to 14.08.2011.**

6. COMMENCEMENT OF THE CLASSES AT THE RESPECTIVE PSCs: 16.08.2011

**Confirmation of admission is subject to submission of Semester Fee and fulfillment of the eligibility criteria for admission.**

HELPLINE PHONE NUMBERS FOR ADMISSION:

Mobile Nos.9311394696/9311394699/9311394695

Landlines: 011-32085173/011-32085174 (Between 10 A.M to 6.00 PM)

E-mail:admission@ignouviep.org