

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL CENTRE KOLKATA

FRESH ADMISSION

- ❖ **IGNOU offers admissions in two sessions (January and July) every year in different programmes. Once the university notifies the admission session visit the <https://ignouadmission.samarth.edu.in/> and apply for new admission. The admission is to be taken online only.**
- ❖ **The prospectus of the University is available for all at <http://ignou.ac.in/ignou/studentzone/adminssionanouncement/1> which contains details for all programmes.**
- ❖ **To take online admission follow the below steps:
Visit the link <https://ignouadmission.samarth.edu.in/> and click on 'New Registration'**
 - ❖ **Give the required details and create your user name and password (keep this user name and password with you for future use).**
 - ❖ **Once the username and password are created click the log in button and start filling your admission form.**
 - ❖ **Fill the information asked and then upload the documents which includes your Photo, signature and other educational documents (in the prescribed size).**
 - ❖ **Once the documents are uploaded make the fee payment through any one of the gateways (HDFC or IDBI). Please note that these are payment gateways, you can use any bank credit/ debit card OR internet banking for making the payment through these gateways.**
After making the payment check your payment status again in the portal. Your document will be verified by the University and then admission shall be confirmed (if every detail and document is found to be correct and eligible). Nothing has to be submitted at Regional Centre, all the activities are in online mode only.
- ❖ **Once the admission is confirmed, you will receive an email and SMS from IGNOU. After confirmation log in into your admission portal using username and password and click on download ID card. Take the print out of the ID card (preferably colour, postcard size print out) and keep it with you.**
- ❖ **The ID card is generated online with digital attestation of Registrar, SRD thus no need to visit Regional Centre for any attestation.**
- ❖ **Once the admission is confirmed and ID card is generated the learner should always visit this**
- ❖ **admission page at <https://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp>.**

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COUNSELING SESSIONS

- ❖ The Regional Centre organizes fixed number of counselling sessions (on Saturday/ Sunday) at your study centre or through online mode by way of Google Meet.
- ❖ The schedule is uploaded at least 07 days prior from the date of commencement at <http://rckolkatta.ignou.ac.in/>. The learner should keep on checking the website for updates on schedules.
- ❖ The theory counselling sessions are not compulsory to attend however the practical counselling sessions are mandatory to attend for all learners (if any).
- ❖ For Online counseling sessions: You may like the RC Facebook page
<https://www.facebook.com/IGNOUKolkataOfficial> for latest updates and RC Kolkata website: <http://rckolkatta.ignou.ac.in/>
- ❖ Recorded videos are uploaded at
<https://www.facebook.com/IGNOUKolkataOfficial>
<http://rckolkatta.ignou.ac.in/>

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STUDY MATERIAL

- ❖ The material is dispatched by MPDD, IGNOU New Delhi at your postal address or at Regional Centre Kolkata after confirmation of admission. The delivery may take 1 month to 2 months. Usually for the Local learners, study material has to be collected from Regional Centre.
- ❖ The soft copy of material is available in public domain at egyankosh.ac.in or IGNOU E Content App at play store.
- ❖ If you have opted for soft copy of material you will not get any separate email of file, you have to download it from egyankosh.ac.in or IGNOU E Content App at play store.
- ❖ you can track at Study Material Status at <http://ignou.ac.in/ignou/aboutignou/division/mpdd/material>
- ❖ You have chosen soft copy but now want hard copy please send email to registrarmppdd@ignou.ac.in
- ❖ Till the study material are dispatched you are advised to use soft copy of material available at egyankosh.ac.in or IGNOU E Content App available at playstore.

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ASSIGNMENTS

- ❖ The assignments are to be submitted at your study centre.
- ❖ Last date to submit assignments For June Term End Examination - 31st March.

For December Term End Examination 30th September.
- ❖ Assignments should be hand written only. Typed assignments will not be evaluated.
- ❖ You have to submit separate file for all courses.
- ❖ Along with your assignment you have to attach the cover page which should have your Name, Enrollment Number, Course Code, Programme and Study centre. You should also attach the question paper of your assignments along with copy of IGNOU Identity Card.
- ❖ Without submitting your assignments you will not be eligible to appear for theory exams.
- ❖ For assignment question papers you have visit <https://webservices.ignou.ac.in/assignments/>. Please download only the latest assignments questions.
- ❖ If you fail in assignments you can submit the new assignments for upcoming exam cycle (latest assignments should be submitted).
- ❖ You should use white A4 size papers.
- ❖ You can submit it in person at your study centre during the working hours or you may send your assignments with somebody to submit it at your study centre or you may send your assignments through post at your study centre.
- ❖ Assignments cannot be reevaluated, however you may contact your study centre to get the evaluated assignments.
- ❖ If you are submitting your assignments in person at your study centre then collect the receipt from study centre and keep it with you till the declaration of all assignment results. In case you are submitting it through post keep the copy of receipt given by Post Office.
- ❖ It is always advised to keep the xerox copy of your assignments with you till the declaration of both Term End Results and Assignment results.

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RE- REGISTRATION

PLEASE DO YOUR RE-REGISTRATION FOR 2ND / 3RD YEAR SEMESTER AS APPLICABLE. IT DOESN'T MATTER WHETHER YOU HAVE PASSED THE EXAMINATION OR NOT TO GO TO SUBSEQUENT YEAR/ SEMESTER. THERE IS A CARRY OVER SYSTEM IN IGNOU IRRESPECTIVE OF THE RESULT IN THE EXAM. THEREFORE AS PER LAID DOWN PROCEDURE OF THE UNIVERSITY YOU HAVE TO GET YOURSELF REGISTERED IN THE SUBSEQUENT YEAR / SEMESTER AS THE CASE MAY FOR ACADEMIC THE SESSION TO REMAIN IN THE UNIVERSITY ROLL.

- ❖ The Re-registration process is online and is to be applied at <https://onlinerr.ignou.ac.in/>
- ❖ Keep on checking your registration details, the re-registration reflects in your registration details within 20 to 30 days.
- ❖ For any query: You may send email to csrc@ignou.ac.in marking a copy to rckolkata@ignou.ac.in .

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EXAMINATION

- ❖ The exams are conducted twice by the University in the month of June and December. Yearly based programme student who took admission in January/ July session shall appear for exam in December cycle and June cycle respectively. For Semester based programme students who took admission in January/ July session shall appear for exams in June exam cycle and December session respectively.
- ❖ Firstly, submit your assignments at your study centre and then fill examination form at exam.ignou.ac.in (with exam fees of Rs. 200/- per subject).
- ❖ For June Term End Exam, form is to be submitted in the month of March and for December it is to be submitted in the month of September.
- ❖ Once fee once paid won't be refunded and it will not be carried forward also.
- ❖ You can appear for your exams anywhere in India, while filling the examination form chose the exam centre where you wish to appear for exams.
- ❖ It is not compulsory to appear for all exams. You may appear the exams as per your preparations.
- ❖ You may check your exam form submission status at <http://exam.ignou.ac.in/Search.asp>. If there is no status you are advised to mail at termendexam.ignou.ac.in.
- ❖ The university issues hall ticket 10 days prior to the commencement of examinations which can be downloaded from website. The hall ticket has all details about dates, timings and centre address.
- ❖ You should have your hall ticket and your IGNOU ID card with you compulsorily. In absence of any of this you will not be allowed to appear for exams.
- ❖ The results are declared in a phase wise manner by the University after 45 days from the completion of exams.
- ❖ For term end exam results you can apply for revaluation and also may apply for the xerox copy of answer sheet. Both of these may be done through an online application (<https://onlinerr.ignou.ac.in/reevaluation/>) by paying the fees of Rs. 750/- per subject for revaluation and Rs. 100/- per subject for photo copy.
- ❖ Please note that IGNOU does not issue separate year wise/ semester wise marksheets. The marksheet and provisional certificate is issued only after completion of whole programme. The marksheet and provisional certificate is sent by Student Evaluation Division, IGNOU New Delhi at your postal address. Please mail registrarsed@ignou.ac.in if you have not received the marksheet and provisional certificate. Please check your Name and address on IGNOU Website: <https://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp>. Please note any change in name and address is not permissible under any circumstances after completion of the programme and issue of marksheet/ certificate.
- ❖ To change address, Regional Centre, Study Centre: Please apply online at : <https://ignou.samarth.edu.in/index.php/site/login>.
- ❖ For Issue of convocation Certificate: Please apply online at <https://sedservices.ignou.ac.in/convocation/>

