

Frequently Asked Questions (FAQs)

FRESH ADMISSION

1) How to take admission in IGNOU?

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.

2) Isthereanyprospectusto go through before taking admission?

The prospectus of the University is available for all at <http://ignou.ac.in/ignou/studentzone/adminssionannouncement/1> which contains details for all programmes.

3) What is procedure to take new online admission?

To take online admission follow the below steps:

Visit the link <https://ignouadmission.samarth.edu.in/> and click on 'New Registration'

- a) Give the required details and create your user name and password (keep this user name and password with you for future use).
- b) Once the username and password are created click the log in button and start filling your admission form.
- c) Fill the information asked and then upload the documents which includes your Photo, signature and other educational documents (in the prescribed size).
- d) 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.

- e) After making the payment check your payment status again in the portal.
- f) 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).

4) Do I have to submit the print out of application form to Regional Centre after making the payment?

No, nothing has to be submitted at Regional Centre, all the activities are in online mode only.

5) How to download ID card?

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.

6) Should I go to Regional Centre for attestation of ID card?

No, the ID card is generated online with digital attestation of Registrar, SRD thus no need to visit Regional Centre for any attestation.

7) After confirmation what else shall I do?

Once the admission is confirmed and ID card is generated the learner should always visit his admission page at <https://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp>.

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STUDY MATERIAL

- 1) **When and how will I receive material after confirmation of admission?** 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.

- 2) **Is soft copy of material available?**
Yes, the soft copy of material is available in public domain at egyankosh.ac.in or IGNOU E Content App at play store.

- 3) **I have opted for soft copy of material when will I receive that?**
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.

- 4) **Can I track the status of dispatch of Study Material?**
Yes, you can track at <http://ignou.ac.in/ignou/aboutignou/division/mpdd/material>

- 5) **I chose soft copy of material but now I want hard copy?**
You may send email to registrarmppd@ignou.ac.in

- 6) **I have paid the fees for January 2021 and opted for hard copy but not yet received?**
Due to COVID 19, the dispatch of study material has been little hampered, so it may take more time than usual. You are therefore, advised to use soft copy of material available at egyankosh.ac.in or IGNOU E Content App available at playstore till the time you receive hard copies of study material.

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COUNSELING SESSIONS

1) Are there any classes for my programme?

The Regional Centre organizes fixed number of counselling sessions (on Saturday/ Sunday) at your study centre.

2) How do I know about the schedule?

The schedule is uploaded at least 15 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.

3) Is it compulsory to attend the counselling sessions?

The theory counselling sessions are not compulsory to attend however the practical counselling sessions are mandatory to attend for all learners (if any).

4) How do I know about the online sessions?

You may like the RC Facebook page

<https://www.facebook.com/IGNOU.RC.Kolkata> for latest updates and RC Kolkata website : <http://rckolkatta.ignou.ac.in/>.

5) If we missed the online counselling session, is there any recorded videos?

Yes, Recorded videos are uploaded at

<https://www.facebook.com/IGNOU.RC.Kolkata>

Frequently Asked Questions (FAQs)

ASSIGNMENTS

1) Where should I submit my assignments?

The assignments are to be submitted at your study centre.

2) What is the last date to submit assignments?

For June Term End Examination - 31st March.

For December Term End Examination 30th September.

3) Are typed assignments valid?

No, assignments should be hand written only. Typed assignments will not be evaluated.

4) Can all assignments be submitted in one file?

No, you have to submit separate file for all courses.

5) What all are to be attached along with my assignments?

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.

6) Is assignment submission compulsory?

Yes, without submitting your assignments you will not be eligible to appear for theory exams.

7) Where will I get assignment question paper?

For assignment question papers you have visit <https://webservices.ignou.ac.in/assignments/>. Please download only the latest assignments questions.

8) What if I fail in assignments?

If you fail in assignments you can submit the new assignments for upcoming exam cycle (latest assignments should be submitted).

9) What type of paper should I use for assignments?

You should use white A4 size papers.

10) How can I submit my assignments?

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.

11) Can assignments be reevaluated?

No assignments cannot be reevaluated, however you may contact your study centre to get the evaluated assignments.

12) Would I get receipt after submitting the assignments at study centre?

Yes, 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.

13) Should I keep the xerox copy of assignments?

Yes, 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.

1) How to apply for Re-registration?

The Re-registration process is online and is to be applied at <https://onlinerr.ignou.ac.in/>

2) How would I know that re-registration is done?

Keep on checking your registration details, the re-registration reflects in your registration details within 20 to 30 days.

3) Whom should I contact for any issue in Re-registration?

You may send email to csrc@ignou.ac.in marking a copy to rckolkata@ignou.ac.in .

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, KOLKATA**

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EXAMINATION

1) When would my exams be conducted?

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.

2) What is to be done for appearing in the exams?

Firstly, submit your assignments at your study centre and then fill examination form at exam.ignou.ac.in (with exam fees of Rs. 150/- per subject).

3) When should I pay the exam fee?

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.

4) If I don't appear for exams after filling exam form will that be refunded or to be carried forward?

No, the fee once paid won't be refunded and it will not be carried forward also.

5) Can I select exam centre outside my Regional Centre?

Yes, 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.

6) After paying fees is it compulsory to appear for all exams?

No, it is not compulsory to appear for all exams. You may appear the exams as per your preparations.

7) How to check if my examination fee has been accepted?

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.

8) **How would I come to know the dates and timings of my examination?** 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.

9) **What all should I carry in examination hall?**

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.

10) **When will my results declared?**

The results are declared in a phase wise manner by the University after 45 days from the completion of exams.

11) **Can I apply for revaluation and photocopy of answer scripts?**

Yes, 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.

12) **How will I get my marksheet, provisional Certificate and Degree Certificate?**

Please note that IGNOU does not issues 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.

13) **How do I get my address/ phone number updated/ changed?**

Please apply online at : <https://ignou.samarth.edu.in/index.php/site/login>.

14) **How do obtain certificate from Regional Centre:**

Please mail to rckolkata@ignou.ac.in.

