

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**REGIONAL CENTRE COCHIN**  
**INFORMATION BROCHURE - 2020**



**IGNOU Regional Centre Cochin**  
**In service to the Nation since 1988**

**REGIONAL CENTRE COCHIN**  
**KALOOR P.O., ERNAKULAM, COCHIN-682017**

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**Online Admissions:**

**<https://onlineadmission.ignou.ac.in/admission/>**

**IGNOU Regional Centre Website: [rccochin.ignou.ac.in](http://rccochin.ignou.ac.in)**

**Office Timings: 9.30 am – 6.00 pm (Monday to Friday)**

**IGNOU Website : [www.ignou.ac.in](http://www.ignou.ac.in)**



# THE PEOPLE'S UNIVERSITY

## **The University**

The Indira Gandhi National Open University (IGNOU), established in 1985 by an Act of Parliament, has emerged as an international institution in the field of Open-Distance Learning. It has been conferred with the awards of 'Centre of Excellence' and 'Excellence for Distance Education Materials' by the Commonwealth of Learning. With its headquarters at New Delhi, the University caters to about 3 million students in India and other countries, through 21 Schools of Studies and a vast network of 67 Regional Centres, around 2667 Learner Support Centres and 29 overseas Partner Institutions. The University offers 228 academic programmes ranging from Doctoral to Certificate levels, catering to all sections of the society. It is committed to quality in teaching, research, training and extension activities; and acts as a national resource centre for expertise and infrastructure in the Open Distance Learning System (ODLS).

## **Regional Centre, Cochin**

The IGNOU Regional Centre, Cochin was established on 17<sup>th</sup> November, 1988 to provide Open and Distance Education in the State of Kerala and the Union Territory of Lakshadweep. Over the years, the activities of IGNOU in the region grew and a number of Study Centres were established with substantial student enrolment in various academic programmes of the University. With the establishment of Regional Centre, Trivandrum in the year 2009, jurisdiction of three southern districts of the State viz., Kollam, Pathanamthitta and Thiruvananthapuram districts have been allotted to the Regional Centre, Trivandrum. Later, in 2011, another Regional Centre was established at Vatakara in Kozhikode district, with present jurisdiction of five northern districts - Kasaragod, Kannur, Kozhikode, Wayanad and Malappuram. Now, the Regional Centre, Cochin caters to six districts of Kerala viz., Ernakulam, Thrissur, Palakkad, Kottayam, Idukki and Alappuzha. In addition, the Union Territory of Lakshadweep also comes under the jurisdiction of Regional Centre, Cochin.

The University constructed a four storied building for the Regional Centre at Kaloor, Cochin. The present four-storied building has the Regional Centre, the Gyan Vani FM Radio Station, classrooms, conference rooms and Library.

## **Admission**

The University offers round the year walk-in admissions. Most of the academic programmes being offered in both the cycles of admissions i.e., January and July cycles. Admissions to the academic programmes are under different modes i.e., through entrance examination; depending on the nature of the programme and without entrance examination. Admission notifications are issued in leading national and regional dailies for Walk-in Admission usually during April-May for July session and August-September for January session. The detailed information on admission and application forms is available on the University website at [www.ignou.ac.in](http://www.ignou.ac.in). The link for online admissions is <https://ignouadmission.samarth.edu.in/>.

## **Instructional System**

The University provides multi-channel multiple media teaching-learning package for instruction. This includes self-instructional print & audio-video materials, laboratory practicals, face-to-face counseling sessions and internet based learning. Video-conferencing and web based interactions were introduced to strengthen the comprehensive system of instruction. Gyandarshan (GD), a 24 hour educational channel telecasts educational programmes covering a variety of subjects, apart from live interactive sessions. The Gyanvani (GV) FM Radio, as a network of educational FM Radio channels operate from various cities in the country. In addition, Gyandhara, an internet audio counseling service is also offered by IGNOU. The University provides academic support to the learners by Learner Support Centres (LSC) established in all the districts. Study materials to the learners are sent by post from the IGNOU Head Quarters, New Delhi.

## Certificate Programmes

Sl. No	Programme	Fees	Medium of Instruction	Eligibility
1	Certificate in Arabic Language (CAL) (Also on offer in Online mode)	Rs.1,800/-	English/ Arabic	10+2 or 18 years of age
2	Certificate in Disaster Management (CDM)	Rs. 2,600/-	English & Hindi	10+2 or equivalent or BPP from IGNOU
3	Certificate in Environmental Studies (CES)	Rs.2,400/-	English & Hindi	10+2 or its equivalent or BPP from IGNOU
4	Certificate in Business Skills (CBS)	Rs.3,200/-	English	10+2 or its equivalent
5	Certificate in Teaching English as a Second Language (CTE)	Rs.2,400/-	English	Graduation or 3 years of B.EL.ED or 2 years PTT, ETT or 10+2 with 2 years teaching experience
6	Certificate in Functional English (basic level) (CFE)	Rs.4,000/-	English	10+2 or its equivalent
7	Certificate in HIV and Family Education (CAFE)	Rs.1,000/-	English	10+2 or its equivalent or BPP from IGNOU
8	Certificate in Tourism Studies (CTS) (Also on offer in Online mode)	Rs.2,000/-	English & Hindi	10+2 or its equivalent or BPP from IGNOU
9	Certificate in Food and Nutrition (CFN)	Rs.1,400/-	English, Hindi, Malayalam and other languages	No formal qualification, Minimum age of 18 years as on the last date for receipt of Admission form
10	Certificate in Rural Development (CRD)	Rs.1,800/-	English & Hindi	Bachelor's Degree
11	Certificate in Human Rights (CHR)	Rs.2,600/-	English & Hindi	10+2 or its equivalent or BPP from IGNOU
12	Certificate in Information Technology (CIT)	Rs.6,000/-	English	10th Pass OR SSC OR BPP from IGNOU OR DLC from Microsoft or equivalent
13	Certificate in Guidance (CIG)	Rs.2,000/-	English & Hindi and Odia	Teachers of recognized Institutions OR Pass in Matriculation/SSC OR BPP from IGNOU
14	Certificate in Teaching of Primary School Mathematics (CTPM) <b>(July Session only)</b>	Rs.1,800/-	English & Hindi	Adult with 10 <sup>th</sup> Pass
15	Certificate in Consumer Protection (CCP)	Rs. 1,800/-	English & Hindi	10+2 or its equivalent or BPP from IGNOU
16	Certificate in Home Based Health Care (CHBHC)	Rs. 2,400/-	English & Hindi	10 <sup>th</sup> Pass (Matriculation)
17	Certificate in Tribal Studies (CTRBS)	Rs. 900/-	English	10+2 or its equivalent or BPP from IGNOU
18	Post Graduate Certificate in Malayalam - Hindi translation (PGCMHT)	Rs. 1,600/-	Hindi	Graduation
19	Post Graduate Certificate in Cyber Law (PGCCL)	Rs. 8,400/-	English	Graduate in any discipline or 4th and 5th year students of 5 year integrated LLB Course who passed three years

# Diploma and Post Graduate Diploma programmes

Sl. No	Programme	Fees	Medium of Instruction	Eligibility
20	Post Graduate Diploma in Food Safety and Quality Management (PGDFSQM) <b>(July Session only)</b>	Rs.14,400/-	English	<p>i) Graduation in Science with Chemistry/ Bio-Chemistry or Microbiology as one of the subjects.</p> <p>ii) Degree in allied Sciences like Agriculture/ Food Science/ Food Technology/ Post Harvest Technology/ Engineering/Home Science/ Life Science/ Microbiology/ Biochemistry/ Biotechnology/ Horticulture/ Dairy Technology/ Veterinary/ Fisheries/ Hotel Management and Catering/ Hospitality Management, or equivalent etc.</p> <p>iii) Science Graduate in disciplines like Geography, Statistics with Physics &amp; Maths, Art Subjects and Medical Lab Technology and with minimum three years experience in food processing and / or quality control. These students should have minimum 1 year experience in quality control activities.</p> <p>iv) Arts/Commerce Graduate with diploma in Food Science/ Hotel Management disciplines viz fruits and vegetables, dairy technology, meat technology, cereals, pulses and oilseeds etc. with minimum 5 years experience in Food Processing/ Food Quality Control/ Hotel Management (food preparation/ food catering) and out of which 2 years experience should be in quality control activities</p> <p>v) BA/B.Com Graduates with minimum 7 years experience in Food Processing/ Food Quality Control/Hotel Management (food preparation/ food catering) or holding senior position in Govt./ Semi Govt. Units involved in Food Quality Control</p> <p>vi) Master's Degree awarded without a first degree is not recognized for purposes of admission to IGNOU's Academic Programmes</p>
21	Post Graduate Diploma in Social Work Counseling (PGDCOUN)	Rs.13,200/-	English	Post Graduation from any discipline from a recognized University
22	Post Graduate Diploma in Counselling and Family Therapy (PGDCFT) <b>(July Session only)</b>	Rs.16,800/-  Successful completion of PGDCFT leads to admission of Second year of MSCCFT	English	<p>Bachelor's degree with specialization in subjects like Human Development and Family Studies, Child Development, Human Development and Childhood Studies, Child Development and Family Relationships, Home Science, Psychology, Social Work, Medicine or other allied disciplines. "Allied disciplines" include Anthropology, Sociology, Education, Philosophy, MBBS or equivalent qualification in Ayurveda, Unani, Sidha or Homeopathy Medicines, Nursing etc. from a recognized University OR</p> <p>Bachelor's degree with a higher degree in any of the above mentioned subjects or Bachelor's Degree along with a Post Graduate Diploma in Guidance and Counseling from a recognized University</p>
23	Post Graduate Diploma in Human Resource Management (PGDHRM)	Rs.2,000/-per course	English	<p>Any Graduate (Including Chartered Accountancy/Cost Accountancy/ Company Secretaryship) with 50% marks for general category/ 45% for reserved category as per government of India rules</p> <p>No age bar</p>

24	Post Graduate Diploma in Financial Management(PGDFM)	Rs.2,000/-per course	English	Any Graduate (Including Chartered Accountancy/Cost Accountancy/ Company Secretaryship) with 50% marks for general category/ 45% for reserved category as per Government of India rules No age bar
25	Post Graduate Diploma in Operations Management (PGDOM)	Rs.2,000/-per course	English	Any Graduate (Including Chartered Accountancy/Cost Accountancy/ Company Secretaryship) with 50% marks for general category/ 45% for reserved category as per Government of India rules No age bar
26	Post Graduate Diploma in Marketing Management (PGDMM)	Rs.2,000/-per course	English	Any Graduate (Including Chartered Accountancy/Cost Accountancy/ Company Secretaryship) with 50% marks for general category/ 45% for reserved category as per Government of India rules No age bar
27	Post Graduate Diploma in Financial Market Practice (PGDFMP)	Rs.2,000/-per course	English	Any Graduate (Including Chartered Accountancy/Cost Accountancy/ Company Secretaryship) with 50% marks for general category/ 45% for reserved category as per Government of India rules No age bar
28	Post Graduate Diploma in Disaster Management (PGDDM)	Rs. 6,300/-	English & Hindi	Graduate in any discipline
29	Post Graduate Diploma Rural Development (PGDRD)	Rs. 2,400/-	English & Hindi	Bachelor's Degree
30	Post Graduate Diploma in Translation (PGDT)	Rs. 4,000/-	Hindi	Bachelor's Degree
31	Post Graduate Diploma in International Business Operations (PGDIBO)	Rs. 8,200/- Successful completion of PGDIBO leads to admission of Second year of MCOM	English & Hindi	Bachelor's Degree in any discipline or Equivalent
32	Post Graduate Diploma in Environment and Sustainable Development (PGDESD)	Rs. 7,000/-	English	Graduate from a recognized University/Institution
33	Post Graduate Diploma in Journalism and Mass Communication (PGJMC)	Rs. 12,500/-	English	Bachelor's Degree in any subject
34	Post Graduate Diploma in Educational Management & Administration (PGDEMA)	Rs. 7,000/-	English	Graduate in any discipline
35	Post Graduate Diploma in Educational Technology (PGDET)	Rs. 6,600/-	English	Graduation from a recognized University
36	Post Graduate Diploma in School Leadership and Management (PGDSLML)	Rs. 6,000/-	English	Prospective and in-service Head Teachers/Principal with Graduate Degree from a recognized University OR Graduate/Post Graduate Teachers
37	Post Graduate Diploma in Higher Education (PGDHE)	Rs. 3,000/-	English	Teachers in an institution of higher education or PG Degree holders in any subject including a Professional Degree
38	Post Graduate Diploma in Intellectual Property Rights(PGDIPR)	Rs. 10,200/-	English	Graduate in any discipline
39	Post Graduate Diploma in Urban Planning and Development (PGDUPDL)	Rs. 6,000/-	English & Hindi	Graduate in any discipline
40	Diploma in Early Childhood Care and Education (DECE)	Rs.3,000/-	English, Hindi & Tamil	10+2 or its equivalent

41	Diploma in Tourism Studies (DTS)	Rs.4,500/-	English & Hindi	10+2 or its equivalent or BPP from IGNOU
42	Diploma in Creative Writing in English (DCE)	Rs.3,800/-	English	10+2 or anyone without 10+2 but age should be 20 years or above
43	Diploma in HIV and Family Education (DAFE)	Rs.1,500/-	English & Hindi	10+2 or its equivalent or BPP from IGNOU
44	Diploma in Fish Products Technology (DFPT)	Rs. 9,600/-	English	10+2 or its equivalent or BPP from IGNOU
45	Diploma in Women's Empowerment and Development (DWED)	Rs. 3,600/-	English & Hindi	10+2 or its equivalent or Non 10+2 with three years working experience as development workers at any level

## Bachelor's Degree Programmes

Sl. No	Programme	Fees	Medium of Instruction	Eligibility
46	Bachelor of Computer Applications (BCA)	Rs. 40,200/- for full programme to be paid Semester wise @Rs. 6,700/- per semester	English	10+2 or its equivalent
47	CBCS based Bachelor of Arts General (BAG)	Rs.2,900/- (I year including Registration fee Rs. 200/-) Rs.2,700/-(II,III years)	English & Hindi	10+2 or its equivalent or BPP from IGNOU
48	Bachelor of Commerce (BCOMG)	Rs.2,900/- (I year including Registration fee Rs. 200/-) Rs.2,700/-(II,III years)	English & Hindi	10+2 or its equivalent or BPP from IGNOU
49	Bachelor of Commerce (with major in Corporate Affairs & Administration) (BCOM(CA &A))	Rs.6,600/-	English	<p>i) 10 +2 or its equivalence; and  ii) Registration in Company Secretaryship Foundation Programme  iii) Those students who has been routed through CPT which is a part of Chartered Accountancy will not be eligible for this particular programme B.Com (CA&amp;A). This program is exclusively designed for ICSI bonafide students and any student who entered through credit transfer policy is not permitted for this programme</p> <p>Students who have passed Company Secretaryship Intermediate/Executive Programme shall also be eligible for admission. Subject to successful completion of condition (a) and (b)  (More details available in IGNOU website)</p>
50	Bachelor of Commerce (with major in Accountancy and Finance) (BCOM A&F)	Rs.8,100/-	English	<p>i) 10+2 or its Equivalent  ii) Passed Common Proficiency Test/PE-I/Foundation from ICAI  iii) Registration in Professional Competence Course/PE-II/Intermediate/IPCC/(Chartered Accountancy First Stage) of ICAI or already passed Professional Competence Course/PE-II/Intermediate.</p> <p>Similarly, all those students who have passed Chartered Accountancy are also eligible for admission subject to successful completion of condition (i) and (ii)  (More details available in IGNOU website)</p>



51	Bachelor of Commerce (with major in Financial & Cost Accounting) BCOM(F&CA)	Rs.7,200/-	English	<p>i) 10 + 2 or its equivalence; and ii) Registration in ICAI Foundation Course. Students who have passed ICAI Intermediate Course shall also be eligible for admission, provided that they had passed all the papers of Foundation Course. Subject to successful completion of condition (a) and (b) under section 2.2 above.</p> <p>iii) Those students who has been routed through CPT which is a part of Chartered Accountancy will not be eligible for this particular programme B.Com (F&amp;CA). This programme is exclusively designed for ICWAI bonafide students and any student who entered through credit transfer policy in not permitted for this Programme. (More details available in IGNOU website)</p>
52	Bachelor of Science (BSCG)	Rs.4,700(I year including Registration fee Rs. 200/-) Rs.4,500 (II, III year)	English & Hindi	10+2 with Science subjects or its equivalent qualification
53	Bachelor of Social Work (BSW)	Rs.5,400/- per year	English & Hindi	10+2 or its equivalent or BPP from IGNOU
54	Bachelor of Library & Information Science (BLIS)	Rs.7,200/-	English	<p>i) Bachelor's Degree with 50% marks and 45% for General and for the SC/ST/OBC/PH category respectively OR ii) Bachelor's Degree with Diploma (one year) in Library Science OR iii) Bachelor's Degree with 2 years of working experience in Library and Information Centre</p>
55	Bachelor of Arts (Tourism Studies) (BTS)	Rs.3,400/- per year	English & Hindi	10+2 or its equivalent or BPP from IGNOU

## Master's Degree Programmes

Sl. No	Programme	Fees	Medium of Instruction	Eligibility
56	Master of Business Administration (MBA) <i>(Can be applied through offline mode only)</i>	Rs.2,000/-per course	English	<ul style="list-style-type: none"> <li>Any Graduate (Including Chartered Accountancy/Cost Accountancy/Company Secretaryship) with 50% marks for general category/ 45% for reserved category as per government of India rules</li> <li>Clearance of OPENMAT conducted by IGNOU</li> <li>No age bar</li> </ul>
57	Master of Arts(Rural Development) (MARD)	Rs.5,400/-(I year) Rs.5,400/-(II year)	English & Hindi	Bachelor's Degree or a higher degree from a recognized University
58	Master of Business Administration –Banking and Finance (MBF)	Rs.2,000/-per course	English	<p>a) He/She should be a graduate of a recognised University b) He/She should have passed the CAIIB examinations of the Indian Institute of Banking &amp; Finance, Mumbai and awarded the requisite qualification/credentials therefor by the Institute c) He/She should have been working with the banking or financial services sector for a period of at least two years</p>
59	Master of Computer Applications (MCA)	Rs. 72,000/- for full programme to be paid semester wise @ Rs. 12000/- per semester. Non Maths students have to pay Rs.1,400/- additional in the first semester	English	Any Bachelor's degree of minimum 3 (three) year duration from a recognized University AND Mathematics as one of the subjects at 10+2 level or graduation level; else the student is required to pursue and pass the BCS12 course concurrently with IGNOU MCA

60	Master of Science in Counselling and Family Therapy (MSCCFT) <b>(July session only)</b>	Rs.16,800/- (I Year) Rs.16,800/- (II year)  Successful completion of first year courses leads to PGDCFT	English	Bachelor's degree with specialization in subjects like Human Development and Family Studies, Child Development, Human Development and Childhood Studies, Child Development & Family Relationships, Home Science, Psychology, Social Work, Medicine, or other allied disciplines. Allied disciplines include Anthropology, Sociology, Education, Philosophy, MBBS or equivalent qualification in Ayurveda, Unani, Sidha or Homeopathy Medicines, Nursing etc. from a recognized University OR Bachelor's degree with a higher degree in any of the above mentioned subjects or Bachelor's Degree along with a Post Graduate Diploma in Guidance and Counselling from a recognized University
61	Master of Commerce (MCOM)	Rs.7,500/-(I year) Rs.7,500/-(II year) Successful completion of first year courses leads to PGDIBO	English & Hindi	Bachelor's Degree or a higher degree from a recognized University
62	Master of Commerce (in Finance and Taxation) (MCOM (F&T))	Rs 8,400/-	English	i) Graduation in any discipline or equivalent from a recognised University/Institute ii) Admitted in the Chartered Accountancy final course OR iii) who has already passed Chartered Accountancy (More details available in IGNOU website)
63	Master of Commerce (in Business Policy and Corporate Governance) (MCOM (BP&CG))	Rs 8,400/-	English	I) Graduation in any discipline or equivalent from a recognized University/ Institute and II) Passed in a Company Secretaryship Executive programme. Candidates who have already passed the Company Secretaryship course shall also be eligible for admission (More details available in IGNOU website)
64	Master of Commerce (Management Accounting & Financial Strategies) (MCOM (MA&FS))	Rs 7,400/-	English	I) Graduation in any discipline or equivalent from a recognized University /Institute and II) Passed the intermediate Course of Cost Accountants of India Candidates who have already passed the ICAI Final course shall be eligible for admission (More details available in IGNOU website)
65	Master of Arts (English) (MEG)	Rs.6,000/- (I year) Rs.6,000/- (II year)	English	Bachelor's Degree or a higher degree from a recognised University
66	Master of Arts (Travel & Tourism Management) (MTTM)	<b>Category 1</b> Rs.6,000/- (I year) Rs.6,000/- (II year) <b>Category 2</b> Rs.7,500/- (I year) Rs.7,500/- (II year)	English	<b>Category 1:</b> BTS/BA (Tourism); B.Sc. Hospitality and Hotel Administration (BHM); Bachelor's in Hotel Management (approved by AICTE) and those students who have done their graduation in any field along with a Diploma in Tourism, which is recognized in the University system or by AICTE <b>Category 2 :</b> A Bachelor's Degree in any field. (However, all students of Category 2 will have to pass four additional Tourism foundation courses during their period of study)
67	Master of Arts(Hindi) (MHD)	Rs.6,000/- (I year) Rs.6,000/-(II year)	Hindi	Bachelor's Degree or a higher degree from a recognised University
68	Master of Social Work (MSW)	Rs.18,000/-(I year) Rs.18,000/-(II year)	English & Hindi	Bachelor's Degree or a higher degree from a recognised University
69	Master of Social Work (Counselling) (MSWC)	Rs.18,000/-(I year) Rs.18,000/-(II year)	English	Bachelor's Degree or a higher degree from a recognised University



70	Master of Arts (Philosophy) (MAPY)	Rs.6,000/- (I year) Rs.6,000/- (II year)	English	Bachelor's Degree or its equivalent
71	Master of Arts (Education) (MAEDU)	Rs.9,000/- (I year) Rs.9,000/- (II year)	English	A Bachelor's Degree in any Discipline with or without a Degree in Education from a recognised University
72	Master of Arts (Economics) (MEC)	Rs.8,000/- (I year) Rs.8,000/- (II year)	English & Hindi	Bachelor's Degree or a higher degree from a recognised University
73	Master of Arts (History) (MAH)	Rs.6,000/- (I year) Rs.6,000/- (II year)	English & Hindi	Bachelor's Degree or a higher degree from a recognised University
74	Master of Arts (Political Science) (MPS)	Rs.6,000/- (I year) Rs.6,000/- (II year)	English & Hindi	Bachelor's Degree or a higher degree from a recognised University
75	Master of Arts (Public Admin.) (MPA)	Rs.6,000/- (I year) Rs.6,000/- (II year)	English & Hindi	Bachelor's Degree or a higher degree from a recognised University
76	Master of Arts (Sociology) (MSO)	Rs.6,000/- (I year) Rs.6,000/- (II year)	English & Hindi	Bachelor's Degree or a higher degree from a recognised University
77	Master of Arts (Psychology) (MAPC)	Rs.9,000/- (I year) Rs.9,000/- (II year)	English	Bachelor's Degree in any subject from a recognised University
78	Master of Library and Information Science (MLIS)	Rs.10,800/-	English	Bachelor's Degree in Library and/or Information Science or Associateship from NISCAIR or DRTC

### **Detailed Instructions for Online Admissions to IGNOU Programmes**

**How to apply for  
Online admission**

- Open the URL <https://ignouadmission.samarth.edu.in/>
- Click on the button NEW REGISTRTRION
- Complete Registration process by filling up details (which creates 'User Name' and 'Password').
- Your 'User Name' and 'Password' is informed through SMS and email
- Log-in using Username and Password
- Fill up Admission form
- Upload
  - Recent photograph (Passport size less than 100KB)
  - Scanned Signature (less than 100KB)
  - Scanned copy of Age Proof (less than 200 KB)
  - Scanned copy of relevant Educational Qualification (less than 200 KB)
  - Scanned Copy of Experience Certificate (if any) (less than 200 KB)
  - Scanned Copy of Category Certificate, if SC/ST/OBC (less than 200 KB)
  - Scanned Copy of BPL Certificate, if Below Poverty Line (less than 200KB)
- Read the instruction and declaration carefully by clicking the 'Declaration' box.
- Preview your data and confirm details
- Make payment of Fee through the Credit/Debit card/Net Banking
- Payment confirmation message is sent to you through SMS and email
- Press 'Next' button to see the preview.
- Once admission is confirmed, Email is sent to your registered E-mail ID
- After the final submission of online application form, you may download the filled in application form and keep a printout for your record.

## **Some frequently asked questions (FAQs) about Online Admission to IGNOU Programmes**

(<https://ignouadmission.samarth.edu.in/>)

### **1. Is it compulsory to register myself before submitting an admission form online?**

Yes, it is compulsory to register with our Online Admission System before you can submit your admission form online.

### **2. Is Email address compulsory to fill online application form?**

Yes, you are required to use E-mail address to register for Online Admission.

### **3. If the power/internet connection fails during the application process, what should I do?**

Since the data is saved at the end of every stage with the 'Save' button, your data is automatically saved till the previous stage. If you are within a particular stage and the system is interrupted due to power failure or loss of connectivity, then your current stage data will not be saved. Please log in again using your ID and password and complete the form submission process from the stage where the system got interrupted.

### **4. How should I pay the programme fee?**

Programme fee for online Admission can be paid through credit/debit card/ net banking.

### **5. What kinds of Credit/Debit cards are accepted for payment of the programme fee? Is Internet banking facility also available?**

The Visa and Master Cards are accepted for making the payment of programme fee. Yes, the payment of fee can also be made through Net Banking.

### **6. Payment has been deducted from Credit Card/Debit Card/ my account but I have not received any confirmation. What should I do?**

If the payment has been deducted but you did not get acknowledgement for the same, please email the transaction details including the Control Number, your name, programme opted, mobile number, amount paid etc. to the Centralised Student Registration Cell at 011-29571301 or 011-29571528. You can email at [csrc@ignou.ac.in](mailto:csrc@ignou.ac.in). If required, you may escalate and submit your grievance to our website at <http://igram.ignou.ac.in/>.

### **7. After Payment of the application fee, what information shall I receive through email/ SMS?**

You will get the confirmation of payment made by you through SMS as well as email.

### **8. Where do I have to contact after successful submission of form?**

Once the application Form is successfully submitted, your form will be scrutinised by IGNOU staff and if it fulfils the eligibility criteria you will receive a confirmation to that effect at your registered email address. If a deficiency is found in the application, you will receive a communication from IGNOU informing you about the discrepancy. After successful processing of your form, the University will provide you further information with regard to confirmation of your admission, allotment of study centre and other details for induction etc. in due course of time.

### **9. What is the time frame for getting confirmation of my admission?**

The Admission forms submitted through the Online Admission System are scrutinised and confirmed for admission subject to fulfilment of eligibility criteria. The forms are processed region wise on a first come first serve basis. Therefore, the time required for processing of forms for different Regional Centres may vary depending on the number of applicants from the respective regions.

### **10. If I want to withdraw from the programme after confirmation of my admission, shall I get my fee refunded?**

Yes, University has a limited provision for cancellation of Programme and refund of fee as prescribed in the Refund Policy of the University. You may refer to the guidelines pertaining to 'Refund of Fee' under the 'University Rules' section of the IGNOU Common Prospectus. In cases where University denies admission, the programme fee will be refunded after deduction of processing fee, if any. The refund amount will be transferred electronically to the credit/debit/net banking account from where payment was made.

### **11. As a student of IGNOU, shall I get access to library facility?**

The students who seek admission to a programme of the University through Online Admission System will get the same facilities as those who join the programme in off-line mode. In case you are staying in the city where your Regional Centre is located, you can make use of the library at the Regional Centre. In addition, you can also use the multimedia facility (recorded audio/ video lectures, etc.) at the Regional Centre. Your Study Centre is also equipped with library/multimedia facility. You may use the facility during the working hours of the Study Centre.

### **12. What is Credit System?**

The University follows the 'Credit System' for all the programmes. Each credit in our system is equivalent to 30 hours of study comprising all learning activities (i.e. reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses). Thus, a 4-credit course involves about 120 hours of study. This helps the learner to know the academic effort he/she has to put in, to successfully complete a course. Completion of an academic programme (Degree/ Diploma/ Certificate) requires successful completion of the assignments, practicals, projects and the term-end examination of each course in a programme.

### **13. What is the system of evaluation followed by IGNOU?**

The system of evaluation in IGNOU is different from that of conventional universities. IGNOU has a multi-tier system of evaluation - self-assessment exercises within each unit of study, continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/workshops/extended contact programmes, term-end examination, project work, etc. The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete an academic programme. A learner has to submit tutor marked assignments (TMA) responses to the Coordinator of the Study Centre concerned to which s/he is attached.

#### 14. Can I join two Programmes of IGNOU at a time?

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any Certificate programme of 6 months' duration. However, if there is any clash of dates of counselling or examination schedule between the two programmes taken, the University will not be in a position to make adjustments. Simultaneously pursuing two academic Programmes of one year or longer duration either from the same University, or one from the Open University (under ODL mode) and the other from Conventional University (regular or face-to face mode) is not permitted, as of now.

#### 15. Are the Degrees/Diplomas/Certificates awarded by IGNOU recognized by UGC?

Yes, recognized by UGC. IGNOU Degrees/Diplomas/Certificates are recognized by all member universities of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/ Certificates of all Indian Universities/ Institutions, as per UGC Circular letter No. F.1-52/2000(CPP-II) dated 5th May, 2004, AIU Circular No. EV/11(449/94/176915-177115 dated January 14, 1994, AICTE Circular No. AICTE/Academic/ MOU-DEC/ 2005 dated May 13, 2005 and UGC/DEB/2013 dated 14.10.2013.

Technology enabled learning support/academic counseling shall be provided by the concerned Schools of the following 31 Programmes.

S.No.	School	Programme Code
1	School of Agriculture (SOA)	PGCAP, PGDPM,CWHM,APVPFV
2	School of Extension and Development Studies	CPVE,PGDDS
3	School of Gender and Development Studies (SOGDS)	MAWGS, PGDWGS,MAGD
4	School of Inter-Disciplinary and Trans- Disciplinary Studies (SOITS)	PGCCC,ACPSD,PGDSS, PGDFCS
5	School of Law (SOL)	CCLBL, CIHL,PGCPP,CAHT,DIPP
6	School of Performing and Visual Arts ( SOPVA)	CPABN,CPAHM,CPAKM,CPATHA,CVAA,CVAP
7	School of Translation Studies and Training ( SOTST)	PGCBHT,PGCMHT,MATS
8	School of Vocational Education and Training (SOVET)	CFDE,PGDPSM,DBPOFA, ACISE

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