



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE COCHIN
INFORMATION BROCHURE - 2022



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

REGIONAL CENTRE COCHIN
KALoor P.O., ERNAKULAM, COCHIN 682 017

Email: rccochin@ignou.ac.in

Phone: +91 484-2340203

Online Admissions: <https://ignouadmission.samarth.edu.in/>

IGNOU Regional Centre Website: <http://rccochin.ignou.ac.in/>

Twitter: https://twitter.com/ignou_rc_cochin

Facebook: <https://www.facebook.com/IGNOURegionalCentreCochin/>

Official You Tube Channel:

<https://www.youtube.com/c/IGNOURegionalCentreCochin>

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

IGNOU Website : 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. IGNOU is the largest Open University in the world. 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 36 countries, through its vast network of 56 Regional Centres, about 3000 Learner Support Centres. The University at present offers 209 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 17th 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, Computer Labs, 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. 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 materials, laboratory practical's, face to face counseling sessions (presently Online due to COVID 19 situation), Channel based counseling sessions through SWAYAMPRAKASH channel 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

S. No	Programme	Fees	Medium of Instructions	Eligibility
1	Certificate in Arabic Language (CAL)	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 its equivalent
3	Certificate in Environmental Studies (CES)	Rs.2,400/-	English & Hindi	10+2 or its equivalent
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 & Hindi	10+2 or its equivalent
8	Certificate in Tourism Studies (CTS)	Rs.2,000/-	English & Hindi	10+2 or its equivalent
9	Certificate in Food and Nutrition (CFN)	Rs.1,400/-	English, Hindi and other languages	No formal qualification, Minimum age of 18 years as on the last date for receipt of Admission form.
10	Certificate in Nutrition and Child Care (CNCC)	Rs.2,000/-	English & Hindi	10+2 or its equivalent
11	Certificate in Rural Development (CRD)	Rs.1,800/-	English & Hindi	Bachelor's Degree
12	Certificate in Human Rights (CHR)	Rs.2,600/-	English & Hindi	10+2 or its equivalent
13	Certificate in Information Technology (CIT)	Rs.6,000/-	English	10th Pass OR SSC OR DLC from Microsoft or equivalent
14	Certificate in Guidance (CIG)	Rs.2,000/-	English & Hindi and Odia	Teachers of recognized Institutions OR Pass in Matriculation/SSC
15	Certificate in Teaching of Primary School Mathematics (CTPM) (July Session only)	Rs.1,800/-	English & Hindi	Adult with 10 th Pass
16	Certificate in Consumer Protection (CCP)	Rs. 1,800/-	English & Hindi	10+2 or its equivalent
17	Certificate in Home Based Health Care (CHBHC)	Rs. 2,400/-	English & Hindi	10 th Pass (Matriculation)
18	Certificate in Tribal Studies (CTRBS)	Rs. 900/-	English	10+2 or its equivalent
19	Certificate in Anti Human Trafficking (CAHT)	Rs. 1,300/-	English & Hindi	Any Graduate, 10+2 with five years of experience in the related field/10th standard (after doing bridge course from IGNOU, they will be admitted)
20	Certificate in International Humanitarian Law (CIHL)	Rs. 2,400/-	English	10+2 or its equivalent
21	Certificate in Performing Arts Karnatak Music (CPAKM)	Rs. 3,600/-	English	10th pass

22	Certificate in Performing Arts Bharatanatyam (CPABN)	Rs. 3,600/-	English	10th pass
23	Post Graduate Certificate in Malayalam-Hindi Translation (PGCMHT)	Rs.1,600/-	Hindi	Graduation
24	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 3 years

Diploma programmes

S. No	Programme	Fees	Medium of Instructions	Eligibility
25	Diploma in Early Childhood Care and Education (DECE)	Rs.3,000/-	English, Hindi & Tamil	10+2 or its equivalent
26	Diploma in Nutrition & Health Education. (DNHE)	Rs.3,000/-	English & Hindi	10+2 or its equivalent
27	Diploma in Tourism Studies (DTS)	Rs.4,500/-	English & Hindi	10+2 or its equivalent
28	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
29	Diploma in HIV and Family Education (DAFE)	Rs.1,500/-	English & Hindi	10+2 or its equivalent
30	Diploma in Event Management (DEVMT)	Rs. 7,100/-	English	10+2 or its equivalent
31	Diploma in Women's Empowerment and Development (DWED)	Rs. 3,600/-	English & Hindi	10+2 or its equivalent

Post Graduate Diploma programmes

S. No	Programme	Fees	Medium of Instructions	Eligibility
32	Post Graduate Diploma in Counselling and Family Therapy (PGDCFT) (July Session only) Successful completion of PGDCFT leads to direct admission of Second year of MSCCFT	Rs.16,800/-	English	Bachelor's degree in any subject from a recognized University
33	Post Graduate Diploma in Journalism and Mass Communication (PGJMC)	Rs. 12,500/-	English	Bachelor's Degree The learners should possess working knowledge of computers- MS Office and other simple software and should have internet access
34	Post Graduate Diploma in Environment and Sustainable Development (PGDESD)	Rs. 7,000/-	English	Graduate from a recognized University/Institution
35	Post Graduate Diploma in Educational Management & Administration (PGDEMA)	Rs. 7,000/-	English	Graduate in any discipline
36	Post Graduate Diploma in Social Work Counseling (PGDCOUN)	Rs.13,200/-	English	Post Graduation from any discipline from a recognized University

37	Post Graduate Diploma in Food Safety and Quality Management (PGDFSQM) (July Session only)	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 & 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>
38	Post Graduate Diploma in International Business Operations (PGDIBO) Successful completion of PGDIBO leads to direct admission to Second year of M.COM	Rs. 8,200/-	English & Hindi	Bachelor's Degree in any discipline or Equivalent
39	Post Graduate Diploma in Disaster Management (PGDDM)	Rs. 6,300/-	English & Hindi	Graduate in any discipline
40	Post Graduate Diploma Rural Development (PGDRD)	Rs. 2,400/-	English & Hindi	Bachelor's Degree
41	Post Graduate Diploma in Translation (PGDT)	Rs. 4,000/-	Hindi	Bachelor's Degree
42	Post Graduate Diploma in Educational Technology (PGDET)	Rs. 6,600/-	English	Graduation in any discipline.
43	Post Graduate Diploma in School Leadership and Management (PGDSLM)	Rs. 6,000/-	English & Hindi	Prospective and In-service Head Teachers/Principal with Graduate Degree from a recognized University
44	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
45	Post Graduate Diploma in Intellectual Property Rights (PGDIPR)	Rs. 10,200/-	English	Graduate in any discipline

46	Post Graduate Diploma in Human Resource Management (PGDHRM)	Rs.2,000/-per course	English	<ul style="list-style-type: none"> 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
47	Post Graduate Diploma in Financial Management(PGDFM)	Rs.2,000/-per course	English	<ul style="list-style-type: none"> 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
48	Post Graduate Diploma in Operations Management (PGDOM)	Rs.2,000/-per course	English	<ul style="list-style-type: none"> 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
49	Post Graduate Diploma in Marketing Management (PGDMM)	Rs.2,000/-per course	English	<ul style="list-style-type: none"> 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
50	Post Graduate Diploma in Financial Market Practice (PGDFMP)	Rs.2,000/-per course	English	<ul style="list-style-type: none"> 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
51	Post Graduate Diploma in Urban Planning and Development (PGDUPDL)	Rs. 6,000/-	English & Hindi	Graduation in any discipline
52	Post Graduate Diploma in Women's & Gender Studies (PGDWGS)	Rs. 6,400/-	English	Graduation in any discipline
53	Post Graduate Diploma in Computer Applications (PGDCA_NEW)	Rs. 21,600/- for full Programme to be paid semester wise @Rs.10800/- per semester. Non-Maths students have to pay Rs.1400/- additional in the first semester.	English	<ul style="list-style-type: none"> Any Bachelor's degree of minimum 3 year duration from a recognized University AND Mathematics as one of the subject at 10+2 level or Graduation level. OR Any Bachelor's degree of minimum 3 year duration from a recognized University AND doesn't have Mathematics as one of the subject at 10+2 level or graduation level. These students are required to successfully complete BCS-012 (Graduate level Mathematics course) as Bridge Course.

Bachelor's Degree Programmes

S. No	Programme	Fees	Medium of Instructions	Eligibility
54	Bachelor of Computer Applications (BCA)	Rs. 42,000/- for full programme to be paid Semester wise @Rs. 7,000/- per sem.	English	10+2 or its equivalent
55	Bachelor of Arts (BAG)	Rs.3,500/- (I year) Rs.3,300/- (II, III year)	English & Hindi	10+2 or its equivalent
56	Bachelor of Arts (Honours)	Rs.4,000/- (I year) Rs.3,800/- (II, III year)	English & Hindi	10+2 or its equivalent
57	Bachelor of Commerce (BCOMG)	Rs.3,500/- (I year) Rs.3,300/- (II, III year)	English & Hindi	10+2 or its equivalent
58	Bachelor of Commerce (with major in Corporate affairs & administration) (BCOM(CA &A))	Rs.6,600/- Rs. 750/- registration fee	English	i) 10+2 or its equivalent and ii) Registration in Company Secretaryship Foundation Programme
59	Bachelor of Commerce (with major in Accountancy and Finance) (BCOM A&F)	Rs.8,100/- Rs. 750/- registration fee	English	i) 10+2 or its equivalent (with Major in Accountancy and Finance) ii) Passed Common Proficiency Test/ PE/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
60	Bachelor of Commerce (with major in financial & cost accounting) BCOM(F&CA)	Rs.7,200/- Rs. 750/- registration fee	English	i) 10+2 or its equivalence; and II) &NBSP; Registration in ICWAI Foundation Course Students who have passed ICAI Intermediate course shall also eligible for admission
61	Bachelor of Science (BSCG)	Rs.5,100/- (I year) Rs.4,900/- (II, III year)	English & Hindi	10+2 with Science subject or its equivalent qualification
62	Bachelor of Social Work (BSWG)	Rs.5,800/- per year	English & Hindi	10+2 or its equivalent
63	Bachelor of Library & Information Science (BLIS)	Rs.7,700/-	English & Hindi	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
64	Bachelor of Arts in Tourism Studies (BTS)	Rs.3,800/- per year	English & Hindi	10+2 or its equivalent

Master's Degree Programmes

S. No	Programme	Fees	Medium of Instructions	Eligibility
65	Master of Business Administration (MBA)	The Total Programme Fee is Rs. 58,000/- The student has to pay Rs.14,000/- in I, II & IV semesters and Rs.16,000/- in the III Semester	English	<ul style="list-style-type: none"> Passed Bachelor Degree of Minimum 3 years duration with at least 50% marks (45% in case of candidates belonging to reserved category) No age bar
66	Master of Business Administration –Banking and Finance (MBF)	The Total Programme Fee is Rs.58,000/- The student has to pay Rs.14,000/- in I, II & IV semesters and Rs.16,000/- in the III Semester	English	<ul style="list-style-type: none"> Passed Bachelor Degree of Minimum 3 years duration with at least 50% marks (45% in case of candidates belonging to reserved category). He/She should have passed the CAIIB examinations of the Indian Institute of Banking & Finance, Mumbai and awarded the requisite qualification/ credentials therefor by the Institute He/She should have been working with the banking or financial services sector for a period of at least two years
67	Master of Library and Information Science (MLIS)	Rs.10,800/-	English Students can write assignments and TEE in Hindi language also	Bachelor's Degree in Library and/or Information Science or Associateship from NISCAIR or DRTC
68	Master of Social Work (MSW)	Rs.18,000/- per year	English & Hindi	Bachelor's Degree or a higher degree from a recognised University
69	Master of Social Work (Counselling) (MSWC)	Rs.18,000/- per year	English & Hindi	Bachelor's Degree or a higher degree from a recognised University
70	Master of Arts (Travel & Tourism Management) (MTTM)	Category 1 Rs.6,600/- year-wise Category 2 Rs.9,600/- (I year) Rs.6,600/- (II year)	English	Category 1: 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. Category 2: 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.)
71	Master of Science in Counselling and Family Therapy (MSCCFT) (July session only) First year completion leads to PGDCFT	Rs.16,800/- per year	English	Bachelor's degree in any subject from a recognized University.

72	Master of Computer Applications (MCA_NEW)	Rs.12,000/-per semester	English	<ul style="list-style-type: none"> Passed BCA/B.Sc (Computer Science/IT)/ Bachelor Degree in Computer Science Engineering or Equivalent Degree Obtained atleast 50% marks in the qualifying examination (45% marks in case of candidates belonging to reserved category) OR (a) (i) 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 (ii) Obtained atleast 50% marks in the qualifying examination (45% marks in case of candidates belonging to reserved category). (b) Successfully completed PGDCA of IGNOU
73	Master of Science (Dietetics and Food Services Management) (MSCDFSM) (July session only)	Rs.16,200/- per year	English	B.Sc. (Home Science) specialization in Food and Nutrition, Dietetics and Clinical Nutrition or PG Diploma in Dietetics and Public Health Nutrition or Graduate (B.Sc.) or equivalent (MBBS, BHHS etc) from the following background – Home Science/ Food Science and Technology, Life Science, Microbiology, Pharmaceutical, Catering along with the DNHE or CNCC or CFN offered by IGNOU (Simultaneous admission for CFN/CNCC is also permitted).
74	M.Sc (Mathematics with applications in Computer Sciences (MSCMACS) (Admission based on merit list)	Rs.6,250/- per Semester	English	Graduates with a major, or honors in mathematics with at least 50% marks in aggregate
75	Master of Commerce (MCOM) First year completion leads to PGDIBO	Rs.8,100/-per year	English & Hindi	Bachelor's Degree or a higher degree from a recognised University
76	Master of Arts(Hindi) (MHD)	Rs.6,600/- per year	Hindi	Bachelor's Degree or a higher degree from a recognised University
77	Master of Commerce (in Finance and Taxation) (MCOM (F&T))	Rs 8,400/- Rs. 750/- registration fee	English	i) Graduation in any discipline or equivalent from a recognised University/Institute ii) Admitted in the chartered Accountancy final course or who has already passed Chartered Accountancy
78	Master of Commerce (in Business policy and Corporate Governance) (MCOM (BP&CG))	Rs 8,400/- Rs. 750/- registration fee	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
79	Master of Commerce (Management Accounting & Financial Strategies) (MCOM (MA&FS))	Rs 7,400/- Rs. 750/- registration fee	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

80	Master of Arts (Philosophy) (MAPY)	Rs.6,600/- per year	English	Bachelor's Degree or its equivalent
81	Master of Arts (Education) (MAEDU)	Rs.9,200/- (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
82	Master of Arts (Economics) (MEC)	Rs.8,400/- per year	English & Hindi	Bachelor's Degree or a higher degree from a recognised University
83	Master of Arts (History) (MAH)	Rs.6,600/- per year	English & Hindi	Bachelor's Degree or a higher degree from a recognised University
84	Master of Arts (Political Science) (MPS)	Rs.6,600/- per year	English & Hindi	Bachelor's Degree or a higher degree from a recognised University
85	Master of Arts (Public Admin.) (MPA)	Rs.6,600/- per year	English & Hindi	Bachelor's Degree or a higher degree from a recognised University
86	Master of Arts (Sociology) (MSO)	Rs.6,600/- per year	English & Hindi	Bachelor's Degree or a higher degree from a recognised University
87	Master of Arts (Psychology) (MAPC)	Rs.9,300/- per year	English	Bachelor's Degree in any subject from a recognised University
88	Master of Arts (English) (MEG)	Rs.6,600/- per year	English	Bachelor's Degree or a higher degree from a recognised University
89	Master of Arts (Rural Development) (MARD)	Rs.5,500/- per year	English & Hindi	Bachelor's Degree or a higher degree from a recognised University
90	Master of Arts (Development Studies) (MADVS)	1st year: Rs.5,700/- and 2nd year Rs.5,700/-	English	Bachelor's Degree in any discipline from a recognised University

Detailed Instructions for taking Admission to IGNOU Programmes through Online

How to apply for Admission?

- Open the URL (<https://ignouadmission.samarth.edu.in>)
- Complete Registration process (which creates 'User Name' and 'Password' for you).
- Your 'User Name' and 'Password' is informed through SMS and email.
- Re-login to the system using your 'User Name' and 'Password.'
- Fill Admission Form online.
- Upload your recent passport size Photograph (maximum size 100KB in JPG format).
- Upload your specimen signature (maximum size 100KB in JPG format).
- Upload scanned copies of the relevant documents (maximum size 200KB each document in JPG/PDF format).
- 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 form preview.
- 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 Admissions:

- 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/ from 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. 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.
