

General Information

From where can I check the list of study centres?

The lists of study centres are available at the websites of respective Regional Centres.

From where can I get the information on latest announcements and updates by IGNOU?

For latest updates from IGNOU, please visit IGNOU website i.e. ignou.ac.in and social media accounts of the University i.e. <https://www.facebook.com/OfficialPageIGNOU> and <https://twitter.com/OfficialIGNOU>

For latest announcements by the Regional Centres, please visit websites and social media accounts of respective Regional Centres.

How can I check my registration status?

You may check your registration details at isms.ignou.ac.in/changeadmdata/AdmissionStatusNew.ASP

How will I get my IGNOU identity card?

You may download your IGNOU identity card by logging into your Admission Portal or through IGNOU mobile app available at <http://ignou.ac.in/ignou/studentzone> In case of any difficulty, you may contact your Regional Centre.

I have received SMS/information regarding conduct of induction meeting. Is it compulsory to attend this meeting?

Although it is not mandatory to attend the induction meeting, however it is highly recommended that you attend this meeting organized at the study centre so that you may get acquainted with the important information provided by the University officials for smooth completion of your programme.

I have not received any information regarding induction meeting. Whom should I contact?

You are advised to get in touch with your Study Centre in order to get the schedule of induction meeting.

I do not get any updates/SMS/emails from IGNOU. What shall I do?

You must get in touch with your Regional Centre and get your contact details updated in the records.

What is the maximum duration of my programme?

You may check the maximum duration/validity of your programme from the registration details available at isms.ignou.ac.in/changeadmdata/AdmissionStatusNew.ASP

Study Material

When will I get the hard copy of study material?

Once the admission gets confirmed, study material is provided to all such learners by the University who have opted for getting hard copy of study material.

I have opted for hard copy of study material, however I have not received the same. What shall I do?

You may contact your Regional Centre for the status of your study material, however in the meantime, you may download the study material from <http://egyankosh.ac.in/>The link of e-GyanKosh is available on the first page of IGNOU website, www.ignou.ac.in as well. IGNOU's study material is also available through its mobile app IGNOU e-Content. You may download the app from Google Play store and read accordingly.

I have opted for soft copy of study material. From where should I download it?

You may download the study material from <http://egyankosh.ac.in/> The link of e-GyanKosh is available on the first page of IGNOU website, www.ignou.ac.in as well. IGNOU's study material is also available through its mobile app IGNOU e-Content. You may download the app from Google Play store and read accordingly.

Do I need to pay an additional fee for getting study material?

No, you do not have to pay any additional fee for study material.

Counseling Sessions

Where should I attend the classes (counselling sessions)?

You may attend the counseling sessions at your study centre.

Is it compulsory to attend the classes (counselling sessions)?

Attendance is not compulsory in the counselling sessions conducted for theory courses. However, 70-75 percent attendance (in general) is compulsory in the counselling sessions conducted for practical courses. You may check the exact requirement of attendance given in the programme guide/practical manual of your programme.

From where will I get the counselling schedule?

Counselling sessions may be obtained from your study centre, which is prepared at the beginning of the academic session. The same is generally made available through the notice board of the Study Centre concerned and website of the Regional Centre concerned.

Whom should I contact for all the academic support?

You may contact the Coordinator of your study centre for all kind of academic support.

Are the counselling sessions provided in face to face mode only?

The counselling sessions in face to face mode are generally conducted at the study centres only. However, academic support is also provided through radio at frequency 105.6 MHz and through web at the link <http://www.ignouonline.ac.in/gyandhara/> (through mobile by downloading the puffin browser and then using the same web address).

Another mode for providing academic support is GyanDarshan TV, DTH, CABLE TV that can be accessed on channel numbers -- AIRTEL- 442, TATA SKY-755, SUN DIRECT- 596, DISH TV - 2423, INDEPENDENT TV- 566, DD FREE DISH- MHRD CHANNEL NO. 25, HATHWAY- 473, IN DIGITAL- 297, DEN- 526, and GyanDarshan can also be accessed through web link at <http://www.ignouonline.ac.in/gyandarshan/>.

Where are the practical counselling sessions conducted?

Practical counselling sessions are conducted at the respective study centres.

Assignments

Is submission of assignments compulsory for appearing in term end examination?

Yes, assignment is a compulsory component of the evaluation process of IGNOU and its submission is compulsory for appearing in term end examination.

Do the assignments carry weightage and count towards the final result?

Yes, assignments generally carry 25 to 30 percent weightage towards the total marks obtained in a particular theory course.

From where can I download the assignment question booklet?

The assignment question booklets may be downloaded from <https://webservices.ignou.ac.in/assignments/>

Where should I submit the assignments?

The assignments need to be submitted at your study centre.

When should I submit the assignments?

In general, the last dates for submission of assignments for becoming eligible to appear in term end examination conducted in June and December are 31st March and 30th September, respectively. However, the assignment submission schedule needs to be checked from the assignment booklets.

From where can I get to know my assignment awards and when?

You may check your assignments awards in the grade card made available by IGNOU on its website. If you have submitted the assignments for term end examination (TEE) June, awards may be expected on the website in the month of August/September and for TEE December, the awards may be updated in the grade card by February/March, along with the declaration of results of term end examination.

What are the minimum qualifying/passing marks for assignments?

Generally, the minimum qualifying marks are 35 to 40 percent. However, for specific information, you may check the exact percentage of minimum qualifying marks for your programme in your programme guide.

I have submitted the assignments but the awards have not been updated, what shall I do?

You shall contact the Coordinator of your study centre for ensuring the transmission of awards to the University. Once the Study Centre confirms the submission of awards to the University, you may contact your Regional Centre.

If I have got minimum passing marks in assignments but have failed in term end examination, do I need to submit the assignments again?

No, once you get the minimum qualifying marks in the assignments, you need not to submit it again. However you need to check it in the programme guide depending on the programme enrolled.

Programme Completion

What all are the requirements for completion of my programme?

Following are the requirements for successful completion of a programme:

1. Minimum qualifying marks/awards in assignments.
2. Minimum qualifying marks/awards in term end examination.
3. Minimum qualifying marks/awards in practical/project courses/workshop/internship/extended contact programme/any other component of your programme(if applicable).

Will I receive the marksheet on completion of every semester/year?

No, grade card and provisional certificate are received on completion of all the components of the programme.

How will I get my marksheet and provisional certificate?

On successful completion of the programme, grade card and provisional certificate will be sent to your registered address by post from SED, IGNOU Headquarters.

If the marksheet and provisional certificate does not reach my address, what shall I do?

In case of non-receipt of grade card and provisional certificate even after successful completion of the programme, you may contact Student Evaluation Division, IGNOU, Maidan Garhi. Contact details are available at IGNOU website.

When will I get my Degree/Diploma?

Degree/Diploma is awarded to all the successful learners during the Convocation which is generally organized by the University, once a year.

Do I need to register for the Convocation?

Yes, you will have to register online for the Convocation (as and when announced by the University) and make payment of fee prescribed by the University.

I missed to fill online registration form for Convocation, how will I get my Degree/Diploma?

In such case, you may deposit demand draft for prescribed fee at your Regional Centre or make online payment and submit the proof of submission of fee at your Regional Centre and collect your Degree/Diploma from the Regional Centre.

I have registered for the Convocation and paid the fee but I am unable to attend the Convocation, how will I receive my Degree/Diploma?

In case of not being able to attend the Convocation, the Degree/Diploma will be sent to your registered address by post after the Convocation.

Change of Regional Centre/Study Centre/Course/Programme/Medium/Contact Details, etc.

I want to apply for Change of Course/Programme/Medium. From where can I get this information?

You are advised to refer to the University rules given in the Common Prospectus available on IGNOU website i.e. ignou.ac.in and also contact your regional centre for this purpose.

I want to change my Regional Centre/Study Centre/address/mobile number/email ID. Whom should I contact?

You are advised to send your request with complete details to your present Regional Centre along with scanned copy of your identity card.

Can I apply for change of my Regional Centre/Study Centre to any of the Regional Centres/Study Centres across the country?

Yes, you can opt for any of the Regional Centres/Study Centres across the country, however your programme must be on offer at the Regional Centre/Study Centre of your choice. However you are advised to check the prospectus for the exact rules and regulations for change of study centre in case of programmes with limited seats /merit based programmes.

If you are a learner of the programme having practical component e.g. BCA, MCA, BSc, BLIS, etc. you are required to get No-Objection Certificate (NOC) from the Regional Centre where you want to get transferred for facilitating your transfer.

For further details, you are advised to refer to the University rules given in the Common Prospectus available on IGNOU website i.e. ignou.ac.in

Do I need to pay any fee for change in Regional Centre/Study Centre/Address/any other contact detail?

No, you do not have to pay any fee for change of Regional Centre/Study Centre/Address/any other contact detail.

How can I confirm that my Regional Centre/Study Centre/Address etc. has been changed?

You may check your Registration details at IGNOU website.

Project

I have project component in my programme. Do I need to submit the synopsis/proposal and where?

You are advised to go through your programme guide/project guide carefully for complete information in this regard as the project submission guidelines vary from programme to programme.

Where should I submit my project report?

Please refer to your programme guide/project guide for complete information in this regard.

From where shall I get the guidance for preparation of my synopsis/project report?

For all kind of academic support, you should contact the Coordinator of your study centre. However, you may also seek guidance from the Programme Coordinator of your respective programme through email (given in the Prospectus).

From where can I get to know the last dates for submission of synopsis/project report?

Complete information is given in the project guide of your respective course and also you can contact your coordinator for this purpose. You are advised to read it carefully.

Term End Examination/Results

How should I ensure my eligibility for filling Term End Examination form?

If you have been admitted in annual based programmes, you may apply for term end examination in the following manner: as for e.g. if you are a learner of 1st year of Bachelors'/Masters' Degree Programmes admitted in July 2024 session, you will have to apply for term end examination – June 2025 in the month of March, 2025 through Term End Exam portal (link available under Register Online on IGNOU website i.e. ignou.ac.in).

Likewise, learners of 2nd year of Bachelors Programmes admitted in July 2024 session will have to apply for term end examination – June 2025 in the month of March 2025.

Similarly, if you are a learner of Semester-based Programmes (BCA, MCA, MP, MPB, etc.) (admitted in July 2024 session), you will have to apply online for Term End Examination – December 2024 in September 2024 through Term End Exam portal.

What is the last date for submission of exam form?

In general, the online portal for filling examination forms is enabled by the University in the month of March/April for June Term End Examination and September/October for December Term End Examination. You are advised to fill the online form well before time in order to avoid any inconvenience at later stage.

Is it compulsory to fill online form for examination to appear in Term End Examination?

Yes, it is mandatory to fill online exam form to appear in Term End Examination. In case of non-submission of online exam form, you will not be allowed to appear in the exam.

Is there any pre-requisite for appearing in Term End Examination?

Yes, submission of assignments is mandatory for the courses in which you wish to appear in Term End Examination.

Where are the examinations conducted?

Term End Examinations are conducted in the IGNOU exam centres located in different parts of the country.

Can I appear at any exam centre which does not fall under the jurisdiction of my Regional Centre?

Yes, University provides the facility to its learners to appear in the examination at any of the exam centres established across the country. However, for appearing at exam centre of your choice, you shall opt for that particular exam centre at the time of filling exam form.

What shall I carry with me while visiting the exam centre for appearing in Term End Examination?

You shall carry your valid IGNOU Identity card issued to you by the University and the hall ticket which is made available to the examinees through its website at least a week before commencement of the examination.

From where can I get my hall ticket for appearing in Term End Examination?

Hall ticket is made available by IGNOU through its website. The link is usually provided on the Home page of the website.

What will happen if I do not carry IGNOU identity card while visiting exam centre for appearing in Term End Examination?

In such case, you will not be allowed to enter the examination centre or appear in the examination.

When will the result be declared by IGNOU?

The result of Term End Examination (TEE) – June is normally declared in the month of August and that of TEE – December is declared in the month of February.

From where can I check my Term End Examination result?

The result of Term End Examination may be checked at IGNOU website.

Result of one/more courses has been declared, however result of other courses is not reflecting in Term End Examination result. What does it mean?

University declares the result in batches. You are advised to wait for few weeks for the result of remaining courses. In case of inordinate delay in declaration of result, you may contact Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi.

I did not get the minimum passing marks in one/more courses. What shall I do now?

You may appear in the examination of such courses in the next term end examination (TEE). However, for appearing in the next TEE, you will have to fill the exam form online as per schedule.

The result of term end examination has been declared, however I am not satisfied with the marks/awards given to me. Can I get my answer sheets re-evaluated?

Yes, you can apply for re-evaluation of your answer sheets. You will have to apply online for the same at IGNOU website. You are advised to go through the instructions given at this URL before applying for re-evaluation.

What will happen, if I get less marks/awards on re-evaluation of my answer sheets?

The higher marks scored earlier will be counted towards your result.

How can I obtain the photocopy of my answer sheet?

For obtaining photocopy of answer scripts, please see the details at IGNOU website.

Can I apply for improvement in my Division/Class?

Yes, one can apply for improvement in Division/Class using prescribed form available on IGNOU website. However, it is advised to go through the rules and regulations before applying for improvement.

From where can I download previous year question papers?

Previous year question papers are available at University website:

Re-registration**How should I ensure my eligibility for Re-registration (admission in 2nd/3rd year/semester)?**

If you have been admitted in annual based programmes, you have to apply for re-registration in the following manner: for example, if you are a learner of 1st year of Bachelors'/Masters' Degree Programmes admitted in July 2024 session, you will have to reregister for 2nd year in March/April 2025 for July 2025 session through online re-registration (RR) portal. Likewise, learners of 2nd year of Bachelors Programmes admitted in July 2024 session will have to reregister for 3rd year in March/April 2025 for July 2025 session.

Similarly, if you are a learner of Semester-based Programmes (BCA, MCA, MP, MPB, etc.) (admitted in July 2024 session), you will have to re-register for 2nd semester in September/October 2024 session for January 2025 session through online re-registration (RR) portal.

How to apply for re-registration in next year/semester?

You will have to apply online for re-registration using the Re-registration link given under Register Online on IGNOU website.

Is re-registration compulsory for every programme?

No, re-registration is required only for such programmes that are of the duration of more than one year or a semester.

I missed to fill my re-registration (RR) form in time, what shall I do?

You may apply for re-registration for the next academic session. For e.g., if you failed to fill RR form for July 2024 session, you may fill it for January 2025 session in the month of September/October 2024.

Do I need to complete all the course of previous year/semester for getting admitted/re-registered in next year/semester?

No, completion of courses of previous years/semesters is not pre-requisite to apply for re-registration in next year/semester.

Bonafide/Migration Certificate/Fee Receipt, etc.

From where can I get the bonafide certificate issued to me?

For issue of bonafide certificate, you may submit the application at your Regional Centre.

Do I need to pay fee for issue of bonafide certificate?

No, you need not to pay any fee for getting bonafide certificate.

From where can I get the migration certificate issued to me?

For getting Migration Certificate, you need to fill the form available at IGNOU website send it to RC along with the Demand Draft towards prescribed fee at your Regional Centre. You must go through the instructions given in the form before applying for migration certificate.

Do I need to pay fee for issue of migration certificate?

You need to deposit prescribed fee in the form of demand draft at the Regional Centre or make online payment and submit the proof of fee submission to Regional Centre for getting migration certificate.