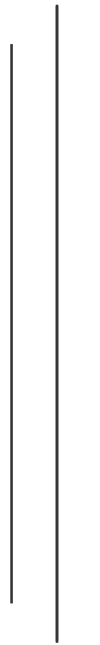




**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**REGIONAL CENTRE, NCT OF DELHI-3**



**FREQUENTLY ASKED QUESTIONS**

**Q.1. What are the different programmes offered by IGNOU?**

Ans. IGNOU offers both short term and long term programmes leading to Certificates, Diplomas, Advance Diploma, Associates Degree and Degrees, which are conventional as well as innovative.

**Q.2. When can I take admission?**

Ans. The University has two admission cycles i.e. January session and July session, every year with the facility of walk-in-admission. A student may take admission based on his / her eligibility in either of the session. The admission schedule is uploaded on the University website i.e. <http://www.ignou.ac.in>

**Q.3. What is the procedure of taking admission?**

Ans. The admission forms can be submitted online through online admission system at <http://online.admission.ignou.ac.in>. for all the programmes offered through common prospectus. The prospective learners are required to create their user id and password for logging in the system and upload the required documents along with the submission of admission form. The programme fee can be paid through online payment gateway.

**Q.4. How will I know about my admission status?**

Ans. Once the admission form is submitted online, the student gets a control number which is automatically generated. On confirmation of admission, a ten-digit enrolment number is generated and also communicated to a learner through SMS on the registered mobile number.

**Q.5. What is the teaching learning methodology at IGNOU?**

Ans. IGNOU follows multiple media approach utilising the print medium (Self instructional study material), face to face teaching called Academic Counselling (held on Sundays), electronic media (audio/video, radio, television, webcast etc.) and practicals as per requirement of the programme.

**Q.6. How to Study in IGNOU?**

Ans. A printed /digitised self-learning material (SLM) for the programme of study is supplied to the learners (as per option given) along with programme guide. Academic counselling is provided to learner in the form of counselling sessions organized at identified study centres operating from colleges; educational and training institutions; NGOs etc. Continuous evaluation of learner's performance is done through assignments, project, practical component as per the programme structure. The complete programme structure is given in the programme guide.

**Q.7. What is self-learning material?**

Ans. The self instructional learning material is study material, which is programme specific and covers both theory and practical component (as per requirement of course). The learners are provided these material on confirmation of admission. The language used is interactive in nature. The material is given in booklets called blocks.

**Q.8. From where I can get self learning material?**

Ans. After confirmation of your admission / registration self learning print material will be provided to you by Material Distribution Unit (MDU) of the Regional Centre concerned, either in person or through postal delivery.

**Q.9. Where will be the Academic Counselling held?**

Ans. Academic Counselling, both theory and practical, is a crucial face to face support to the learners. It is organized for the learners at the allotted study centre, on Sundays, as per prescribed norms.

**Q.10. What is an assignment?**

Ans. An assignment is a tool of evaluation to assess learning outcome of a student in accordance with learning objectives. An assignment carry 25 to 30 percent weightage in final assessment.

**Q.11. When and where to submit assignments?**

Ans. Assignments are to be submitted on or before 31<sup>st</sup> March and 30<sup>th</sup> September for June and December Term End Examinations respectively, at the study centre allotted to a student. Further details can be obtained from the Regional Centre / your study centre.

**Q.12. When to apply for next year's registration (re-registration)?**

Ans. A student is required to apply for re- registration for next year / semester (as per programme) through online mode only, as per the schedule for the January and July session. Students of Certificate and Diploma programmes are not required to re- register.

**Q.13. Do I have to wait for my Term End Examination result, for re-registration?**

Ans. In ODL system, a student can register for next year / semester (as per programme) without waiting for previous year's result and even without appearing for previous year examination, as per the schedule of Re-Registration.

**Q.14. When will be the examination held?**

Ans. The university conducts Term End Examinations twice a year in the months of June & December. A student will be permitted to appear in TEE as per the following conditions.

- The registration for the concerned courses is valid and minimum period to pursue the same courses is completed, as per norms. (Six months for Certificate and Semester based programmes and One year for Diploma and Degree programme).
- Required numbers of assignments are submitted as per prescribed deadline.
- Have submitted examination form through online mode. The link for the same is <https://exam.ignou.ac.in/>

**Q.15. What is minimum duration?**

Ans. The minimum duration refers to the minimum period required to complete for the assessment of a learner's performance i.r.o. a specific course after its registration. In the programmes having annual system of evaluation (Diploma and Degree programmes) minimum period is one year and in programmes having semester system of evaluation, minimum period is six months (Certificate and Semester based programmes).

**Q.16. What is maximum duration?**

Ans. Maximum duration refers to the maximum period given to a student for completing a particular programme. Details can be seen in the Prospectus/Programme guide/website of the university.

**Q.17. What facilities/benefits are provided to the differently abled learners?**

Ans. Additional time for Learners with Disability:

- a) Learners with disability of 40% or more are given additional 2 (two) years beyond the maximum duration prescribed for all academic programmes.
- b) Learners with disability seeking benefit of the aforesaid facility should submit the Disability Certificate' issued by the competent authority at the Regional Centre concerned, which, in turn will verify it, make entry in the data base and transmit the data to SRD for updating in the Master records.
- c) University provide Extra Time as per norms i.e. 20 minutes for a paper of one hour duration, 40 minutes for a paper of 2 hours duration and 60 minutes for a paper of 3 hours.

Reservation:

The University provides reservation of seats to Physically Handicapped learners, as per the Government of India rules, for admission to its programmes in which there are limited number of seats and admission is through a merit list.

**Q.18. Is IGNOU Degrees / Diplomas/ Certificates recognized?**

Ans. 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 5<sup>th</sup> May, 2004, AIU Circular no. EV/11(449/94/176915-177115) dated January 4, 1994, AICTE Circular no. AICTE/Academic/MOU-DEC/2005 dated May 13, 2005 and UGC/DEB/2013 dated 14/10/2013.

**Q.19. When will I get my Degrees / Diplomas?**

Ans. Degrees / Diplomas are given to the successful students during the convocation ceremony organized by the University, upto particular academic session.

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For further details please contact:

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