



IGNOU REGIONAL CENTRE DELHI 2
Admissions

Frequently Asked Questions

Question	Are the Degrees/Diplomas/Certificates awarded by IGNOU recognized by UGC?
Answer	Yes, 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.
Question	What is the admission process in IGNOU?
Answer	IGNOU admission process is completely online with few exceptions.
Question	How can applicant get the details of programmes offered by IGNOU?
Answer	Applicant may download IGNOU Common Prospectus by using the following link: http://ignou.ac.in//userfiles/Common-Prospectus-English.pdf
Question	How can applicant get information pertaining to Management Programmes offered by IGNOU?
Answer	Information related to Management Programmes like MBA, Specialization and Post Graduate Diplomas in Management etc. may be obtained by downloading the Management Programme Handbook/ Prospectus by using the following link: http://www.ignou.ac.in/userfiles/MBA-Handbook&Pros.pdf
Question	How can applicant get the link to fill the online admission form?
Answer	Applicant may visit Homepage of IGNOU official website www.ignou.ac.in and click Register Online and select Fresh Admission from drop-down menu or by opening URL https://ignouadmission.samarth.edu.in
Question	Is it compulsory to register before submitting an admission form online?
Answer	Yes, it is compulsory to register with IGNOU Online Admission System before submitting the admission form online.
Question	Is Email address compulsory to fill online application form?
Answer	Yes, it is compulsory for applicant to provide his/her own E-mail address to register for Online Admission.
Question	What are the stages for filling and submitting online application form?
Answer	The submission of admission form passes through the following stages: <ul style="list-style-type: none"> • Applicant will open the URL https://ignouadmission.samarth.edu.in • Applicant will complete Registration process (which creates 'User Name' and 'Password' for Applicant). • Applicant's 'User Name' and 'Password' will be informed through SMS and email. • Applicant will Re-login to the system using his/her 'User Name' and 'Password'. • Applicant will fill Admission Form online. • Applicant will upload his/her recent passport size Photograph

	<p>(maximum size 100KB in JPG format only).</p> <ul style="list-style-type: none"> • Applicant will upload his/her specimen signature (maximum size 100KB in JPG format only). • Applicant will upload his/her scanned copies of the relevant documents (maximum size 200KB each document in JPG/PDF format). • Applicant will read the instructions and declaration carefully before clicking the 'Declaration' box. • Applicant will Preview his/her data and confirm the details. • Applicant will make payment of Fee through the Credit/Debit Card/Net Banking. • Payment confirmation message will be sent to applicant through SMS and email. • Applicant will press the Next button to see the Form Preview. • After the final submission of online application form, applicant may download the filled-in application form and keep its printout for his/her record.
Question	If the power/internet connection fails during the application process, what should be done?
Answer	Since the data is saved at the end of every stage with the 'Save' button, data is automatically saved till the previous stage. If at any stage the system is interrupted due to power failure or loss of connectivity, then the current stage data will not be saved. Applicant may log in again using his/her ID and password and complete the form submission process from the stage where the system got interrupted.
Question	How to pay the programme fee?
Answer	Programme fee for online Admission may be paid through Credit/Debit Card/Net Banking.
Question	What kinds of Credit/Debit cards are accepted for payment of programme fee? Is there Internet banking facility also available?
Answer	The Visa and Master Cards are accepted for making the payment of programme fee. Yes, the payment of fee may also be made through Net Banking.
Question	Payment has been deducted from applicant's Credit Card/Debit Card account but s/he has not received any confirmation. What should s/he do?
Answer	If the payment has been deducted but applicant did not get acknowledgement for the same, s/he may write an email to the Centralised Student Registration Cell at csrc@ignou.ac.in mentioning all the transaction details including his/her Control Number, Name, programme opted, mobile number, amount paid, etc. S/he may also make a call on 011-29571301 or 011-29571528; or s/he may also submit his/her grievance at RC Delhi2 admission section at rcd2admission@ignou.ac.in
Question	Will the applicant receive any confirmation of payment of fee after paying the programme fee?
Answer	Applicant will get the confirmation of payment through SMS as well as email.
Question	To whom applicant should contact after successful submission of online form?
Answer	Once the online application form is successfully submitted, the form will be scrutinised by IGNOU staff and if it fulfils the eligibility criteria, applicant will receive a confirmation to that effect on his/her registered email address. If a deficiency is found in the application, s/he will receive a communication from IGNOU informing the same. After successful processing of online form, the University will provide the further information with regard to confirmation of admission, allotment of study centre and other details for induction meeting etc. in due course of time.
Question	What is the time frame for getting confirmation of admission?

Answer	The Admission forms submitted through the Online Admission System are scrutinised and confirmed for admission subject to the 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.
Question	What should applicant do if s/he forgets his/her user ID and password in online admission portal?
Answer	Applicant may refer to homepage of the online portal and click forget password and follow the instructions to recover his/her password. S/he may contact csrc@ignou.ac.in for logging-in issues.
Question	Is there any provision for fee exemption for SC/ ST candidates?
Answer	To know the programmes available for fee exemption for SC/ST, applicant may visit the link http://rcdelhi2.ignou.ac.in/news/detail/1/fee exemption to SCST students-187 . Applicant may also apply for scholarship through NSP and E District Portal by visiting the following links: https://scholarships.gov.in/ and https://edistrict.delhigovt.nic.in/
Question	What if applicant has selected the wrong programme and wants to change to new Programme?
Answer	Change of Programme is NOT permitted in CBCS-Based BAG, BCOMG and BSCG Programmes. If applicant wants to take admission in some other programme, s/he have to apply for cancellation of his/her admission through his/her registered login or sent a handwritten application to the Regional Centre or by writing an email to rcd2admission@ignou.ac.in . After that s/he may apply for new Programme. Fee will be refunded as per the norms of IGNOU by CSRC, IGNOU Hqs.
Question	What should applicant do to cancel his/her admission?
Answer	For cancellation of admission, applicant may submit a handwritten application at the concerned Regional Centre alongwith his/her original ID Card issued by IGNOU or re-send a scanned copy of a signed handwritten application along with IGNOU ID Card through email.
Question	If applicant/student wants to cancel his/her admission after confirmation of the admission, will s/he get the fee refunded?
Answer	Yes, University has a limited provision for cancellation of programme and refund of fee as prescribed in the Refund Policy of the University. Applicant/student 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.
Question	Whom should applicant contact for refund of fee related issues pertaining to cancellation of admission?
Answer	Applicant may write an email to csrc@ignou.ac.in for refund of fee related issues.
Question	What is Credit System?
Answer	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.
Question	Can applicant take admission in two academic programmes of IGNOU simultaneously?
Answer	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. Students who are already enrolled in a programme of one year or longer duration may simultaneously register themselves for any Certificate level programme of 6 months' duration. However, if there is any clash of dates of counselling or examination schedule of these two programmes, the University will not be in a position to make adjustments.
Question	How to submit Re-Registration form for July 2021 session?
Answer	Students may visit https://ignou.samarth.edu.in and submit their Re-Registration form.
Question	What should applicant do if s/he is not getting OTP while doing Re-Registration?
Answer	S/he may contact the Regional Centre at rcd2admission@ignou.ac.in
Question	How the students of July 2020 session can get information about the study centres allotted to them by the Regional Centre?
Answer	To get the information about study centres allotted to the students of July 2020 session, students may visit the following URL: https://sedservices.ignou.ac.in/SCSTATUS/