

Indira Gandhi National Open University
Regional Centre, 5-C/INS-1, Vrindavan Yojna, Sector – 5, Telibagh, Lucknow

Guidelines Pertaining to Successful Completion of the Programme

Dear Learner,

This has reference to your admission in IGNOU, we welcome you in IGNOU family and wish that you will complete your programme of study with flying colours.

IGNOU is a NATIONAL OPEN UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985). It is the First Open University in the Country to have been accredited with the highest A++ Grade by NAAC. IGNOU has been exempted from applicability of UGC (Open and Distance Learning Programme and Online Programme) Regulations, vide Letter No. F. No. 1-8/2019 (DEB-I) dated 9th August 2019 & F. No. 2-/2019 (OL) dated 17th March, 2020. (<http://ignou.ac.in/userfiles/Exemption%20from%20UGC%20regulations.pdf>). The Degrees/ Diplomas/ Certificates issued by IGNOU are recognized by all the member institutions of the Association of Indian Universities (AIU) and are at par with the corresponding Degrees/ Diplomas/ Certificates issued by all Indian Universities/ Deemed Universities/ Institutions etc.

For successful completion of your programme, you have to be a vigilant learner, plan out your schedule of studies, visit your Learner Support Centre and visit website of IGNOU www.ignou.ac.in and Regional Centre <http://rclucknow.ignou.ac.in/> on regular interval (you will receive reply to most of your queries). Further, go through the following points which will guide you for successful completion of your programme.

- 1. Registration link after confirmation of admission / Download I Card:** After confirmation of admission, you need to register in the following link by clicking “New Registration” tab to download Identity card and access other services. <https://ignou.samarth.edu.in/>
- 2. Correction in Name /Address etc.:** Please check you registration status from the following link: <https://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp> If any correction is required, please contact Regional Centre, Lucknow either by mail or in person to get the correction done.
- 3. Change of Regional Centre/Learner Support Centre:** You can change your Regional Centre and Learner Support Centre during study. For this please contact to your Regional Centre through e-mail or in-person.
- 4. Learner Support Centre:** After confirmation of your admission, you need to visit your Learner Support Centre regarding information about Counselling Schedule, Counseling Session, Submission of Assignment, Practical/Internship/Project Work if any. Although the details of counseling will also available on Regional Centre website i.e. <http://rclucknow.ignou.ac.in/>

5. **Study material:** The study material will be provided to you by the IGNOU New Delhi through post at your address. If study material is available at IGNOU Regional Centre Lucknow, you will be informed by SMS & Email to collect the same. You can download the soft copy of study material (free) from the link <https://egyankosh.ac.in/> and IGNOU student App, as well.
6. **Re-Registration:** The learners of Bachelors, Masters and Semester based programmes have to re-register for the next semester / year through online link of filling re-registration form is: <https://onlinerr.ignou.ac.in/>
7. **Submission of Assignments:** You need to submit hand written assignments of the courses registered in the particular semester/year. The question paper of assignments can be downloaded from the link: <https://webservices.ignou.ac.in/assignments/>
8. **Cover page of the Assignments:** You have to attach a cover page on the top of each assignment sets. The Cover page can be downloaded from the link: <http://rclucknow.ignou.ac.in//ignou-RC-Lucknow/userfiles/file/ASSIGNMENT%20COVERPAGE.pdf>
9. **Submission of Exam Form:** You have to fill examination form, online for appearing in the examination. The link to fill exam form is: <https://exam.ignou.ac.in/>
10. In case you are unable to appear in the Term End Examination after filling the examination form you can appear in the next Term End Examinations by filling-up fresh examination form within the validity of your registration period.
11. **Hall Ticket:** Hall ticket/admit card will be available on IGNOU website before commencing the Term End Exam.
12. **Result:** The result will be available on IGNOU website. The Term End Result shows the marks obtained in the Theory Exams only and Grade card show the marks obtained in all categories i.e. assignments, theory, projects etc.

Note:

The UGC Notification No. F. 1-1/2020(DEB-I) dated 4th Sept., 2020 regarding recognition of Degrees and Certificate acquired through ODL mode states as under: — "Equivalence of qualification acquired through Conventional or Open and Distance Learning and Online modes.— Degrees at undergraduate and postgraduate level in conformity with UGC notification on Specification of Degrees, 2014 and post graduate diplomas awarded through Open and Distance Learning mode and/or Online mode by Higher Educational Institutions, recognized by the Commission under these regulations, shall be treated as equivalent to the corresponding awards of the Degrees at undergraduate and postgraduate level and post graduate diplomas offered through conventional mode."

- Senior Regional Director