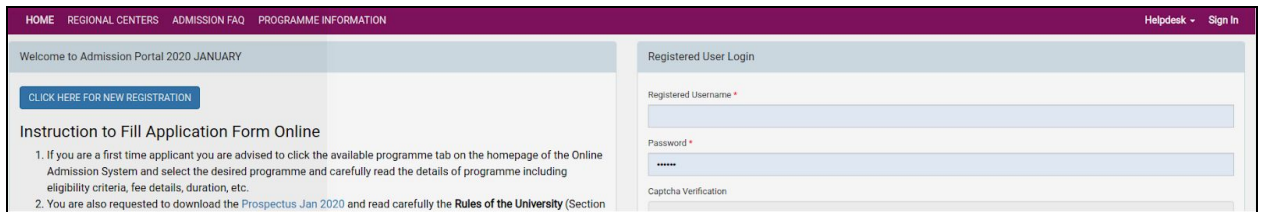


IGNOU ADMISSIONS
January 2020 Session
APPLICANT USER GUIDE

1. Steps For New Registration

Step# 1: Open the website: <https://ignouadmission.samarth.edu.in/>

Step#2: Read carefully the instructions to fill application form given on the left side of the screen.



HOME REGIONAL CENTERS ADMISSION FAQ PROGRAMME INFORMATION Helpdesk Sign In

Welcome to Admission Portal 2020 JANUARY

[CLICK HERE FOR NEW REGISTRATION](#)

Instruction to Fill Application Form Online

1. If you are a first time applicant you are advised to click the available programme tab on the homepage of the Online Admission System and select the desired programme and carefully read the details of programme including eligibility criteria, fee details, duration, etc.
2. You are also requested to download the [Prospectus Jan 2020](#) and read carefully the [Rules of the University](#) (Section

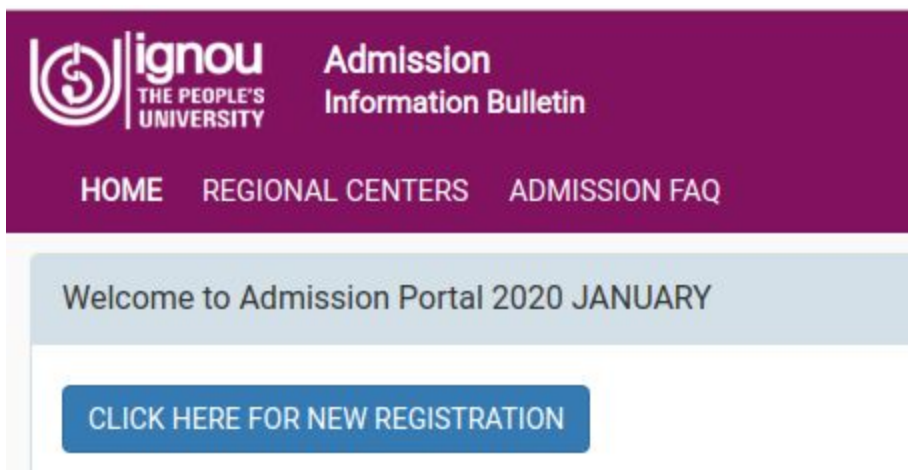
Registered User Login


Registered Username *

Password *

Captcha Verification

Step# 3: Click on the button 'Click here for New Registration' provided at the top left-hand side.



 **ignou**
THE PEOPLE'S UNIVERSITY

**Admission
Information Bulletin**

HOME REGIONAL CENTERS ADMISSION FAQ

Welcome to Admission Portal 2020 JANUARY

[CLICK HERE FOR NEW REGISTRATION](#)

Step# 4: Read the important instruction given at the left-hand side.

HOME REGIONAL CENTERS ADMISSION FAQ PROGRAMME INFORMATION Helpdesk Sign In

Important Instructions

1. Name and other details entered by the applicant need to be the same as in the [Educational Documents](#)
2. Applicant can log in to the admission portal through their [registered email address, only](#).
3. Applicant must use his own [active](#) email address.
4. The Email address provided by the applicant must be functional and the applicant must have access to it throughout the admission process.
5. Applicants are encouraged to use latest version of [Google Chrome](#) web browser for filling the application form.

Student Registration Form

UserName (Used for login) *

Applicant's Full Name (As per Educational Documents) *

Applicant's Email Address(Please use your own email as this will be used for all official communication) *

Re-Enter Applicant's Email Address *

Password (Minimum 6 characters) *

Re-Enter Password *

Mobile Number *

Re-Enter Mobile Number *

Captcha Verification (Type the text shown in the image) *

Register

Step#5: Fill the following field in Student Registration Form given on the right-hand side.

Student Registration Form

UserName (Used for login) *

Applicant's Full Name (As per Educational Documents) *

Applicant's Email Address(Please use your own email as this will be used for all official communication) *

Re-Enter Applicant's Email Address *

Password (Minimum 6 characters) *

Re-Enter Password *

Mobile Number *

Re-Enter Mobile Number *

Captcha Verification (Type the text shown in the image) *

Register

- **Username (Used for login):** Enter the username of your choice. It must be between 8 to 16 characters.
- **Applicant's Full Name:** Please enter your full name as mentioned in your academic documents.
- **Applicant's Email Address:** Please enter your own active email address which is functional and of which you have access to it throughout the admission process. It will be used for all official communication
- **Re-Enter Applicant's Email Address:** Re-enter your email address.

- **Password (minimum 6 characters):** Please choose a password. While choosing your password it must be alphanumeric and between 8 to 16 characters long.
- **Re-Enter Password:** Enter your password again.
- **Mobile Number:** Please enter your phone number which is functional and of which you have access to it throughout the admission process. It will be used for all official communication
- **Re-Enter Mobile Number:** Enter your Phone number again.
- **Captcha Verification:** Type the text shown in the image. You can change the captcha by clicking on the image

Step#6: Click on Register

Note: Your username will be instantly sent to you via email and SMS.

2. Fill Admission form

- If you have already registered fill in the following information in the Registered User Login section. If not, please go to the 'New Registration ' section described above and register yourself.

Registered Username: Enter the User name you registered. This has been sent to your registered email ID.

Password: Enter your set password. This has also been sent to your registered email ID.

NOTE: In case you forgot your Username or Password, you may click on the 'Forgot Username?' Or 'Forgot Password?' link which are given at the bottom.

Registered User Login


Registered Username *

TEST123456

Password *

.....

Captcha Verification

 Type the text

Click on the text to change

.....

Login

- [Forgot Password?](#) Click to Reset your Password
- [Forgot Username?](#) Click to Reset your Username

Captcha Verification: Type the text shown in the image. You can change the captcha by clicking on the image

- Read the Important Instructions carefully and click on the checkbox ' I have read the important information' and click on the 'Submit' button.

Important Instructions

1. If you are a first time applicant you are advised to click the available programme tab on the homepage of the Online Admission System and select the desired programme and carefully read the details of programme including eligibility criteria, fee details, duration, etc.
2. You are also requested to download the **Prospectus Jan 2020** and read carefully the **Rules of the University** (Section 06) as mentioned in the common prospectus. You may also read section 1, 7, 8, 9, 12 and 13.
3. **Before proceeding for filling the form online the applicant must have the following-**
 - a. Scanned Photograph (less than 100 KB)
 - b. Scanned Signature (less than 100 KB)
 - c. Scanned copy of Age Proof (less than 200 KB)
 - d. Scanned copy of relevant Educational Qualification (less than 200 KB)
 - e. Scanned Copy of Experience Certificate (if any) (less than 200 KB)
 - f. Scanned Copy of Category Certificate, if SC/ST/OBC (less than 200 KB)
 - g. Scanned Copy of BPL Certificate, if Below Poverty Line (less than 200 KB)
4. Fee can be paid by following methods:
 - Credit Card (Master/Visa)
 - Debit Card (Master/Visa/Rupay)
 - Net Banking
5. It is suggested to scan documents from your originals. Once you have uploaded the document, click the next button you will get the Form preview option. Save/Print your form for future reference.

Note: Furnishing of incorrect information/suppression of information would lead to rejection of application form as per IGNOU Rules.

I have read the important information

Submit

2.1 Personal

You will see the Personal Details section in the Personal tab.

Personal Details			
Full Name of the Applicant (should be as per Educational Documents) *		Guardian Relation *	Guardian's Name (as per Educational Documents) *
Shamila Siddiqui		Select	
Applicant's Date of Birth *	Category *		
Select Date	Select		
Applicant's Gender *	Nationality *	Territory/Area *	Whether Minority *
<input checked="" type="radio"/> A1: Male * <input type="radio"/> B2: Female * <input type="radio"/> C3: Transgender *	A1: Indian	Select	Select
Religion *	Marital Status *	Social Status *	Applicant's Aadhar Card Number
Select	Select	Select	
Applicant's Email	Alternate Email	Mobile Number *	Alternate Mobile Number
shamilas12345@gmail.com		8076155587	

Fill the following fields:

Full Name of the Applicant: Please enter your full name as mentioned in your educational documents.

Guardian Relation: Enter the relationship with the Guardian mentioned in educational documents

Guardian's Name: Enter the guardian name mentioned in educational documents.

Applicant's Date of Birth: Enter your date of birth as mentioned in your certificate. Date of Birth once recorded, shall not be changed.

Category: Select your category. The category once chosen shall not be changed.

Category *

- Select
- Select
- A1: Unreserved (UR)
- B2: SC
- C3: ST
- D4A: OBC (Creamy)
- D4B: OBC (Non Creamy)
- E5: Economically Weaker Section

Applicant's Gender: Select the gender

Nationality: Nationality is automatically selected as Indian

Territory/Area: Select your area as Urban, Rural or Tribal.

Territory/Area *

Select ▼

Select

A1: Urban

B2: Rural

C3: Tribal

Select ▼

Whether Minority: Select Yes or No in this section if you belong to a minority community or not.

Whether Minority *

Select ▼

Select

B2: No

A1: Yes

Religion: Select a religion from the drop-down box.

Religion *

Select ▼

Select

A1: Hindu

B2: Muslim

C3: Christian

D4: Sikh

E5: Jain

F6: Buddhist

G7: Parsi

H8: Jews

I9: Others

Marital Status: Select marital status as single or married

Social Status: Select Social status as Ex-Serviceman or Kashmiri Migrant if applicable or else select Not applicable.

Social Status *

Select

Select

A1: Ex-Serviceman

B2: Kashmiri Migrant

C3: Not Applicable

8076155587

Applicant's Aadhar Card Number: Enter your Aadhar Card Number in this field.

Applicant's Email: This email address is auto-filled and cannot be changed. This is the email address that was provided at the time of registration.

Alternate Email: Provide your alternate email address if any.

Mobile Number: This is the Phone number that was provided at the time of registration.

Alternate Mobile Number: Provide your alternate phone number if any.
In 'Other Details' section fill the following fields

Other Details

Whether a Person with Disability *

Select

Employment Status *

Select

Whether a Person with Disability: Select yes or no accordingly.

Employment Status: Select employment status from the dropdown menu.

Employment Status *

Select

A1: Unemployed

B2: IGNOU Regular Employee

C3: Employed

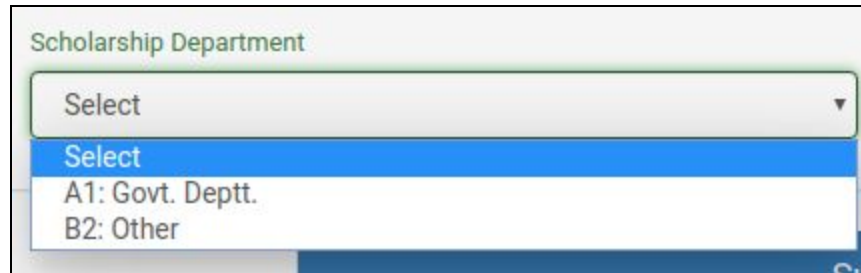
D4: KVS Employee

Scholarship Details

In 'Scholarship Details' section fill in following fields:

Scholarship Amount: Enter your Scholarship amount, if you are getting any scholarship. Otherwise skip this step.

Scholarship Department: Select a department in which the Scholarship was awarded



Scholarship Department

Select

Select

A1: Govt. Deptt.

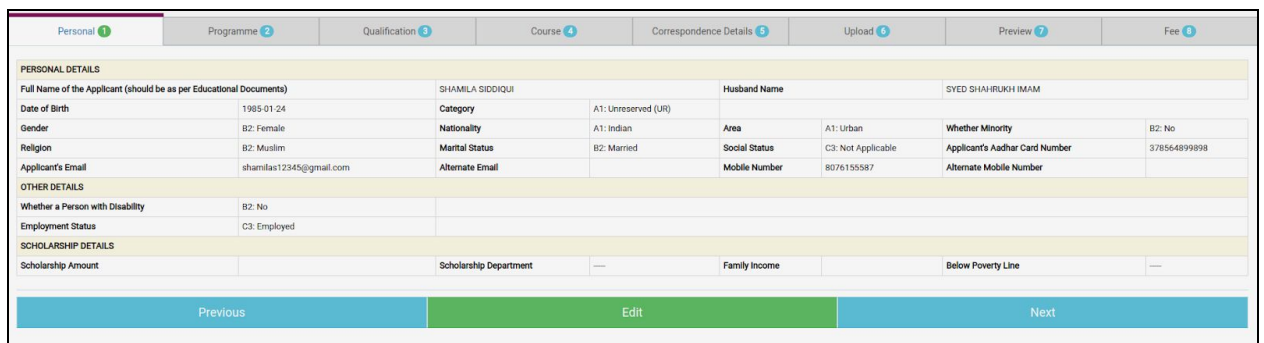
B2: Other

Family Income: Enter your total family income.

Below Poverty Line: Select Yes or No in this section.

Click on the submit button to proceed to the next section.

Click on the next section to go to the Programme section.



Personal 1	Programme 2	Qualification 3	Course 4	Correspondence Details 5	Upload 6	Preview 7	Fee 8
PERSONAL DETAILS							
Full Name of the Applicant (should be as per Educational Documents)		SHAMILA SIDDIQUI		Husband Name		SYED SHAHRUKH IMAM	
Date of Birth	1985-01-24	Category	A1: Unreserved (UR)				
Gender	B2: Female	Nationality	A1: Indian	Area	A1: Urban	Whether Minority	B2: No
Religion	B2: Muslim	Marital Status	B2: Married	Social Status	C3: Not Applicable	Applicant's Aadhar Card Number	378564899898
Applicant's Email	shamilas12345@gmail.com	Alternate Email		Mobile Number	8076155587	Alternate Mobile Number	
OTHER DETAILS							
Whether a Person with Disability	B2: No						
Employment Status	C3: Employed						
SCHOLARSHIP DETAILS							
Scholarship Amount		Scholarship Department	---	Family Income		Below Poverty Line	---
Previous		Edit			Next		

2.2 Programme

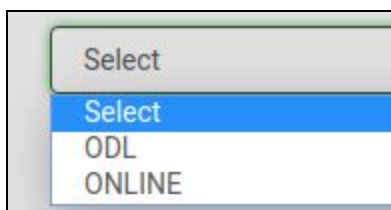
In the Programme tab fill in the following fields:

Programme Type: Select the type of programme you want to get admission in.

Mode Of Study: Select the mode of study. [It is important to understand the difference between the two modes of delivery before you select one.](#)

Online Mode: In the Online mode, the entire process of teaching, learning and evaluation is online. The study material shall be provided only in digital mode. You will be supported in your learning pursuit by the Centre for Online Education (COE) of the University.

Open and Distance Learning (ODL) Mode: In the ODL mode you will have the option of getting your study material in printed or digital form. You will be attached to a Study Centre for attending counselling sessions and receiving other support. In some programmes, however, the support may be provided directly by the University faculty.



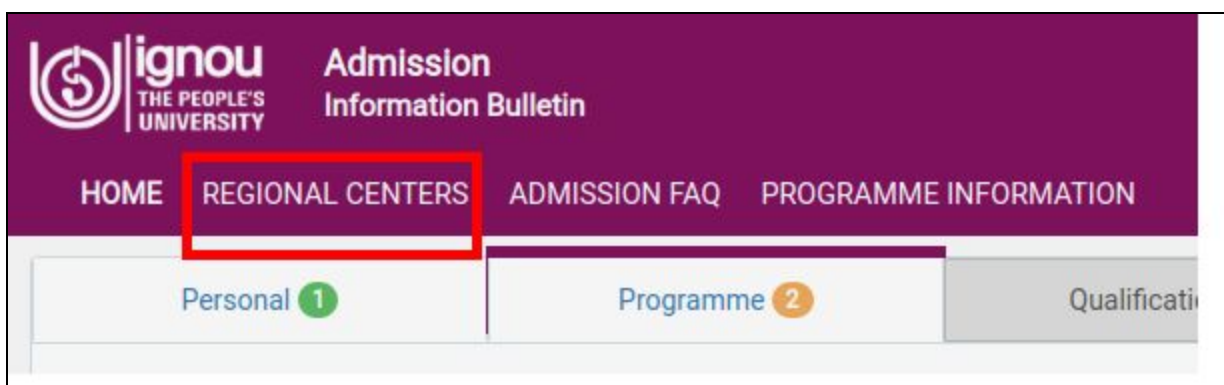
Select Programme For Enrollment: Select your desired programme for Enrollment.

Region Code for Admission: Select the Region code for admission.

Study Center Code: Select the Study Centre code for admission.

In some Programmes, academic support is provided directly by the University faculty. In such programmes you are not required to choose a Regional Centre or a Study Centre.

NOTE: You can get the Regional center and Study center details by clicking on the 'REGIONAL CENTERS' section given at the top of the page.



Example: When you select 'BACHELOR' in the Programme Type field then there will be only one option i.e ODL in Mode Of Study field but if you select 'CERTIFICATE' in Programme Type field then there will two options in Mode Of Study field i.e. ODL and Online. The mode of study differs in different Programme Types.

Medium: Select the medium for the selected programme.

Are you already a student of IGNOU for another programme?: Select Yes or No in this section. If Yes then select the programme and enter the Enrollment Number.

Are you already student of IGNOU for other programme? *	Yes
Other Programme	Select
Enrollment Number	

Click on the submit button to proceed to the next section.
Click on the Next button to go to the Qualification Section.

2.3 Qualification

This section gets details of your relevant qualifications. In the Qualification tab fill in the following fields :

Relevant Qualification: Select your relevant qualification according to the programme selected.

Select Main Subject: Click on the relevant checkbox according to the main subject selected in the relevant qualification

Select Main Subject	<input type="checkbox"/> HINDI	<input type="checkbox"/> MATHEMATICS
	<input type="checkbox"/> COMMERCE	<input type="checkbox"/> BIOLOGY
	<input type="checkbox"/> ENGLISH	<input type="checkbox"/> SCIENCE
	<input type="checkbox"/> ARTS	<input type="checkbox"/> OTHER

Year of Passing: Select the year of passing of the qualification selected.

Division: Select the division of your selected qualification

First
Select
First
Second
Third
Pass

% of Marks: Select the percentage of the division selected.

Board Code: Select the Board from which the qualification was certified.

Board Roll Number / University Enrollment Number: Provide the Board Roll number or University Enrollment Number if any.

Click on the submit button to proceed to the next section.

Click on the Next button to go to the Course section

2.3 Course

This section gives you a course details of the subjects and their respective Credit score in the desired Programme.

Additionally, you need to select the mode of study material you prefer.

Click on the Radio button according to your choice.

Course Details

- 1. I opt for receiving the study material in digital form and avail 15% discount in program fee.
- 2. I opt for receiving the study material in printed form.

Note: The University has a provision to provide soft copy of the self-learning material in place of printed material. A learner opting for the soft copy will be given a discount of 15% in the Programme Fee. The Option to this effect has to be indicated by the learners while filling in the Online Admission Form. Such learners will not be given printed self-learning material.

Click on the submit button to proceed to the next section.

Click on the Next button to go to the Correspondence Details section.

2.4 Correspondence Details

In this section, you have to give details of your correspondence address to which all the study materials (if you opt for the study material in printed form) and communication with IGNOU is done.

In the Correspondence Details tab fill in the following fields :

Address Line 1: Input the House no. Building no., floor number and area in this section.

Address Line 2: Enter the landmark of the specified address if any.

City: Specify the city.

State: Specify the State of your city

District: Specify the district of your city.

Pincode: Enter the postal code of your nearest post office.

Click on the submit button to proceed to the next section.

Click on the Next button to go to the Upload Section.

2.5 Upload

In this section, you have to upload all the corresponding documents.

PHOTO: Upload your photograph.

SIGNATURE: Upload the scanned copy of your signature

MATRICULATION MARKSHEET OR CERTIFICATE: Upload Matriculation (10th) Marksheet or Certificate.

10+2 MARKSHEET / CERTIFICATE: Upload 10+2 (Higher secondary) mark sheet or Certificate in this section.

MARKSHEET OF GRADUATION: Upload a single PDF or JPEG file containing all the mark sheets of graduation.

DEGREE OR PROVISIONAL CERTIFICATE OF GRADUATION: Upload Degree or provisional certificate of graduation

IGNOU EMP CARD: If you are an IGNOU employee, upload your employee card in this section

NOTE: The minimum file size PHOTO and SIGNATURE should be 10 KB and the maximum file size of upload should be 100 KB. For all other uploads, Minimum file size is 20 KB and Maximum file size 200 KB

The accepted file types are : .jpg, .jpeg, .pdf

How to check the file size and file type?

Step#1: Locate the file in the folder section.

Step#2: Right-click the file, and then click properties.

Step#3: As visible from the image below, you can determine the size of the file or files you have highlighted from the file properties window. In this example, the chrome, .jpg file is 18.5 KB (19,032 bytes), and that the size on disk is 20.0 KB (20,480 bytes)

Click on the submit button to proceed to the next section.

Click on the Next button to go to the Preview section

2.6 Preview

In this section, you can see the preview of your completed form before submission.

- Check the personal section, in case you need any modification click on the 'Modify this section' button.

Personal								Modify This Section	
PERSONAL DETAILS									
Full Name of the Applicant (should be as per Educational Documents)				SHAMILA SIDDIQUI		Husband Name		SYED SHAHRUKH IMAM	
Date of Birth	1985-01-24	Category	A1: Unreserved (UR)						
Gender	B2: Female	Nationality	A1: Indian	Area	A1: Urban	Whether Minority	B2: No		
Religion	B2: Muslim	Marital Status	B2: Married	Social Status	C3: Not Applicable	Applicant's Aadhar Card Number	378554899898		
Applicant's Email	shamilas12345@gmail.com	Alternate Email			Mobile Number	8076155587	Alternate Mobile Number		
OTHER DETAILS									
Whether a Person with Disability	B2: No								
Employment Status	C3: Employed								
SCHOLARSHIP DETAILS									
Scholarship Amount	Scholarship Department		---	Family Income	Below Poverty Line			---	

- Likewise, check Programme, Qualification Details, Course, Correspondence Details and Uploads section carefully, if you want to change any of your responses in any section click on the corresponding 'Modify this section' button.
- Read the 'Self Declaration' and click on the checkbox in front of 'I Agree'

Self Declaration	<input checked="" type="checkbox"/> I agree	Accept & Proceed For Payment
I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. To the best of my knowledge and belief, I fulfill the minimum eligibility criteria and I have provided necessary information and relevant documents with this application. I further undertake that I have not concealed or distorted any other information and in the event of any information or uploaded documents being found to be incorrect, false or misleading, my candidature shall be liable for cancellation by the University at any time and I shall have no claim of any nature including refund of any fee paid by me and all the benefits availed by me shall be summarily withdrawn. I do undertake that I have carefully studied the rules of the University as given in the prospectus and I accept them in totality and shall not raise any dispute over the same. I do understand that the university can amend or change any rules without advance intimation and I will be abiding by them.		
I further declare that in the event of admission being granted to me and my obtaining a degree/diploma/certificate from IGNOU based on concealment of any relevant information or incorrect/misleading information related to Age, Qualification and Eligibility provided by me, I shall be solely responsible for the consequence(s) arising out of such concealment of information or providing incorrect/misleading information; and that, the University shall not be responsible in any manner.		

- Click on 'Accept and Proceed For Payment' to proceed to the next section i.e Fee Section

NOTE: Once the form is submitted, you will not be able to change any details of the form.

2.7. Fee

In this section, you can make payment of fee through two payment gateways provided.

Check the fee details of the programme selected and click any of the two payment gateways.

Personal 1	Programme 2	Qualification 3	Course 4	Correspondence Details 5	Upload 6	Preview 7	Fee 8
FEE DETAILS							
DESCRIPTION							AMOUNT(₹)
Admission fee for programme							6000.00
Registration Fee							200.00
Total amount							6200.00
<p style="color: red; font-size: small;">If payment has been deducted from your account but the same is not updated in your application, you will not be able to make another payment for the next 60 minutes! If the payment is not updated in 60 minutes, the amount shall be automatically credited back to the account from which the payment was received. Then you can initiate the payment afresh.</p>							
Go To Gateway 1				Go To Gateway 2			

NOTE: If payment has been deducted from your account but the same is not updated in your application, you will not be able to make another payment for the next 60 minutes. If the payment is not updated in 60 minutes, the amount shall be automatically credited back to the account from which the payment was received. Then you can initiate the payment fresh.

You can see the transaction status in your account.

3. Removing discrepancies in your application

The application form submitted by you shall be scrutinized to ascertain your eligibility for admission. If some deficiency or discrepancy is found in your application, you will be informed about it and advised to remove the discrepancy **within 3 days**. Please take immediate action on receiving such communication.