

# WELCOME LETTER

Dear learner,

Your admission is confirmed. Welcome to Indira Gandhi National Open University (IGNOU).

## **Check and take print**

1. **Check your Registration Details:** CHECK on <https://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp>
2. **Download your Student ID Card:** CHECK AND DOWNLOAD from <https://ignouadmission.samarth.edu.in/index.php/site/archive>
3. **Study Materials:** Student will RECEIVE them from Registrar, MPDD, IGNOU, Madian Garhi, New Delhi-110068. If you have query, write to [registrarpdd@ignou.ac.in](mailto:registrarpdd@ignou.ac.in) with cc to [rcpune@ignou.ac.in](mailto:rcpune@ignou.ac.in)
4. **Download Soft copy of Study Materials:** <https://egyankosh.ac.in/>
5. **Study Centre:** Students are ALLOTTED study centre to get academic support. Know your study centre from link: [http://rcpune.ignou.ac.in/Ignou-RC-Pune/userfiles/file/U1\\_Annexure%201\\_Details%20of%20Active%20Learner%20Support%20Centres%20\(LSCs\).pdf](http://rcpune.ignou.ac.in/Ignou-RC-Pune/userfiles/file/U1_Annexure%201_Details%20of%20Active%20Learner%20Support%20Centres%20(LSCs).pdf)
6. **Induction Meeting:** Regional Centre, Pune INVITE students for meeting to share IGNOU guidelines and important dates. Information on Induction Meeting is sent to the students through sms and placed on RC Pune website: [rcpune.ignou.ac.in](http://rcpune.ignou.ac.in)
7. **Theory & Practical Counselling Sessions:** Information on Counselling Sessions is SENT to the students (where practical courses are available) through sms and placed on RC Pune website: [rcpune.ignou.ac.in](http://rcpune.ignou.ac.in) and check - under Counselling Sessions or using link: <http://rcpune.ignou.ac.in/studentcorner/9>
8. **Assignments:** DOWNLOAD assignments from <https://webservices.ignou.ac.in/assignments/> . PREPARE AND SUBMIT the assignments at your study centre. How to prepare assignment? Read in link: <http://rcpune.ignou.ac.in/studentcorner/20>
9. **Project Reports:** For courses which are project component, CONTACT your study centre to get guidance to complete your course.
10. **Re-Registration:** FILL Re-Registration Form for next semester/year using link: <https://onlinerr.ignou.ac.in/>
11. **Term End Examination:** FILL Online Term End Examination Form using link: <http://exam.ignou.ac.in/>
12. **Examination Hall Tickets:** Download it **ONE WEEK** before commencement of Term End Exam from IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in)
13. **Date Sheet of Term End Examination:** CHECK AND DOWNLOAD from IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in)
14. **Previous Years Question Papers:** You may REFER to previous year's QPs. <https://webservices.ignou.ac.in/Pre-Question/>
15. **Results:** Results of the term end examination are DECLARED in 45-60 days from the date of examination of that course. The results are posted on the website: [www.ignou.ac.in](http://www.ignou.ac.in)
16. **Examination Results, Grade Cards & Degree Certificates:** is PROVIDED by IGNOU New Delhi. You may write to Registrar, Student Evaluation Division (SED), IGNOU, Maidan Garhi, New Delhi – 110 068 or through emails: [registrarsed@ignou.ac.in](mailto:registrarsed@ignou.ac.in)
17. **Inter - Regional Transfers:** Download the Form, fill it and submit to Regional Centre, Pune. Get Form from <http://rcpune.ignou.ac.in/studentcorner/13>
18. **Change of Address / Telephone Number / Email ID:** Download the Form, fill it and submit to Regional Centre, Pune. Get Form from <http://rcpune.ignou.ac.in/studentcorner/13>
19. **Change of Course, Medium of Study:** is ALLOWED only within one month of confirmation of admission. Read common prospectus and programme guide for information.
20. **Student Handbook and Prospectus:** CHECK AND DOWNLOAD from <http://www.ignou.ac.in/ignou/studentzone/downloads/3>
21. **Websites:** VISIT the main website of IGNOU [www.ignou.ac.in](http://www.ignou.ac.in) and also of IGNOU Regional Centre, Pune : [rcpune.ignou.ac.in](http://rcpune.ignou.ac.in) regularly for the updated information.
22. **Inquiries:** Please do not depend on telephones for seeking information / for queries. Send your queries through email at [rcpune@ignou.ac.in](mailto:rcpune@ignou.ac.in). For personal interaction with the Officers and Staff of the Regional Centre, you may visit the Regional Centre on any working day - Monday to Friday from 09:30 AM to 05:30 PM. Lunch Time – 01:30 to 02:00 PM. The Regional Centre remains closed on Saturdays, Sundays and on Public Holidays.

## 23. Important Dates

| Activities                                | Dates for Semester/6 months Programme      | Dates for Annual Programme                    |
|---|--|---|
| Submission of Assignments                 | During the months: March, April, May, 2022 | During the months: Sept., October, Nov., 2022 |
| Submission of Online Term End Exam Form   | During the months: March, April, May, 2022 | During the months: Sept., October, Nov., 2022 |
| Submission of Online Re-registration Form | During the months: March, April, May, 2022 | During the months: Sept., October, Nov., 2022 |

24. **Original Marks Card and Provisional Certificate:** SED, IGNOU New Delhi sends them in 2-3 months only after student completes all the registered courses of their programme.

# Indira Gandhi National Open University Regional Centre, Pune

## Important Links

| S<br>N. | TASK / ACTIVITIES  | CHECK USING LINK  |
|---------|--|---|
| 1       | <b>Websites (IGNOU New Delhi)</b>                                    | <a href="http://www.ignou.ac.in">www.ignou.ac.in</a>  |
| 2       | <b>Websites (RC Pune)</b>  | <a href="http://rcpune.ignou.ac.in/">http://rcpune.ignou.ac.in/</a>   |
| 3       | <b>Admission / Registration Details</b>                              | <a href="https://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp">https://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp</a>   |
| 4       | <b>Identity Card</b>   | Login to your admission portal and download / Write to <a href="mailto:rcpune@ignou.ac.in">rcpune@ignou.ac.in</a>   |
| 5       | <b>Study Material (Soft copy)</b>                                    | <a href="https://egyankosh.ac.in/">https://egyankosh.ac.in/</a>   |
| 6       | <b>Study Centres under RC Pune with contact details</b>              | <a href="http://rcpune.ignou.ac.in/Ignou-RC-Pune/userfiles/file/U1_Annexure%201_Details%20of%20Active%20Learner%20Support%20Centres%20(LSCs).pdf">http://rcpune.ignou.ac.in/Ignou-RC-Pune/userfiles/file/U1_Annexure%201_Details%20of%20Active%20Learner%20Support%20Centres%20(LSCs).pdf</a> |
| 7       | <b>Theoretical Counselling Sessions</b>                              | <a href="http://rcpune.ignou.ac.in/studentcorner/9">http://rcpune.ignou.ac.in/studentcorner/9</a>   |
| 8       | <b>Practical Sessions</b>  | <a href="http://rcpune.ignou.ac.in/studentcorner/10">http://rcpune.ignou.ac.in/studentcorner/10</a>   |
| 9       | <b>Assignments</b>   | <a href="https://webservices.ignou.ac.in/assignments/">https://webservices.ignou.ac.in/assignments/</a>   |
| 10      | <b>Swayam Prabha Channels at IGNOU</b>                               | <a href="https://egyankosh.ac.in/swayamprabha.jsp">https://egyankosh.ac.in/swayamprabha.jsp</a>   |
| 11      | <b>Project Reports</b>   | As per instructions given in the Programme Guide given to students along with study materials   |
| 12      | <b>Term End Examination Form</b>                                     | <a href="https://exam.ignou.ac.in/">https://exam.ignou.ac.in/</a>   |
| 13      | <b>Examination Hall Tickets</b>                                      | <a href="http://www.ignou.ac.in">www.ignou.ac.in</a> one week before commencement of the Term End Exam  |
| 14      | <b>Date Sheet of Term End Examination</b>                            | <a href="http://www.ignou.ac.in">www.ignou.ac.in</a> / <a href="http://www.ignou.ac.in/ignou/aboutignou/division/sed/datesheet">http://www.ignou.ac.in/ignou/aboutignou/division/sed/datesheet</a>  |
| 15      | <b>Question Papers</b>   | <a href="https://webservices.ignou.ac.in/Pre-Question/">https://webservices.ignou.ac.in/Pre-Question/</a>   |
| 16      | <b>Results &amp; Grade Card</b>                                      | <a href="http://www.ignou.ac.in/ignou/studentzone/results/1">http://www.ignou.ac.in/ignou/studentzone/results/1</a>   |
| 17      | <b>Re-registration</b>   | <a href="https://onlinerr.ignou.ac.in/">https://onlinerr.ignou.ac.in/</a>   |
| 18      | <b>Degree Certificates</b>   | <a href="https://sedservices.ignou.ac.in/idms/">https://sedservices.ignou.ac.in/idms/</a>   |
| 19      | <b>Re-Evaluation of Examination Answers Papers</b>                   | <a href="https://onlinerr.ignou.ac.in/reevaluation/">https://onlinerr.ignou.ac.in/reevaluation/</a>   |
| 20      | <b>Migration Certificate</b>   | <a href="http://ignou.ac.in/userfiles/Migration%20Certificate.pdf">http://ignou.ac.in/userfiles/Migration%20Certificate.pdf</a>   |
| 21      | <b>Regional Centre Change / Transfers</b>                            | <a href="http://rcpune.ignou.ac.in/Ignou-RC-Pune/userfiles/file/Change%20of%20Regional%20Center.pdf">http://rcpune.ignou.ac.in/Ignou-RC-Pune/userfiles/file/Change%20of%20Regional%20Center.pdf</a>   |
| 22      | <b>Change of Study Centre/ Address / Telephone Number / Email ID</b> | <a href="http://rcpune.ignou.ac.in/Ignou-RC-Pune/userfiles/file/Change%20of%20Address_SC_other.pdf">http://rcpune.ignou.ac.in/Ignou-RC-Pune/userfiles/file/Change%20of%20Address_SC_other.pdf</a>   |
| 23      | <b>Change of Course, Medium of Study</b>                             | <a href="http://rcpune.ignou.ac.in/Ignou-RC-Pune/userfiles/file/Change%20of%20Elective.pdf">http://rcpune.ignou.ac.in/Ignou-RC-Pune/userfiles/file/Change%20of%20Elective.pdf</a>   |
| 24      | <b>Scholarships</b>  | <a href="https://mahaeschol.maharashtra.gov.in/MahaEschol/Scholarships/Account/Login.aspx">https://mahaeschol.maharashtra.gov.in/MahaEschol/Scholarships/Account/Login.aspx</a>   |
| 25      | <b>Taking Of Exam From Overseas Study Centres</b>                    | Write to <a href="mailto:internationaldivision@ignou.ac.in">internationaldivision@ignou.ac.in</a>   |
| 26      | <b>Prospectus</b>  | <a href="http://www.ignou.ac.in/ignou/studentzone/downloads/3">http://www.ignou.ac.in/ignou/studentzone/downloads/3</a>   |
| 27      | <b>Programme Guide</b>   | <a href="https://egyankosh.ac.in/">https://egyankosh.ac.in/</a>   |
| 28      | <b>FAQs</b>  | <a href="http://admission.ignou.ac.in/FAQ.htm">http://admission.ignou.ac.in/FAQ.htm</a><br><a href="http://ignou.ac.in/userfiles/Frequently%20Asked%20Questions(3).pdf">http://ignou.ac.in/userfiles/Frequently%20Asked%20Questions(3).pdf</a>  |
| 29      | <b>iGRAM</b>   | <a href="http://igram.ignou.ac.in/">http://igram.ignou.ac.in/</a>   |
| 30      | <b>Inquiries</b>   | <b>Regional Director, IGNOU Regional Centre, 1st Floor, MSFC Building, 270, Senapati Bapat Road Pune, 411016. Maharashtra.<br/>Email: <a href="mailto:rcpune@ignou.ac.in">rcpune@ignou.ac.in</a><br/>Ph:- +91-020-25671867</b>  |

# Indira Gandhi National Open University

## Regional Centre, Pune

### WHOM TO CONTACT FOR WHAT

| S<br>N. | Whom to Contact  | For What  |
|---------|--|---|
| 1       | Study Centre   | Induction Meeting, theory and practical counselling schedule, submission of assignments, collection of evaluated assignment response, non-reflection of assignment grades in the grade card, schedule of IRC and other updated information  |
| 2       | Regional Director, IGNOU Regional Centre, 1st Floor, MSFC Building, 270, Senapati Bapat Road Pune, 411016. Maharashtra.<br>Email: <a href="mailto:rcpune@ignou.ac.in">rcpune@ignou.ac.in</a><br>Ph:- +91-020-25671867  | Student ID card, CHANGE of Programme/ medium/ elective/ address/ study centre, regional centre, submission of examination form, non-receipt of study material/ assignments, non-reflection of assignment grades in the grade card, Migration Certificate, Bonafide Certificate, Scholarship Forms, change of name, correction of name/address |
| 3       | Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068.<br><a href="mailto:csrc@ignou.ac.in">csrc@ignou.ac.in</a> / cc to <a href="mailto:rcpune@ignou.ac.in">rcpune@ignou.ac.in</a>  | Admission / Re-Registration Form status   |
| 4       | Registrar, Material Production and Distribution Division, IGNOU, Maidan Garhi, New Delhi-110068. <a href="mailto:registrarmppdd@ignou.ac.in">registrarmppdd@ignou.ac.in</a> / cc to <a href="mailto:rcpune@ignou.ac.in">rcpune@ignou.ac.in</a>   | Study Material  |
| 5       | Assistant Registrar (Exam.II), SED, Block-12, Room No. 2, Maidan Garhi, New Delhi-110068 E-mail : <a href="mailto:examii@ignou.ac.in">examii@ignou.ac.in</a> or Ph. :29536743, 29535924-32, Extn.: 2202, 2209  | Schedule/Information regarding Exam-form, Entrance Test, Date-sheet, IGNOU Hall Ticket  |
| 6       | Deputy Registrar (Exam-III), SED, IGNOU, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068. <a href="mailto:bdresult@ignou.ac.in">bdresult@ignou.ac.in</a> , <a href="mailto:mdresult@ignou.ac.in">mdresult@ignou.ac.in</a> / <a href="mailto:sedgrievance@ignou.ac.in">sedgrievance@ignou.ac.in</a> , <a href="mailto:sedssc@ignou.ac.in">sedssc@ignou.ac.in</a> , Ph.:29536103, 29535924-32, Extn.: 2201, 2211, 1316 | Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript, etc.   |
| 5       | Asstt. Registrar, (Assignment) SED, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110068 <a href="mailto:assignments@ignou.ac.in">assignments@ignou.ac.in</a> or <a href="mailto:rnjha@ignou.ac.in">rnjha@ignou.ac.in</a> Ph.: 29535924, Extn.: 1312, 1319, 1325  | Non-reflection of Assignment Grades/Marks   |
| 6       | Ph. : 011-5129532294 Ext. 1313/1320/1321<br>Email : <a href="mailto:projects@ignou.ac.in">projects@ignou.ac.in</a>   | Non-reflection of Internship/Project/Fieldwork marks  |
| 7       | Deputy Registrar (Exam.I), SED, Block 9, IGNOU, Maidan Garhi, New Delhi - 110068. Ph. : 29535438, 29535924-32, Extn. : 2224, 2213  | Original Degree/Diploma/Verification of Degree/Diploma  |
| 8       | Student Registration Division, Block No. 3, Maidan Garhi, New Delhi-110068   | Status of Credit Transfer Form submitted  |
| 9       | Asstt. Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU Maidan Garhi, New Delhi-110068 <a href="mailto:sedgrievance@ignou.ac.in">sedgrievance@ignou.ac.in</a> , <a href="mailto:sedssc@ignou.ac.in">sedssc@ignou.ac.in</a> Ph.: 29532294, 29535924 Extn. : 1313  | Term End Exam Related grievance   |
| 10      | Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 <a href="mailto:ssc@ignou.ac.in">ssc@ignou.ac.in</a><br>Telephone Nos.: 29535714, 29533869, 2953380,<br>Fax: 29533129  | Student Support Services and Student Grievances, Inquiry of various courses in IGNOU  |
| 11      | Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi – 110068.<br><a href="mailto:sed@ignou.ac.in">sed@ignou.ac.in</a>  | Returned Grade Card   |