



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
KOLKATA REGIONAL CENTRE**

**WHOM TO CONTACT FOR WHAT**

SL. No.	FOR WHAT	TO WHOM	REMARKS
1.	Admission / Registration Status	-	<p style="text-align: center;"><b><u>Check on</u></b></p> <p><a href="http://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp">http://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp</a></p>
2.	Re-registration (admission to 2 <sup>nd</sup> / 3 <sup>rd</sup> year) -  <b>July Session</b> : Bachelor Degree / Master Degree Programmes	ONLINE	<p style="text-align: center;"><b>During September</b></p> <p><b>Note</b> : Fee has to be paid ONLINE by Debit / Credit Card / Net Banking</p> <p><b>Note</b> : In case of any technical issue, write to :csrc@ignou.ac.in</p>
3.	Re-registration (admission to 2 <sup>nd</sup> year) –  <b>January Session</b> : Master Degree Programmes	ONLINE	<p style="text-align: center;"><b>During September</b></p> <p><b>Note</b> : Fee has to be paid ONLINE by Debit / Credit Card / Net Banking</p> <p><b>Note</b> : In case of any technical issue, write to :csrc@ignou.ac.in</p>
4.	Re-registration (admission to next Semester)  – BCA/MCA/MBA/ MBA (B & F) / MSCMACS	ONLINE	<p><b>January Session</b> : During September</p> <p><b>July Session</b> : During March</p> <p><b>Note</b> : Fee has to be paid ONLINE by Debit / Credit Card / Net Banking</p> <p><b>Note</b> : In case of any technical issue, write to :csrc@ignou.ac.in</p>
5.	Study Materials	Registrar, Material Production & Distribution Division, IGNOU, Maidan Garhi, New Delhi-110 068.	<p>Will be sent to your postal address by MPDD, IGNOU, New Delhi.</p> <p><b><u>Soft copy is available on</u></b></p> <p>www.ignou.ac.in→eghyankosh→egyankosh.ac.in→search particular course code &amp; Download e-study material</p>
6.	Study Materials Despatch Status	-	<p style="text-align: center;"><b><u>Check on</u></b></p> <p>www.ignou.ac.in→Home→About IGNOU→Divisions→Material Production &amp; Distribution Division→Study Material Status</p>

7.	Counselling Schedule / Class Routine	Coordinator of your Study Centre (15-20 days after last date of admission as notified by the University)	Learners will be informed to attend 'Induction Meeting' after which Counselling sessions will commence at the Study Centre.
8.	Assignments	-	<p align="center"><b><u>Check on</u></b></p> <p>www.ignou.ac.in→student support→downloads→assignments →search particular programme / course &amp; download</p> <p><b>Link :</b>  <a href="http://www.ignou.ac.in/ignou/studentzone/downloads/3">http://www.ignou.ac.in/ignou/studentzone/downloads/3</a></p> <p><b>Note : Download assignments pertaining to your Admission Session. For admission session, check your registration details on <a href="http://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp">http://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp</a></b></p>
9.	Submission of Assignments	Coordinator of your Study Centre	<p><b><u>July Session</u></b> : During March</p> <p><b><u>January Session</u></b> : During September</p>
10.	Duplicate Identity Card	Regional Centre	Visit Regional Centre personally and submit application along with Original Copy of FIR/ General Dairy. Also, bring recent Passport-size photograph. No fee is required.
11.	Bona-fide Certificate / Studentship	Regional Centre	Submit application along with self-attested copy of your IGNOU I-Card.
12.	Non-reflection of Assignment / Practical Marks in the Grade Card	Regional Centre	Application form along with instructions is available on <a href="http://www.ignoukolkatarc.com/download_1.htm">http://www.ignoukolkatarc.com/download_1.htm</a> <b>Note :Before writing to the Regional Centre, check your Grade Card on <a href="http://www.ignou.ac.in/ignou/studentzone/results/4">http://www.ignou.ac.in/ignou/studentzone/results/4</a></b>
13.	Change of Study Centre / Regional Centre	Regional Centre	Application form along with instructions is available on <a href="http://www.ignoukolkatarc.com/download_1.htm">http://www.ignoukolkatarc.com/download_1.htm</a>
14.	Correction of Name / Father's name	Regional Centre	Application form along with instructions is available on <a href="http://www.ignoukolkatarc.com/download_1.htm">http://www.ignoukolkatarc.com/download_1.htm</a>
15.	Change of Address /Phone No./ E-mail /Date of Birth (DOB)	Regional Centre	Application form along with instructions is available on <a href="http://www.ignoukolkatarc.com/download_1.htm">http://www.ignoukolkatarc.com/download_1.htm</a>
16.	Change of Course /Medium /Programme <i>(applicable only to those learners who have registered till January, 2019 session)</i>	Regional Centre	Application form along with instructions is available on <a href="http://www.ignoukolkatarc.com/download_1.htm">http://www.ignoukolkatarc.com/download_1.htm</a>

17.	Attending Missed BSC-BCA-MCA Counselling Sessions	Regional Centre	Application form along with instructions is available on <a href="http://www.ignoukolkatarc.com/download_1.htm">http://www.ignoukolkatarc.com/download_1.htm</a>
18.	MA(Edu) /MAAE /PGDEMA /PGDET –Synopsis/ Dissertation-Report Submission Schedule	Regional Centre	<b>Schedule is available on</b> <a href="http://www.ignoukolkatarc.com/download_1.htm">http://www.ignoukolkatarc.com/download_1.htm</a>
19.	MAPC Synopsis / Dissertation Submission Schedule at the Regional Centre	Regional Centre	<b>Schedule is available on</b> <a href="http://www.ignoukolkatarc.com/download_1.htm">http://www.ignoukolkatarc.com/download_1.htm</a>
20.	BCA / MCA- Project Synopsis /Report Submission Schedule	Regional Centre	<b>Schedule is available on</b> <a href="http://www.ignoukolkatarc.com/download_1.htm">http://www.ignoukolkatarc.com/download_1.htm</a>
21.	Approval of Project Synopsis for MBA, BDP, Master Degree Programme ( <b>except</b> BCA,MCA, MA-Edu, MAAE, MAPC,MSCMACS,PGDEMA, PGDET)	Concerned School, IGNOU, Maidan Garhi, New Delhi- 110 068-	Project Coordinator in the Concerned School, IGNOU, Maid Garhi, New Delhi-110 068
22.	Old / Previous years' Question Papers	-	<b>Download from</b> <a href="http://www.ignou.ac.in/ignou/studentzone/downloads/3">http://www.ignou.ac.in/ignou/studentzone/downloads/3</a>
23.	Schedule of Term-End-Exam. (TEE) / Date-sheet	-	<b>Check on</b> <a href="http://www.ignou.a.in">www.ignou.a.in</a>
24.	Term-End-Examination (TEE) Form Fill-up	ONLINE	<b>TEE June</b> : Fill-in ONLINE form on <a href="http://www.ignou.ac.in">www.ignou.ac.in</a> during March <b>TEE December</b> : Fill-in ONLINE form on <a href="http://www.ignou.ac.in">www.ignou.ac.in</a> during September <b>Note</b> : subject to your eligibility to appear in TEE. Fee : @Rs.150/- per course. To be paid ONLINE by Debit/Credit Card / Net Banking.
25.	Hall Ticket / Admit Card	ONLINE	<b>Download from</b> <a href="http://www.ignou.ac.in">www.ignou.ac.in</a> Seven (07) days before commencement of Examination
26.	Non-receipt of Hall Ticket / Admit Card	Asstt. Registrar, SED, IGNOU, Maidan Garhi, New Delhi-110 068	<b>Ph. No. : 011-2957 2209 / 2957 2202 / 2953 5064</b> <b>E-mail :sgoswami@ignou.ac.in</b> <b>jitenderkr@ignou.ac.in</b> <b>Note</b> : Contact / write 7 days before commencement of examination)

27.	Term-End-Exam. (TEE) Results	-	<p><b>Check on</b>  <a href="http://www.ignou.ac.in/ignou/studentzone/results/1">http://www.ignou.ac.in/ignou/studentzone/results/1</a></p> <p><b>Note :</b> For TEE June, check during end week of August to end of September</p> <p>For TEE December, check during end week of February to end of March</p>
28.	Re-evaluation of TEE Result	ONLINE	<p><b>Apply ONLINE on</b>  <a href="http://www.ignou.ac.in">www.ignou.ac.in</a></p>
29.	Photocopy of Answer-scripts	ONLINE	<p><b>Apply ONLINE on</b>  <a href="http://www.ignou.ac.in">www.ignou.ac.in</a></p>
30.	Queries related to Unfair Means Cases (UFM) relating to Term-End-Examination (TEE)	Section Officer, SED, IGNOU, Maidan Garhi, New Delhi-110 068	<p><b>Ph. No. : 011-2957 2208 / 2953 6405</b>  <b>E-mail :ufmgroup@ignou.ac.in</b></p>
31.	Grade Card	-	<p><b>Check on</b>  <a href="http://www.ignou.ac.in/ignou/studentzone/results/1">http://www.ignou.ac.in/ignou/studentzone/results/1</a></p>
32.	Official Transcript	The Registrar, Student Evaluation Division (SED), IGNOU, Maidan Garhi, New Delhi-110 068	<p>Application form along with instructions is available on  <a href="http://www.ignoukolkatarc.com/download_1.htm">http://www.ignoukolkatarc.com/download_1.htm</a></p>
33.	Non-declaration of TEE result / Non-receipt of Grade Card/ Provisional Certificate – <b>Bachelor Degree Programme</b>	Section Officer, SED, IGNOU, Maidan Garhi, New Delhi-110 068	<p><b>Ph. No. : 011-2957 2212 / 2953 6103</b>  <b>E-mail :bdresult@ignou.ac.in</b></p>
34.	Non-declaration of TEE result / Non-receipt of Grade Card/ Provisional Certificate – <b>Master Degree Programme</b>	Section Officer, SED, IGNOU, Maidan Garhi, New Delhi-110 068	<p><b>Ph. No. : 011-2957 2212 / 2953 6103</b>  <b>E-mail :mdresult@ignou.ac.in</b></p>
35.	Non-declaration of TEE result / Non-receipt of Grade Card/ Provisional Certificate – <b>Diploma Programme</b>	Section Officer, SED, IGNOU, Maidan Garhi, New Delhi-110 068	<p><b>Ph. No. : 011-2957 2211 / 2953 6743</b>  <b>E-mail :dpresult@ignou.ac.in</b></p>
36.	Non-declaration of TEE result / Non-receipt of Grade Card/ Provisional Certificate – <b>Certificate Programme</b>	Section Officer, SED, IGNOU, Maidan Garhi, New Delhi-110 068	<p><b>Ph. No. : 011-2957 2208 / 2953 6405</b>  <b>E-mail :dpresult@ignou.ac.in</b></p>
37.	Despatch of <b>returned</b> Grade Card / Certificate	Asstt. Registrar, SED, IGNOU, Maidan	<p><b>Ph. No. : 011-2957 2213 / 2953</b></p>

		Garhi, New Delhi-110 068	<b>5438 /2957 2224</b> <b>E-mail :convocation@ignou.ac.in</b>
<b>38.</b>	Duplicate Grade Card	The Registrar, Student Evaluation Division (SED), IGNOU, Maidan Garhi, New Delhi-110 068	Application form along with instructions is available on <a href="http://www.ignoukolkatarc.com/download_1.htm">http://www.ignoukolkatarc.com/download_1.htm</a>
<b>39.</b>	Migration Certificate	Regional Centre	Application form along with instructions is available on <a href="http://www.ignoukolkatarc.com/download_1.htm">http://www.ignoukolkatarc.com/download_1.htm</a>
<b>40.</b>	Re-admission and Credit Transfer	The Registrar, Student Evaluation Division (SED), IGNOU, Maidan Garhi, New Delhi-110 068	Format and Guidelines are available on <a href="http://www.ignou.ac.in/ignou/studentzone/downloads/3">http://www.ignou.ac.in/ignou/studentzone/downloads/3</a>
<b>41.</b>	Verification of genuineness of Grade Card / Certificate	The Registrar, Student Evaluation Division (SED), IGNOU, Maidan Garhi, New Delhi-110 068	<b>Fee</b> :Rs.400/- for Non-Govt. Offices and Rs.200/- for State Govt. Offices for the verification of the certificates related to Indian Students (Demand Draft in favour of IGNOU and payable at NEW DELHI). Concerned Department should write to SED ( <i>confidentially</i> ) along with fee. <b>Details of the student should be clearly mentioned in request letter</b> i.e. "Official Letter-Head" of the Govt. or Non-Govt. Offices. These Offices are also requested to send the details of the Student like: (a) Student's Name, (b) Programme, (c) Enrolment No., (d)Year of completion of the Programme, (e)Division / Percentage etc. including (f) reason for which the verification is required. Also, attach copy of Grade Card / Certificate.
<b>42.</b>	International Students residing in India should contact	Director, International Division, IGNOU, Maidan Garhi, New Delhi- 110 068	<b>Ph. No. : 011-2953 3987 / 2957 1684</b> <b>E-mail</b> <b>:internationaldivision@ignou.ac.in</b>
<b>43.</b>	Online Admission Re- registration related issues	CSRC	<b>(i)csrc@ignou.ac.in</b> <b>(ii)online_admission@ignou.ac.in</b>