

# **Student User Manual**

## **For**

# **Online Admission System**



**Indira Gandhi National Open University**  
Maidan Garhi, New Delhi – 110068  
(Version 1.1, Oct, 2015)

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# 1

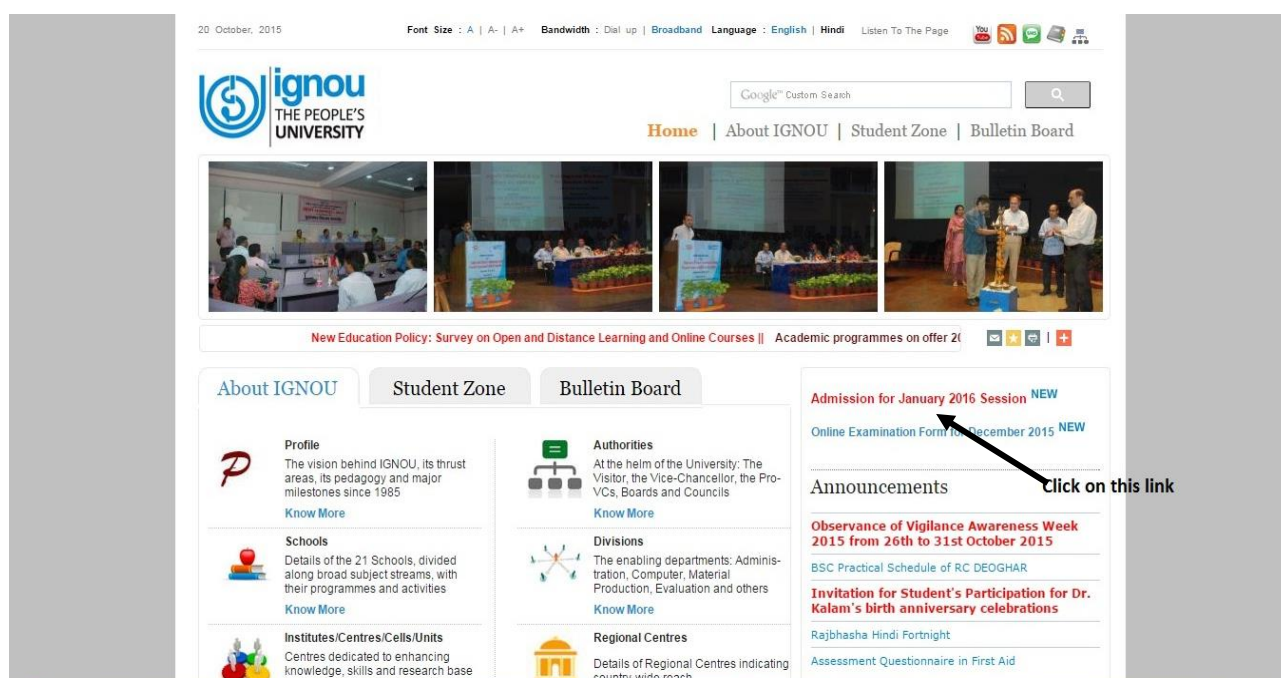
## Introduction

Indira Gandhi National Open University (IGNOU), as a part of its ongoing efforts for offering learner-friendly services, has introduced an **Online Admission System (OAS)**. Through this facility, prospective learners shall be able to submit their application forms online and receive instant confirmation for successful submission of their application form through email as well as through SMS. There is provision for payment of Programme Fee on-line through Credit/Debit cards/Net-banking by using On-line Payment gateway. This facility is available for 125 academic programmes at Master, Bachelor, PG Diploma, Diploma and Certificate level currently on offer.

As this is a new system, the prospective learners may require to know about the process of Online Admission. In order to facilitate them, 'Student User Manual' has been developed. This User Manual contains all essential information for the end users to navigate through the online admission system. This manual includes step-by-step procedures for system access and use.

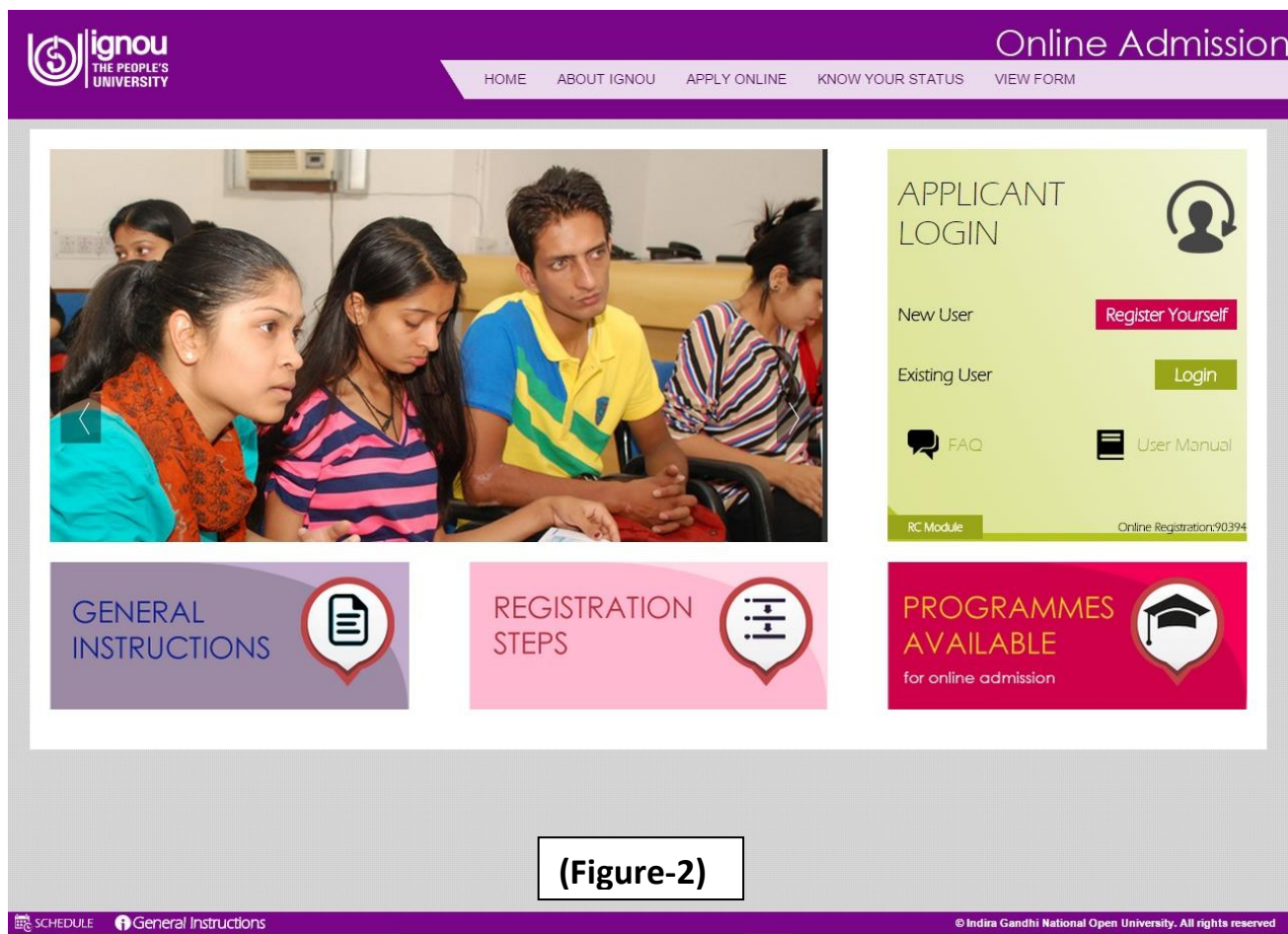
### 1.0 Getting Started

1. Click on the Web browser (Internet Explorer, Google Chrome, Firefox Mozilla etc.) available on your computer.
2. On the address bar please type <http://ignou.ac.in/> and then press “ENTER” key from your keyboard.
3. Then, the following page of IGNOU web site will open.



(Figure-1)

4. Now, click on the “**IGNOU launches Online Admission for January 2016 Session**” link as shown in Figure. 1
5. Now, Homepage of the Online Admission System as shown in Figure- 2, will appear



You can also go to the Online Admission page directly in the following way:

1. Click on the Web browser (Internet Explorer, Google Chrome, Firefox Mozilla etc.) available on your computer.
2. On the address bar please type <https://onlineadmission.ignou.ac.in> and then press “**ENTER**” key from your keyboard.
3. In this way also you will reach to Online Admission page as showing Figure. 2

# 2

## Online Admission System

### 2.0 Home Page of Online Admission System

If you see the Homepage of Online Admission System, you will find that there are 12 links on this page. Now, see the Figure-3 given below which will give you information about the content covered in each link:

1. On clicking **link #1**, you will reach the **Homepage of the Online Admission System** as shown in Figure-2.
2. On clicking **link #2**, you will get information **About IGNOU**.
3. On clicking **link #3**, you will be re-directed to the **“Student Registration Form”** page which you should fill up before.
4. On clicking **link #4**, you will be re-directed to the **“Know Your Status”** screen. Here, by entering your Registration Number, you can get status of application submitted for Online Admission.
5. On clicking **link #5**, you will be re-directed to the **“View form”** page to see the filled form.



(Figure-3)



In continuation of the Figure-3, please see Figure- 4 also

1. On clicking **link #6**, you will get the **General Instructions** for filling the online admission form.
2. On clicking **link #7**, you will get details of the **Registration Process** for online admission.
3. On clicking **link #8**, you will get information on **Programmes of IGNOU** available.
4. On clicking **link #9**, the “**Student Registration Form**” will open which is basically the first step for online admission.
5. On clicking **link #10**, the “**User Manual**” for online admission will open. You are advised to go through it thoroughly before registering.
6. On clicking **link #11**, you will be re-directed to the “**Frequently Asked Questions**” screen. Read them carefully. It will help in clarifying your doubt if any.
7. On clicking **link #12**, you will be re-directed to the “**Login**” screen.



The screenshot shows the IGNOU Online Admission portal. At the top, there is a navigation bar with links: HOME, ABOUT IGNOU, APPLY ONLINE, KNOW YOUR STATUS, and VIEW FORM. The main content area is divided into several sections:

- GENERAL INSTRUCTIONS** (Link #6): A purple box with a document icon.
- REGISTRATION STEPS** (Link #7): A pink box with a list icon.
- PROGRAMMES AVAILABLE for online admission** (Link #8): A red box with a graduation cap icon.
- APPLICANT LOGIN** (Link #9): A green box with a user icon and buttons for "New User" (with "Register Yourself" sub-button), "Existing User" (with "Login" sub-button), "FAQ" (Link #11), and "User Manual" (Link #10).

Arrows point from the numbered callouts (6-12) to the corresponding elements in the screenshot. Callout 11 points to the "FAQ" link, and callout 12 points to the "Login" button.

**(Figure-4)**

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# 3

## **General Instructions for Online Admission**

Before Registration please read carefully about Eligibility Criteria, Fee Details, Duration and other Details of Programme.

Before Registration you must also have:

1. Scanned latest Photograph (Maximum 100 KB)
2. Scanned your latest Signature (Maximum 100 KB)
3. Scanned copy of your Age Proof.
4. Scanned copy of your relevant Educational Qualifications (Maximum 400 KB)
5. Scanned Copy of your Experience Certificate (If Any). (Maximum 400 KB)
6. Scanned Copy of your Category Certificate, if belongs to SC/ST/OBC. (Maximum 400 KB)
7. Scanned Copy of your BPL Certificate, If Below Poverty Line. (Must be less than 400 KB)
8. Fee can be paid by following methods:
  - Credit Card/Debit Card (Master/Visa/Rupay)
  - Net Banking

# 4

## Filling Online Admission form

### 4.1 Register Yourself

**Step -1:** The first step to fill up the Online Admission form is to register you. For this please click on the button “**REGISTER YOURSELF**” that appears on the applicant login area as shown in Figure-5.

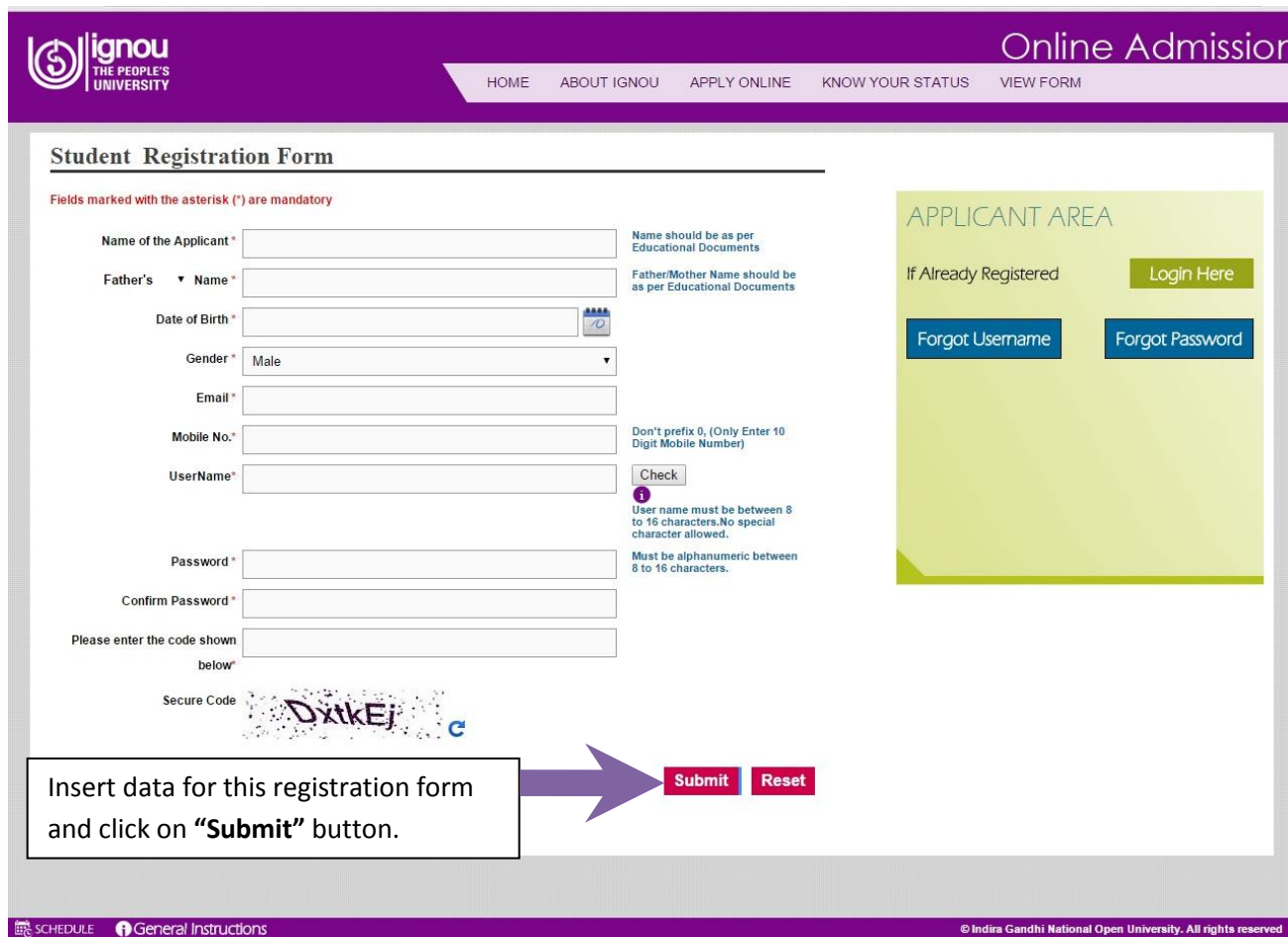


The screenshot shows the IGNOU Online Admission portal. At the top left is the IGNOU logo. The top right says "Online Admission". Below this is a navigation bar with links: HOME, ABOUT IGNOU, APPLY ONLINE, KNOW YOUR STATUS, and VIEW FORM. The main content area is divided into two columns. The left column features a photograph of students in a classroom. The right column is titled "APPLICANT LOGIN" and contains three options: "New User", "Existing User", and "Register Yourself". A purple arrow points to the "Register Yourself" button. A callout box with a white background and black border contains the text "Click on 'Register Yourself' button." Below the login section, there are three buttons: "GENERAL INSTRUCTIONS" (purple), "REGISTRATION STEPS" (pink), and "PROGRAMMES AVAILABLE for online admission" (red). At the bottom of the page, there is a footer with "SCHEDULE" and "General Instructions" on the left, and "© Indra Gandhi National Open University. All rights reserved" on the right.

(Figure-5)



**Step-2:** After clicking on registration link, ‘**Student Registration Form**’ will be displayed as shown below in the Figure- 6. Now, Fill up the registration form as given below:-




**Student Registration Form**

Fields marked with the asterisk (\*) are mandatory

Name of the Applicant \*  Name should be as per Educational Documents

Father's Name \*  Father/Mother Name should be as per Educational Documents

Date of Birth \*  

Gender \*

Email \*


Mobile No.\*  Don't prefix 0, (Only Enter 10 Digit Mobile Number)

UserName\*   User name must be between 8 to 16 characters.No special character allowed.

Password \*  Must be alphanumeric between 8 to 16 characters.

Confirm Password \*


Please enter the code shown below

Secure Code 

APPLICANT AREA

If Already Registered

Insert data for this registration form and click on “Submit” button.

SCHEDULE  General Instructions © Indira Gandhi National Open University. All rights reserved

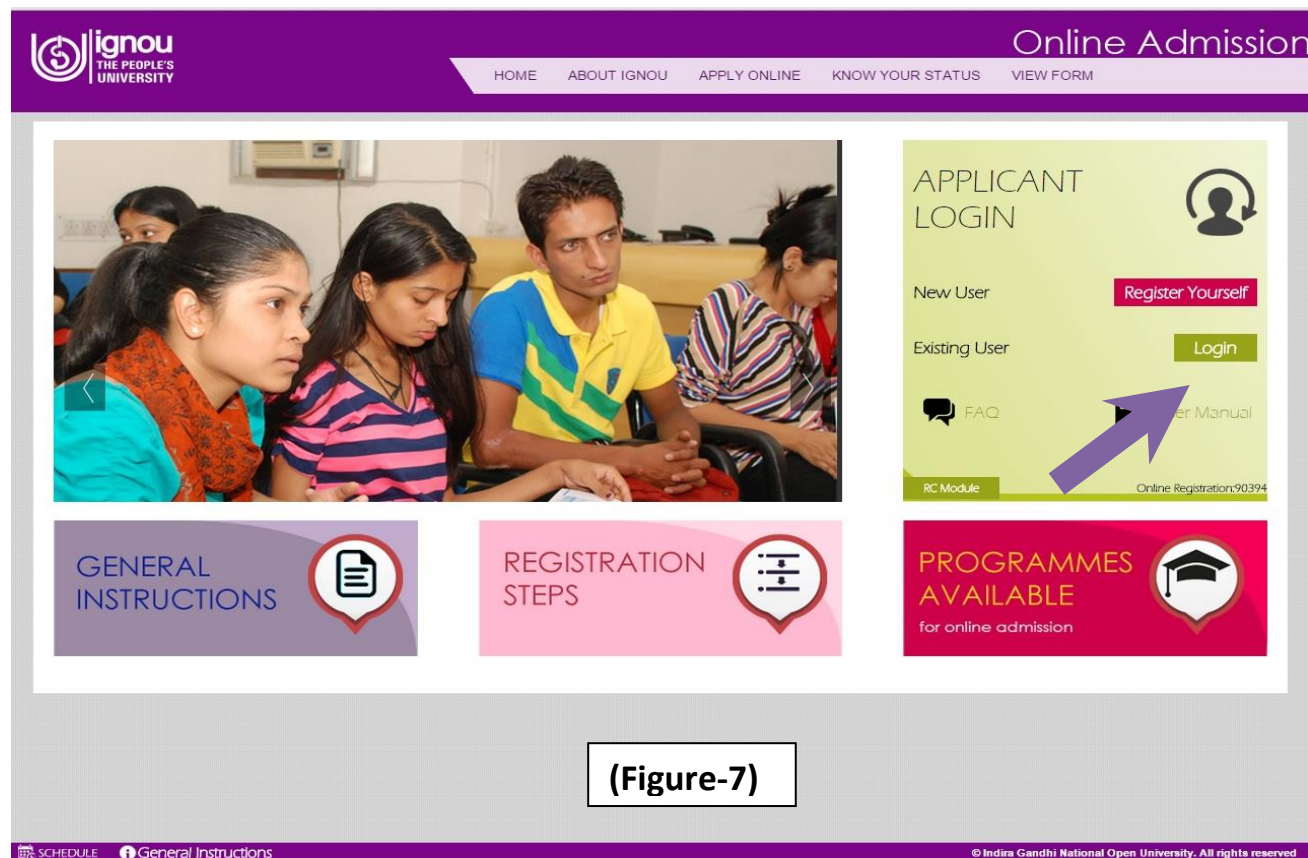
**(Figure-6)**

- a.) Once you have filled the registration form, check the entries and if satisfied, click on “**Submit**” button
- b.) If you want any change in the information, click on “**Reset**” button provided in the form. After changing the information, if any, click on “**Submit**” button.
- c.) After you ‘**Submit**’; your **User Name** along with the **Password** is generated. You will be notified about the same via email on your email and SMS on your mobile.

**Note:** Using your ‘User Name’ and ‘Password’, you can Login directly. **Remember** your ‘User Name’ and ‘Password’ for future Login with the Online Admission System.

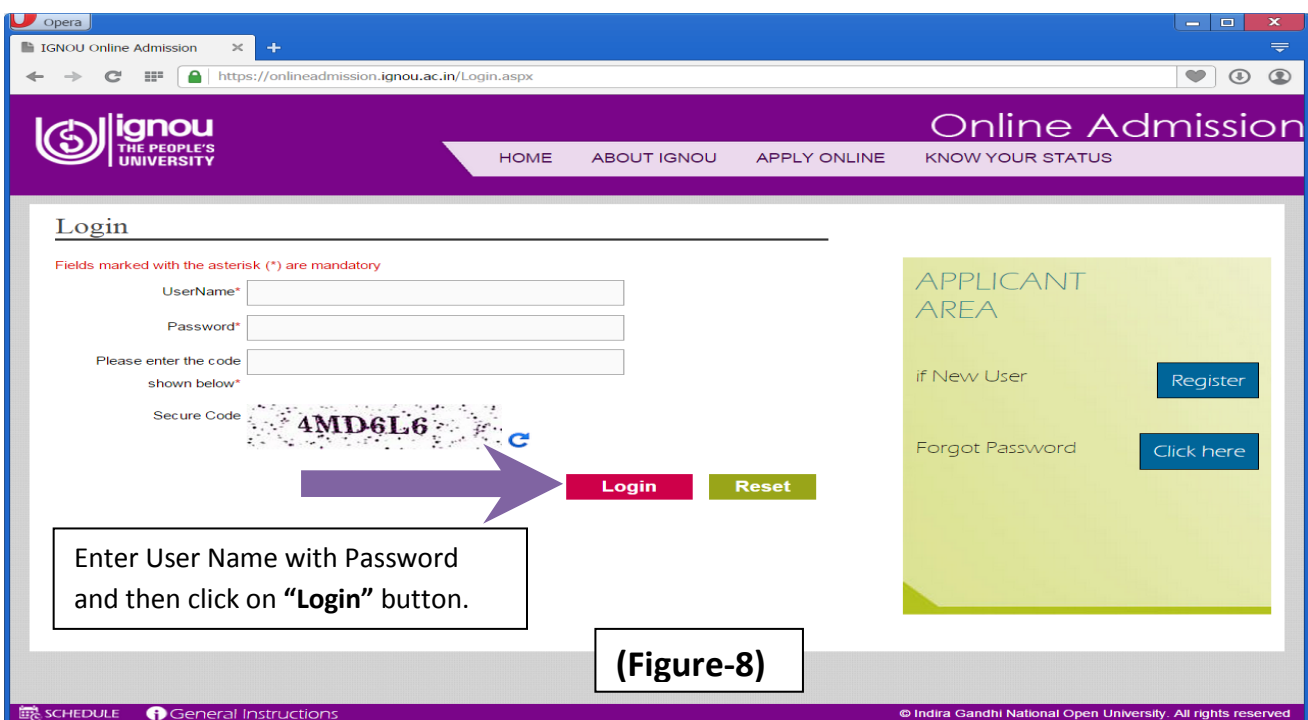
## 4.2 Filling up the Online Form

**STEP 1.** Click on “Login” button given in the homepage of Online Admission (Figure 7)



**STEP-2:** Now, login page will open as shown in Figure 8.

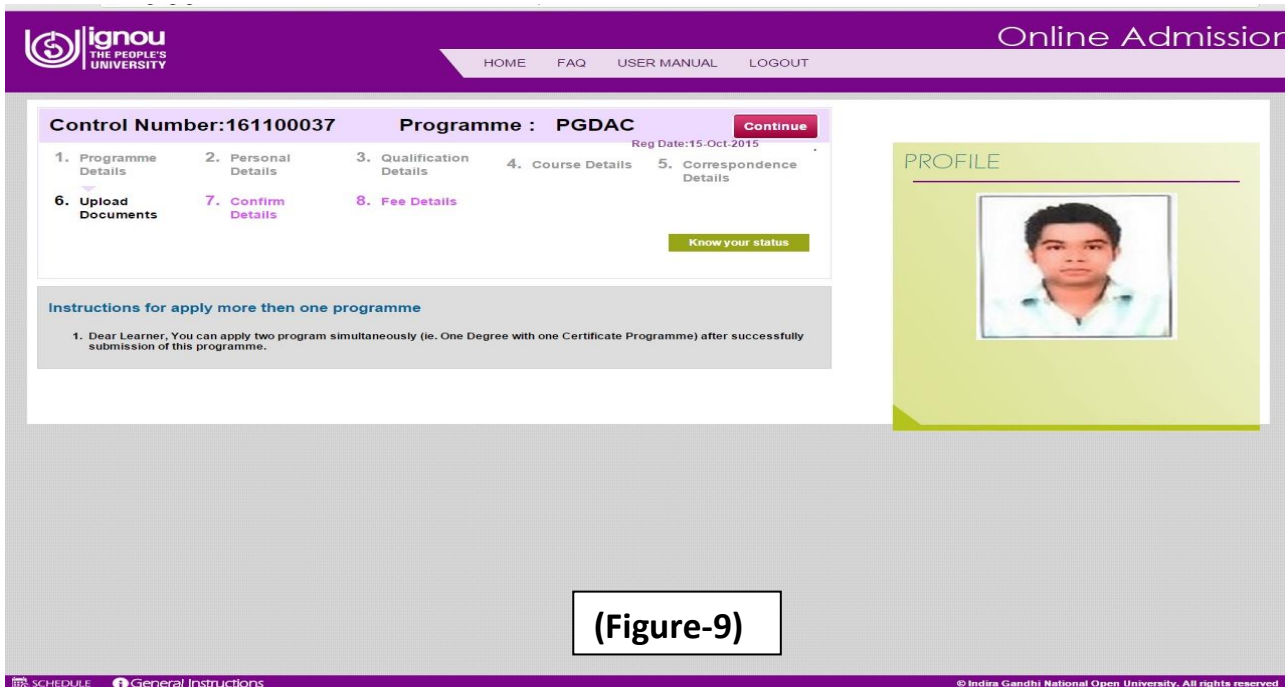
- Enter your User Name & Password; provided while filling up the registration form
- Enter the Secure Code as displayed in the Login form



Click on '**Login**' button.

**STEP-3:** Then first part of the Online Admission form will be displayed as shown in Figure9. It has 8 sections. You have to fill up each section carefully one by one using the "**Continue**" button.

- a. Click on "**Continue**" button.

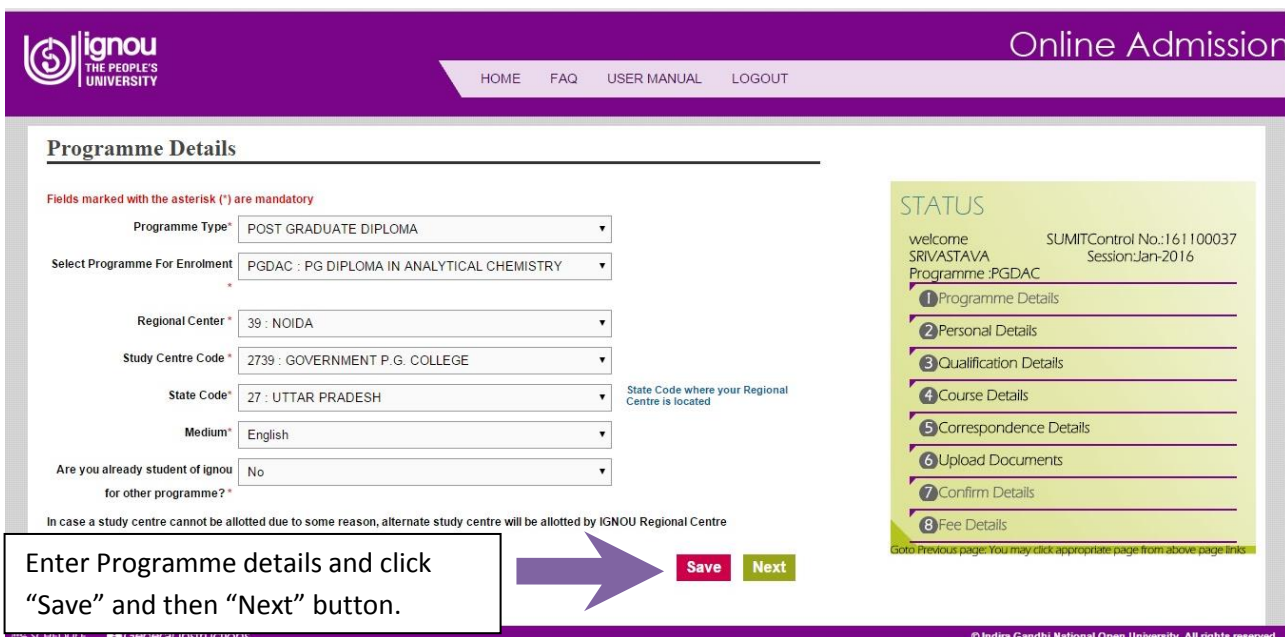


The screenshot shows the 'Online Admission' page for IGNOU. At the top, there is a navigation bar with 'HOME', 'FAQ', 'USER MANUAL', and 'LOGOUT'. Below this, the user's 'Control Number: 161100037' and 'Programme : PGDAC' are displayed, along with a 'Continue' button and the registration date '15-Oct-2015'. A list of 8 sections is provided: 1. Programme Details, 2. Personal Details, 3. Qualification Details, 4. Course Details, 5. Correspondence Details, 6. Upload Documents, 7. Confirm Details, and 8. Fee Details. A 'Know your status' button is also visible. On the right, there is a 'PROFILE' section with a placeholder for a user photo. Below the sections, there are instructions for applying to more than one programme. At the bottom, there is a footer with 'SCHEDULE', 'General Instructions', and '© Indira Gandhi National Open University. All rights reserved'.

(Figure-9)

**STEP 4:** The **First Section** of the Online Admission form is on **Programme Details** as shown in Figure-10

- a) Fill up the details related to your Programme Details, Study Centre, Medium of Study, etc.
- b) Once the details are entered, click "Save" and then "Next" button.



The screenshot shows the 'Programme Details' section of the Online Admission form. It includes a header with the IGNOU logo and navigation links. Below the header, there is a note: 'Fields marked with the asterisk (\*) are mandatory'. The form contains several dropdown menus: 'Programme Type\*' (POST GRADUATE DIPLOMA), 'Select Programme For Enrolment' (PGDAC : PG DIPLOMA IN ANALYTICAL CHEMISTRY), 'Regional Center\*' (39 : NOIDA), 'Study Centre Code\*' (2739 : GOVERNMENT P.G. COLLEGE), 'State Code\*' (27 : UTTAR PRADESH), and 'Medium\*' (English). There is also a checkbox for 'Are you already student of ignou for other programme?\*' with 'No' selected. A note at the bottom states: 'In case a study centre cannot be allotted due to some reason, alternate study centre will be allotted by IGNOU Regional Centre'. On the right, there is a 'STATUS' section with a welcome message, user name 'SRIVASTAVA', control number 'SUMITControl No.:161100037', session 'Jan-2016', and a list of 8 steps: 1. Programme Details, 2. Personal Details, 3. Qualification Details, 4. Course Details, 5. Correspondence Details, 6. Upload Documents, 7. Confirm Details, and 8. Fee Details. At the bottom, there are 'Save' and 'Next' buttons. A callout box with an arrow points to these buttons, containing the text: 'Enter Programme details and click "Save" and then "Next" button.' The footer includes 'SCHEDULE', 'General Instructions', and '© Indira Gandhi National Open University. All rights reserved'.

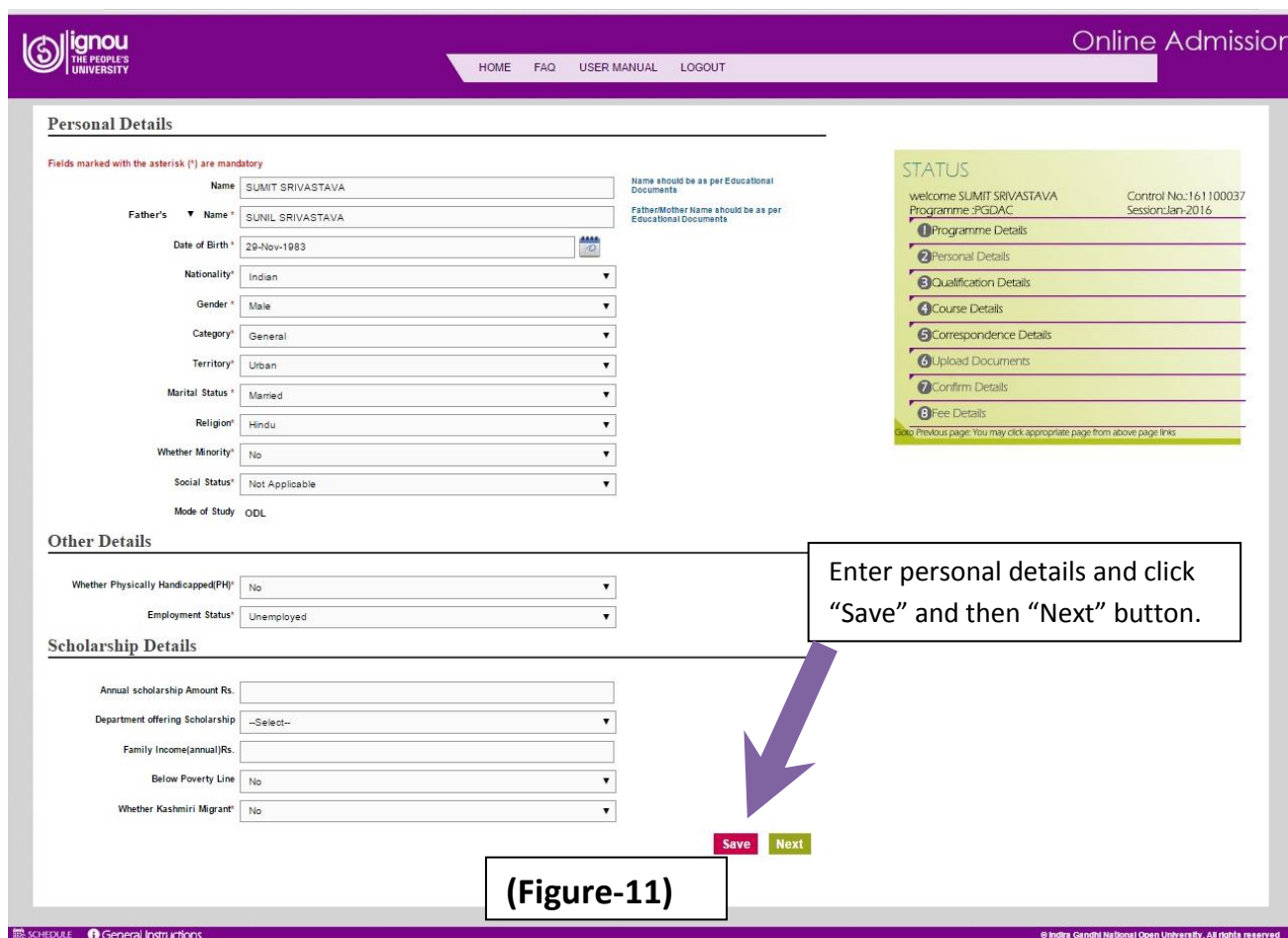
(Figure-10)

**Note:** The Online Admission form is basically the same as the hard copy of the Admission Form given in the Prospectus. But here as shown in margin box of the Figure. 10, it has been divided into 8 sections for ease of use.

Below are the next steps for filling Online Admission Form:-

**STEP 5:** The **Second Section** of the Admission Form is on **Personal Details** as shown in Figure – 11.

- a) Fill up the requisite information in the form.
- b) Once the Personal Details are entered, click “Save” and then “Next” button.



**Personal Details**

Fields marked with the asterisk (\*) are mandatory

Name: SUMIT SRIVASTAVA  
 Father's Name: SUNIL SRIVASTAVA  
 Date of Birth: 29-Nov-1983  
 Nationality: Indian  
 Gender: Male  
 Category: General  
 Territory: Urban  
 Marital Status: Married  
 Religion: Hindu  
 Whether Minority: No  
 Social Status: Not Applicable  
 Mode of Study: ODL

**Other Details**

Whether Physically Handicapped(PH): No  
 Employment Status: Unemployed

**Scholarship Details**

Annual scholarship Amount Rs.:  
 Department offering Scholarship: --Select--  
 Family Income(annual)Rs.:  
 Below Poverty Line: No  
 Whether Kashmiri Migrant: No

**STATUS**

welcome SUMIT SRIVASTAVA Control No.:161100037  
 Programme:PGD&C Session:Jan-2016

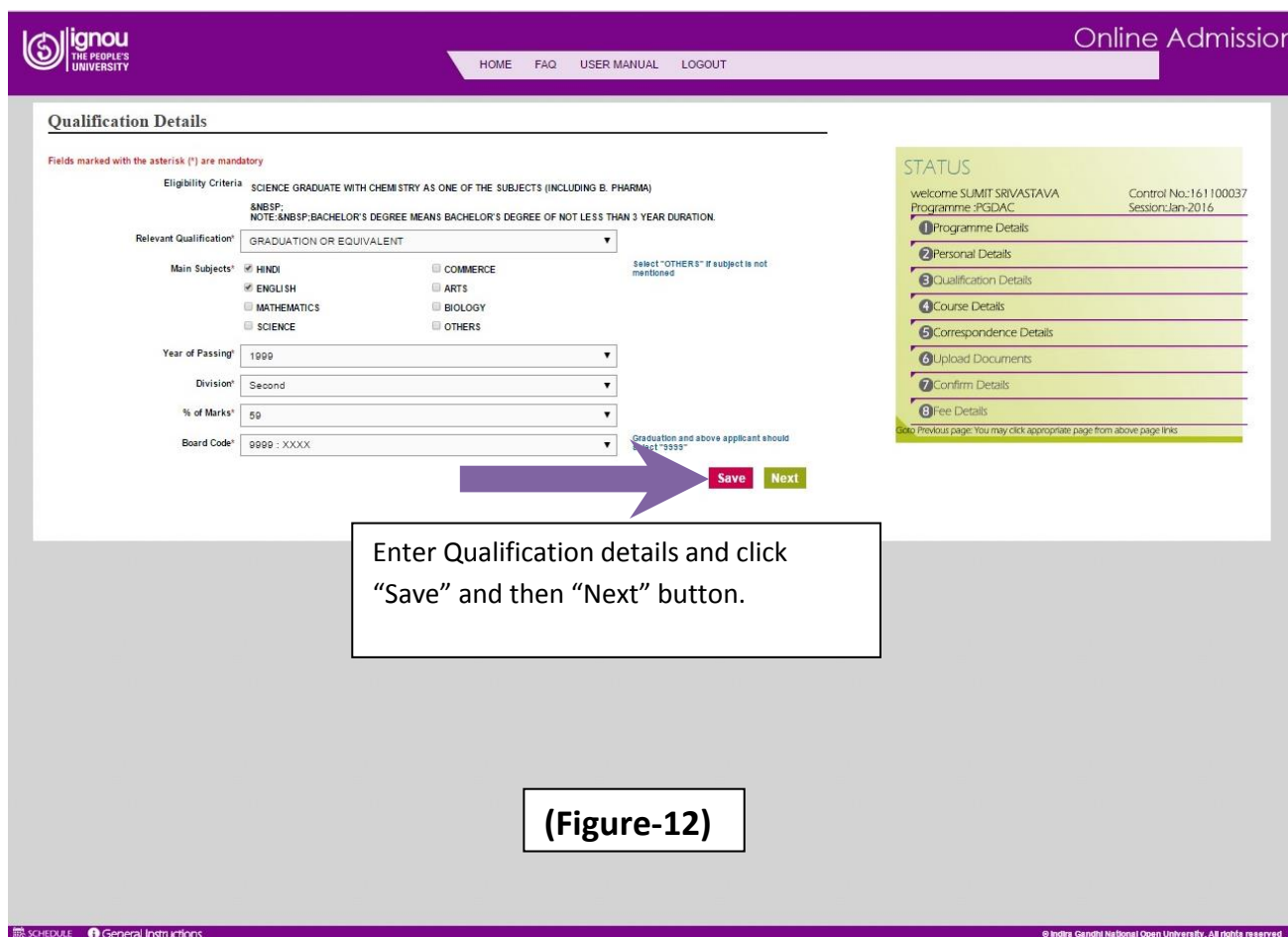
- 1 Programme Details
- 2 Personal Details
- 3 Qualification Details
- 4 Course Details
- 5 Correspondence Details
- 6 Upload Documents
- 7 confirm Details
- 8 Fee Details

Save Next

**(Figure-11)**

**STEP 6: The Third Section is on Qualifications Details as shown in Figure - 12**

- a) Fill up your Qualification Details as per the fields given in the form
- b) Once the details are entered, click “Save” and then “Next” button.



**Qualification Details**

Fields marked with the asterisk (\*) are mandatory

Eligibility Criteria: SCIENCE GRADUATE WITH CHEMISTRY AS ONE OF THE SUBJECTS (INCLUDING B. PHARMA)  
 &NBSP;  
 NOTE:&NBSP;BACHELOR'S DEGREE MEANS BACHELOR'S DEGREE OF NOT LESS THAN 3 YEAR DURATION.

Relevant Qualification: GRADUATION OR EQUIVALENT

Main Subjects\*  
 HINDI  COMMERCE  ARTS  OTHERS  
 ENGLISH  MATHEMATICS  BIOLOGY  
 SCIENCE

Year of Passing\*: 1999

Division\*: Second

% of Marks\*: 50

Board Code\*: 9999 : XXXX

Save Next

Enter Qualification details and click “Save” and then “Next” button.

**(Figure-12)**

STATUS  
 welcome SUMIT SRIVASTAVA Control No.:161100037  
 Programme :PGDAC Session:Jan-2016

- 1 Programme Details
- 2 Personal Details
- 3 Qualification Details
- 4 Course Details
- 5 Correspondence Details
- 6 Upload Documents
- 7 Confirm Details
- 8 Fee Details

Go to Previous page You may click appropriate page from above page links

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**STEP 7: The Fourth Section is on Course Details as shown in Figure – 13.**

- a) Here details of the compulsory courses of your programme are automatically selected
- b) Check the course details and select the elective/optional/Foundation Courses accordingly to programme.
- c) Click “Save” and then “Next” button.



### Course Details

Fields marked with the asterisk (\*) are mandatory  
Compulsory Course Details

Course Code	Name of Course	Credit
MCH1	BASIC ANALYTICAL CHEMISTRY	6
MCH2	SEPARATION METHODS	6
MCH3	SPECTROSCOPIC METHODS	6
MCH4	ELECTRO-ANALYTICAL AND OTHER METHODS	6
MCHL1	BASIC ANALYTICAL CHEMISTRY LAB	2
MCHL2	SEPARATION METHODS LAB	2
MCHL3	SPECTROSCOPIC METHODS LAB	2
MCHL4	ELECTRO-ANALYTICAL AND OTHER METHODS LAB	2

Enter Course Details and click "Save" then "Next" button.



Save  
Next

### STATUS

welcome SUMIT SRIVASTAVA Control No.:161100037  
Programme :PGDAC Session:Jan-2016

- 1 Programme Details
- 2 Personal Details
- 3 Qualification Details
- 4 Course Details
- 5 Correspondence Details
- 6 Upload Documents
- 7 Confirm Details
- 8 Fee Details

Go to Previous page: You may click appropriate page from above page links

(Figure-13)

**STEP 8: The Fifth Section is on Correspondence Details as shown in Figure – 14.**

- a) Fill up the details of your Correspondence Address as per the fields given in the form.
- b) Once the details are entered, click "Save" and then "Next" button.

### Correspondence Details

Fields marked with the asterisk (\*) are mandatory

Address Line 1\*

Address Line 2

Address Line 3

City\*

State\*

Pincode\*

Telephone No. with STD Code

Fax No. with STD Code

Mobile No.

Email ID

Enter Correspondence Details and click "Save" and then "Next" button.



Save Next

### STATUS

welcome SUMIT SRIVASTAVA Control No.:161100037  
Programme :PGDAC Session:Jan-2016

- 1 Programme Details
- 2 Personal Details
- 3 Qualification Details
- 4 Course Details
- 5 Correspondence Details
- 6 Upload Documents
- 7 Confirm Details
- 8 Fee Details

Go to Previous page: You may click appropriate page from above page links

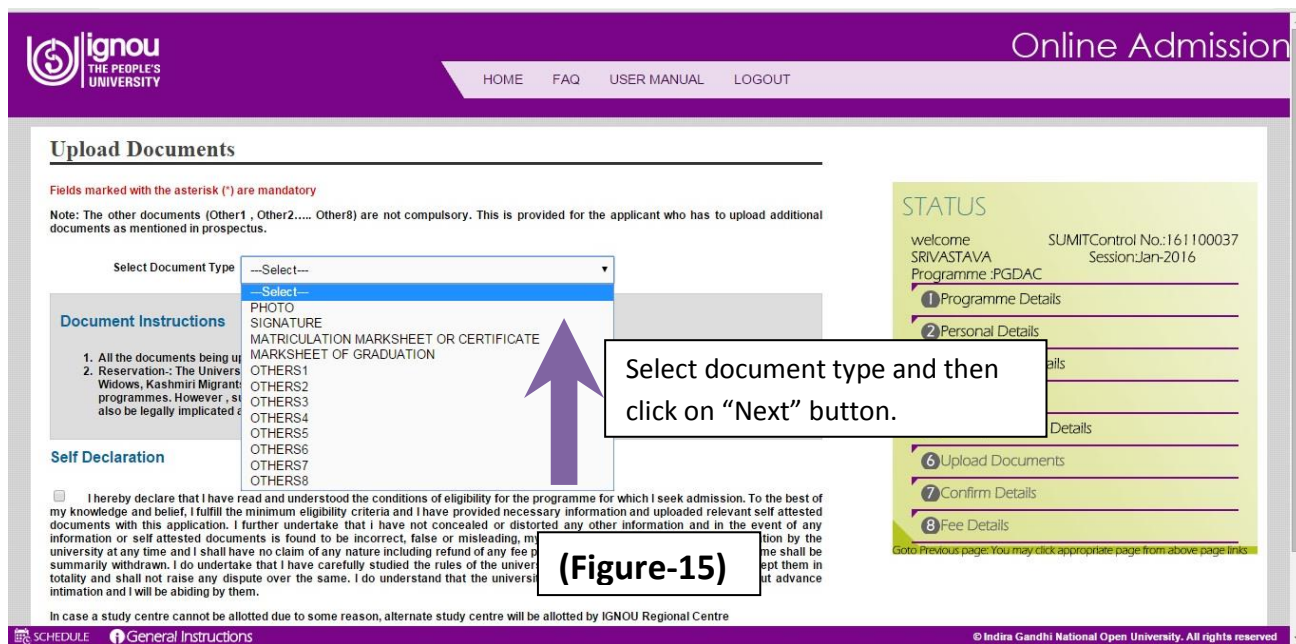
(Figure-14)

## STEP 9: The Sixth Section is on Document Upload as shown in Figure – 15.

The final step for Online Registration process is to upload your documents like photo, signature & other supporting documents

- Select the document type and Click on “Next” button
- Browse and upload your scanned photograph and
- Similarly, browse and upload scanned signature & other supporting documents

You should ensure that the format of photograph is JPEG, JPG only and size is less than 100 KB.



**Upload Documents**

Fields marked with the asterisk (\*) are mandatory

Note: The other documents (Other1, Other2..... Other8) are not compulsory. This is provided for the applicant who has to upload additional documents as mentioned in prospectus.

Select Document Type: ---Select---

Document Instructions

1. All the documents being up
2. Reservation: The Univers Widows, Kashmiri Migrant programmes. However, st also be legally implicated

Self Declaration

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 uploaded relevant self attested 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 self attested documents is found to be incorrect, false or misleading, my admission to the university shall be summarily withdrawn. I do undertake that I have carefully studied the rules of the university and shall not raise any dispute over the same. I do understand that the university shall be abiding by them.

In case a study centre cannot be allotted due to some reason, alternate study centre will be allotted by IGNOU Regional Centre

STATUS

welcome SUMIT SRIVASTAVA Control No.:161100037  
 Programme:PGDAC Session:Jan-2016

- 1 Programme Details
- 2 Personal Details
- 3 Qualification Details
- 4 Course Details
- 5 Correspondence Details
- 6 Upload Documents
- 7 Confirm Details
- 8 Fee Details

Go to Previous page: You may click appropriate page from above page links

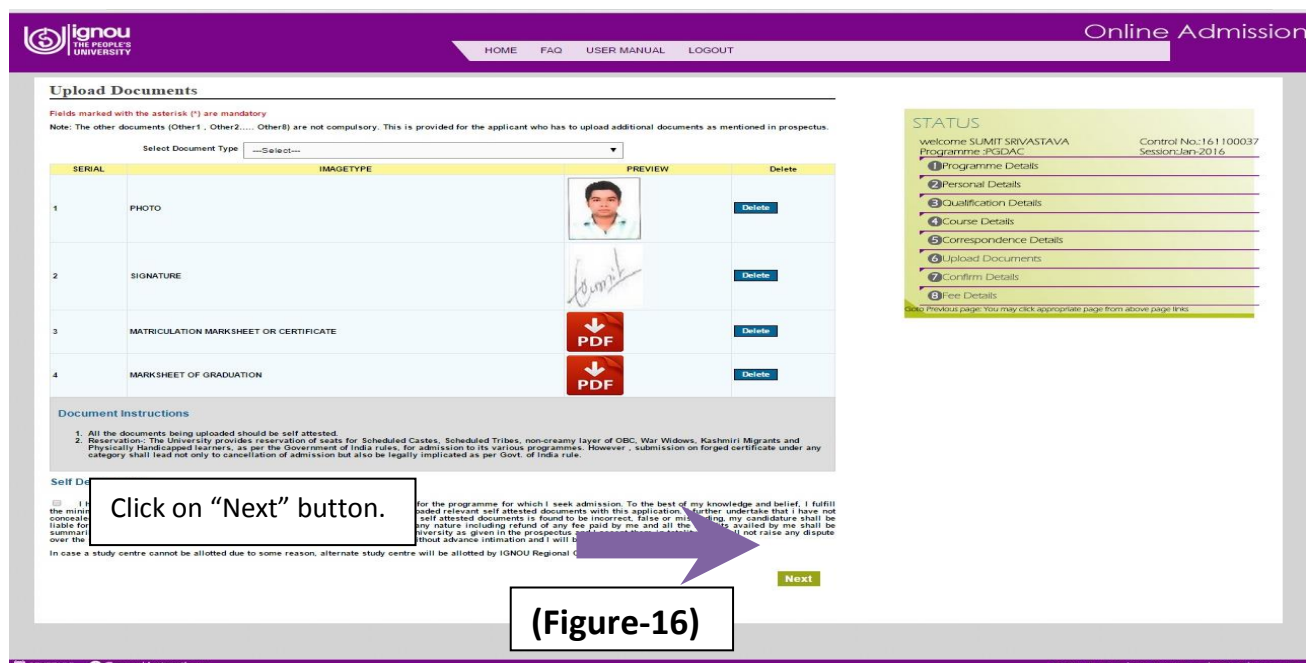
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(Figure-15)

It is suggested to scan documents from your originals.

**Note:** In case you don't have originals then “self attestation” is mandatory for your xerox documents.

Once the documents are uploaded click (✓) on the Declaration check box and then click “Next”







**Upload Documents**

Fields marked with the asterisk (\*) are mandatory

Note: The other documents (Other1, Other2..... Other8) are not compulsory. This is provided for the applicant who has to upload additional documents as mentioned in prospectus.

Select Document Type: ---Select---

SERIAL	IMAGETYPE	PREVIEW	Delete
1	PHOTO		Delete
2	SIGNATURE		Delete
3	MATRICULATION MARKSHEET OR CERTIFICATE		Delete
4	MARKSHEET OF GRADUATION		Delete

Document Instructions

1. All the documents being uploaded should be self attested.
2. Reservation: The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes. However, submission on forged certificate under any category shall lead not only to cancellation of admission but also be legally implicated as per Govt. of India rule.

Self Declaration

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 uploaded relevant self attested 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 self attested documents is found to be incorrect, false or misleading, my admission to the university shall be summarily withdrawn. I do undertake that I have carefully studied the rules of the university and shall not raise any dispute over the same. I do understand that the university shall be abiding by them.

In case a study centre cannot be allotted due to some reason, alternate study centre will be allotted by IGNOU Regional Centre

Next

STATUS

welcome SUMIT SRIVASTAVA Control No.:161100037  
 Programme:PGDAC Session:Jan-2016

- 1 Programme Details
- 2 Personal Details
- 3 Qualification Details
- 4 Course Details
- 5 Correspondence Details
- 6 Upload Documents
- 7 Confirm Details
- 8 Fee Details


Go to Previous page: You may click appropriate page from above page links

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(Figure-16)

**STEP 10: The Seventh Section is on Confirm Details as shown in Figure-17**

- Here, the details of all six sections are displayed; you have to verify the details provided by you while filling the online form.
- If details are found OK, click “Next” button (see Figure 17); otherwise make changes in appropriate section by Clicking “Edit” button given against each section details.
- There is a Declaration at the end of the page. Please tick (✓) in the box. And then click “Next” button.


Online Admission

[HOME](#)   [FAQ](#)   [USER MANUAL](#)   [LOGOUT](#)

---

### Confirm Detail

**Personal Details** Edit

Name	SUMIT SRIVASTAVA	Name of FATHER	SUNIL SRIVASTAVA
Date of Birth	29/11/1983	Nationality	A1 : INDIAN
Gender	A1 : MALE	Category	A1 : GENERAL
Territory	A1 : URBAN	Marital Status	B2 : MARRIED
Religion	A1 : HINDU	Whether Minority	B2 : NO
Social Status	C3 : NOT APPLICABLE	Whether Kashmiri Migrant	B2 : NO
Mode of Study	ODL		
<b>Other Details</b>			
Whether Physically Handicapped	B2 : NO	Nature of Disability	: NOT APPLICABLE
Scholarship Received		Employment Status	A1 : UNEMPLOYED
Department offering	: NOT APPLICABLE	Amount (Annual)	: NOT APPLICABLE
Scholarship		Family Income(Annual)	: NOT APPLICABLE
		Jail Inmates	B2 : NO

**Programme Details** Edit

Programme	PGDAC : PG DIPLOMA IN ANALYTICAL CHEMISTRY	Regional Centre	39 : NOIDA
Study Centre Choice	2739:GOVERNMENT P.G. COLLEGE	Study Center Address	IGNOU STUDY CENTRE
			SECTOR - 39 UTTAR PRADESH
Medium	A1 : ENGLISH	Are you already registered with IGNOU?	B2 : NO
Enrolment No.	NOT APPLICABLE	Programme Code	NOT APPLICABLE

**Qualification Details**

Qualification	005 : GRADUATION OR EQUIVALENT	Main Subjects	ENGLISH,HINDI
Year of Passing	1999	Division	02 : Second
% of Marks (rounded off)	59	Board Code (whether required)	9999 : XXXX

**Course Details** Edit

Programme	Course Code	Name of Course	Credits
PGDAC	MCH3	SPECTROSCOPIC METHODS	
PGDAC	MCH4	ELECTRO-ANALYTICAL AND OTHER METHODS	
PGDAC	MCHL1	BASIC ANALYTICAL CHEMISTRY LAB	
PGDAC	MCHL2	SEPARATION METHODS LAB	
PGDAC	MCHL3	SPECTROSCOPIC METHODS LAB	

**STATUS**

welcome SUMIT SRIVASTAVA      Control No.:161100037  
 Programme :PGDAC                      Session:Jan-2016

- 1) Programme Details
- 2) Personal Details
- 3) Qualification Details
- 4) Course Details
- 5) Correspondence Details
- 6) Upload Documents
- 7) Confirm Details
- 8) Fee Details

Go to Previous page: You may click appropriate page from above page links

If details are found OK, click “Next” button;  
 otherwise make changes in appropriate  
 section by Clicking “Edit” button.

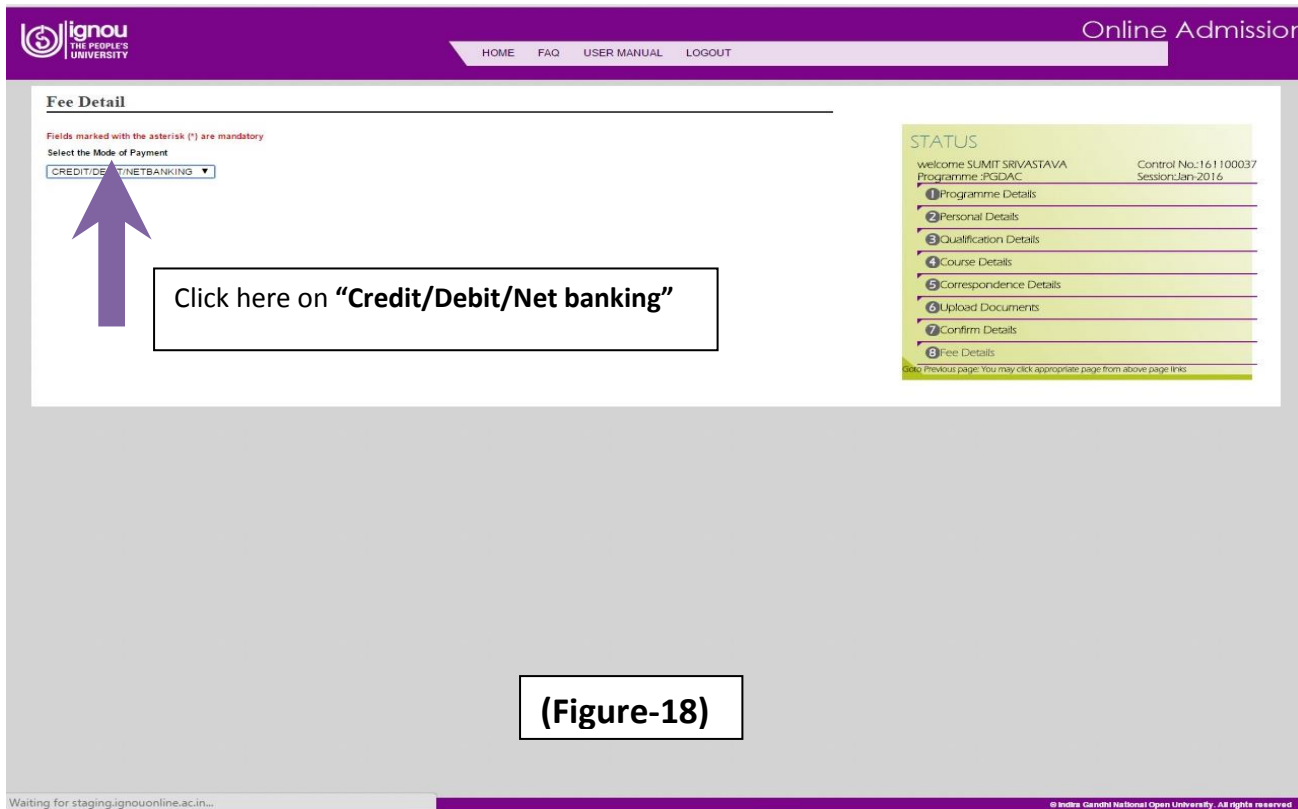
(Figure-17)

SCHEDULE   [General Instructions](#)
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**STEP 11:** The **Eight Section** is on '**Fee Details**' as shown in Figure-18.

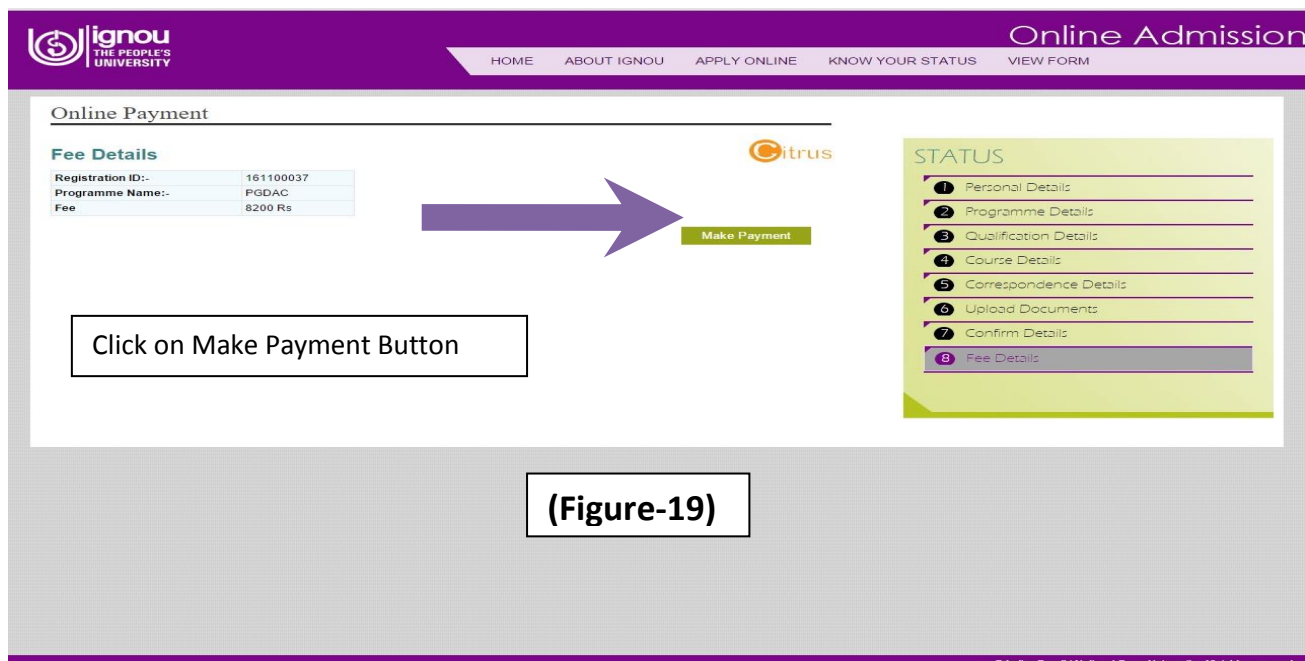
- a) When you 'Select' the mode of payment , you will see the following:  
**“Credit/Debit/Net banking”**

Next, you get a page as shown in Figure-18



**(Figure-18)**

- b) When you select **“Credit/Debit/Net banking”**, you will get **Online Payment** window as shown in Figure- 19
- c) Now, click on **“Make Payment”** button



**Online Payment**

**Fee Details**

Registration ID:-	161100037
Programme Name:-	PGDAC
Fee	8200 Rs

**Citrus**

**STATUS**

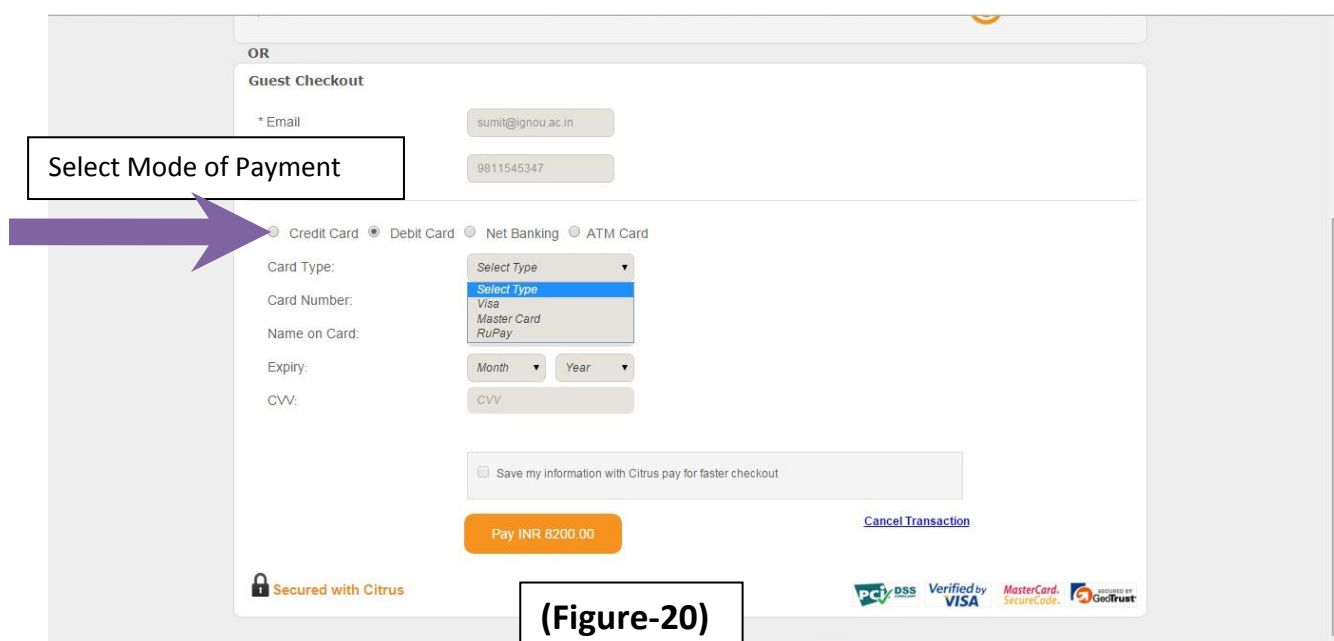
- 1 Personal Details
- 2 Programme Details
- 3 Qualification Details
- 4 Course Details
- 5 Correspondence Details
- 6 Upload Documents
- 7 Confirm Details
- 8 Fee Details**

**Click on Make Payment Button**

**(Figure-19)**

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1. If you select Credit Card/Debit Card, you will get a page as shown in Figure-20.
2. After you fill up the required information of your Credit/Debit Card for payment, click on “Pay INR .....” Button.
3. It will take you to the payment gateway page of the bank.
4. Make necessary entries for making payment.



**Select Mode of Payment**

OR

**Guest Checkout**

\* Email: sumit@ignou.ac.in

9811545347

Credit Card  Debit Card  Net Banking  ATM Card

Card Type: Select Type

Card Number: Visa, MasterCard, RuPay

Name on Card:

Expiry: Month Year

CVV: CVV

Save my information with Citrus pay for faster checkout

**Pay INR 8200.00** [Cancel Transaction](#)

**(Figure-20)**

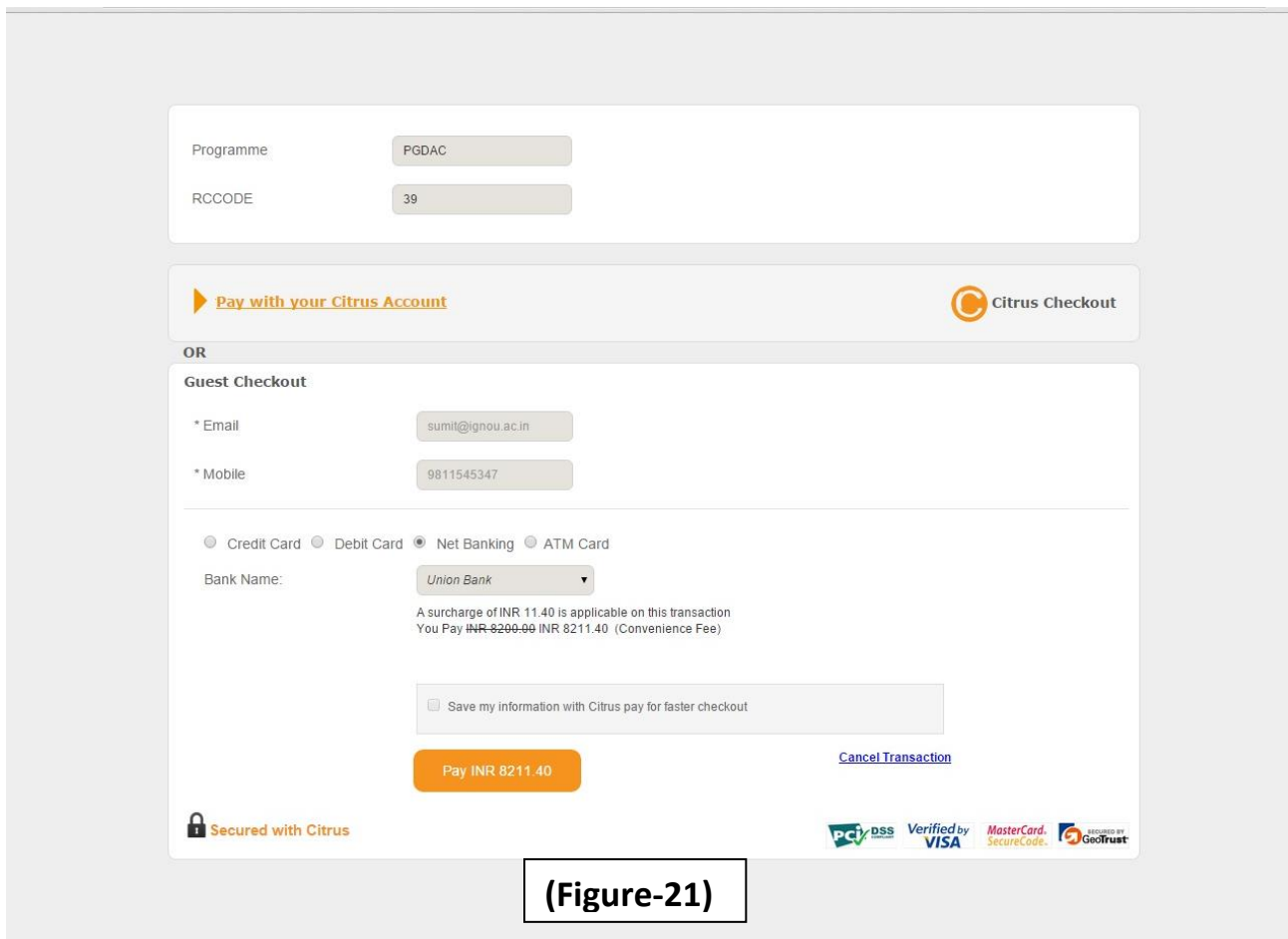
Secured with Citrus

PCI BSS Verified by VISA MasterCard SecureCode GeoTrust



If you select “Net Banking” then

- a) Select your Bank then click on “Pay INR .....”
- b) It will take you to the payment gateway page of the bank as shown in Figure – 21 & 22.



The screenshot shows a payment gateway interface. At the top, there are input fields for 'Programme' (PGDAC) and 'RCCODE' (39). Below this is a section for 'Pay with your Citrus Account' with a 'Citrus Checkout' logo. An 'OR' separator leads to a 'Guest Checkout' section. This section includes fields for '\* Email' (sumit@ignou.ac.in) and '\* Mobile' (9811545347). There are radio buttons for payment methods: Credit Card, Debit Card, Net Banking (selected), and ATM Card. A 'Bank Name:' dropdown menu is set to 'Union Bank'. A note states: 'A surcharge of INR 11.40 is applicable on this transaction. You Pay ~~INR 8200.00~~ INR 8211.40 (Convenience Fee)'. There is a checkbox for 'Save my information with Citrus pay for faster checkout'. A large orange button says 'Pay INR 8211.40' and a blue link says 'Cancel Transaction'. At the bottom left, it says 'Secured with Citrus'. At the bottom right, there are logos for PCI DSS, Verified by VISA, MasterCard SecureCode, and Secured by GeoTrust.

(Figure-21)

**Internet Banking Login\*\***

User ID   \*\*

Login Password   \*\*

**Please Note: 3 wrong password attempts will disable your User Id.**

**Use of Virtual Keyboard:**  
We recommend to use virtual keyboard always, especially when you are accessing from a public place. Click on the check box beside the text boxes for enabling & using it. [Click here for Help.](#)

**Disclaimer !!**  
: This is only a Payment Channel.  
: Payments once made can not be stopped or reversed.  
: The Bank does not take any responsibility of product delivery or quality.  
: Complaints and refunds must be dealt with respective service provider.

**\*\* Virtual Keyboard**

c	a	z	y	x	u	q	o	6	0	
k	h							5		
w	d	p	t	j	l	b	r	3	7	
n								1		
m	i	f	s	e	v	g		4	2	
-	:	?	"	'	&	/	=	8		
(	)								9	
@	*	{	}	^	>	)	%	]	-	\$
+	"	}	\		<	#	;			
Back Space		Clear		Caps Lock						

**Security Note:**  
Your user id & password travel in a highly secured SSL mode with 128 bit encryption.

(Figure-22)

When your payment is complete by Credit Card/Debit Card/Net Banking, you will get “Payment Confirmation” page as shown in Figure – 23.

Online Admission

HOME UTILITY LOGOUT

---

**Payment Confirmation**

Payment Type	CREDIT/DEBIT /NETBANKING
Txn Id	10244
Txn Ref No	1gcc11
PG Txn Id	1431935728811
Txn Status	SUCCESS
Txn Amount	5761
Txn Message	AUTHORISED

**STATUS**

welcome ROHIT SHARMA RegNo:10244  
Programme :MCOM Session:Jul-2015


- 1 Programme Details
- 2 Personal Details
- 3 Qualification Details
- 4 Course Details
- 5 Correspondence Details
- 6 Confirm Details
- 7 Fee Details
- 8 Upload Documents

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(Figure-23)

Now you can “Print” the payment confirmation receipt.

You can Preview your filled in form as shown in Figure - 24. You can print or save the form for future references.

 **ignou**  
THE PEOPLE'S UNIVERSITY
Online Admission

LOGOUT  
[HOME](#) [APPLY ONLINE](#) [KNOW STATUS](#) [VIEW FORM](#) [LOGOUT](#)


### Form Preview

[Print] [SAVE]

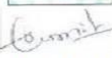
#### Registration Form

1. Programme Applied: MASTER OF COMMERCE		2962	
2. Programme Code: MCOM	3. Medium of study Code: A1 : English		
4. Region Code: 04 : GUWAHATI			
5. Study Centre Code: 0401 : IGNOU STUDY CENTRE	6. State Code: 04 : ASSAM		
7. Are you already Registered with IGNOU: B2 : No			

**Print or Save the filled form**



Photograph



Signature of the Student

Address Line 1: ...		Address Line 2: ...		
Address Line 3: ...		Address Line 4: ...		
a) City: ...	b) State: ...	c) PIN Code: ...	d) ...	
11. Contact Details: a) Landline No: ...		b) e-mail ID: ...		
c) Mobile No: ...		Fax: ...		
12. Date of Birth: ...		13. Nationality Code: A1 : Indian		
14. Gender Code: A1 : Male	15. Category Code: A1 : General			
16. Territory Code: A1 : Urban	17. Marital Status Code: A1 : Single			
18. Religion Code: A1 : Hindu	19. Whether Minority Code: B2 : No			
20. Social Status Code: C3 : Not Applicable	21. Whether Kashmiri Migrant Code: B2 : No			
22. Employment Status Code: A1 : Unemployed				
23. Details of Scholarship being received, if any				
a) Annual Scholarship Amount: ...	b) Deptt offering Scholarship Code: ...	c) Family Income (annual): ...	d) Below poverty Line Code: ...	
24. a) Whether a person with Disability Code: B2 : No				
25. Relevant Qualifications:				
a) Qualification: ...	b) Main Subjects: ...	c) Year of Passing: ...	d) Division: ...	
26. Details of Fee remittance		e) %age of Marks: ...	f) Board Code/University: ...	
a) Mode of Payment: ...		b) Amount: Rs. ...	d) Date of DD/Challan: ...	
c) DD/Challan Number: ...				
27. Simultaneous Programme/Course				
Programme	Course	CREDITS	Course Type	Group
MCOM	IB03	6	NOT MENTION	
MCOM	IB01	6	NOT MENTION	
MCOM	IB02	6	NOT MENTION	
MCOM	IB04	6	NOT MENTION	
MCOM	IB05	6	NOT MENTION	
MCOM	IB06	6	NOT MENTION	

**(Figure-24)**

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