

## **Flow Chart & Process for Admission to IGNOU Courses as per the MOU with IGNOU and ICMAI dated 27<sup>th</sup> May, 2022**

According to the MOU with IGNOU and ICMAI i.e. the Credit Transfer/ Exemption Scheme, the ICMAI (erstwhile ICWAI) students have to take admission in B.Com./ M.Com./ MBF/ any MBA (ODL and Online) Programme (as per their interest) of IGNOU fulfilling the eligibility criteria for that particular programme.

**Students have to visit the IGNOU website:**

<http://ignou.ac.in/ignou/studentzone/download/InternalCredittransferscheme>

**Steps: Student support > Student Zone > Online Admission > Click for New Registration > Fillup the Students Registration Form**

Following are the instruction given: **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 [Common Prospectus](#) and read carefully the **Rules of the University** as mentioned in the common prospectus.
  - a. Click on the button **NEW REGISTRATION** that appears in the applicant login area and fill the required registration details.  
Please provide your own email and mobile number at the time of registration.
  - b. Remember, while choosing your User Name it must be between 8 to 16 characters.
  - c. While choosing your password it must be alphanumeric and between 8 to 16 characters long.
  - d. After filling the mandatory information click the "SUBMIT" button.
  - e. Your username will be instantly sent to you via e-mail and SMS.
3. Remember your Username and Password for subsequent login.
4. If you have already registered i.e. you are an existing user click the "LOGIN" button.
5. **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 relevant Educational Qualification (less than 200 KB)
  - d. Scanned Copy of Experience Certificate (if any) (less than 200 KB)
  - e. Scanned Copy of Category Certificate, if SC/ST/OBC (less than 200 KB)
6. **Fee can be paid by the following methods:**
  - o Credit Card (Master/Visa)
  - o Debit Card (Master/Visa/Rupay)
  - o Net Banking
7. **It is necessary 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.
8. Please fill up the details carefully. If you are using the services of a cybercafe to fill up your form, please make sure that details are correctly filled up and the relevant documents are uploaded as prescribed.

### **Registration fee, Cancellation of Admission and Refund of Fee**

A **non-refundable Registration Fee** shall be charged along with the programme fee of first semester/year at the time of admission.

If a student applies for cancellation of application/admission and refund of fee, the refund request will be considered as per the University policy as under:

1. **Before confirmation of admission:** Full Programme fee paid shall be refunded.  
**After confirmation of admission:**
    - Within 15 days of confirmation of admission:** Programme Fee paid shall be refunded after deduction of Rs.500/- .
    - Within 16-90 days of confirmation of admission:** Programme Fee paid shall be refunded after deduction of Rs.1000/-.
    - After 90 days of confirmation of admission:** No refund shall be allowed.
- For more details, please refer to the Common Prospectus.

## Following are the documents required to take admission:

### 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 **Common Prospectus** 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:
  - o Credit Card (Master/Visa)
  - o Debit Card (Master/Visa/Rupay)
  - o 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.**

### First Page - Personal Details:

The screenshot displays the 'Programme Details' section of the IGNOU Online Admission System form. The form is titled 'Programme Details' and includes several dropdown menus for selection. The 'Programme Type' dropdown is currently set to 'MASTER'. The 'Mode Of Study' dropdown is set to 'Select'. The 'Select Programme For Enrollment' dropdown is set to 'MASTER'. The 'Region Code for Admission' dropdown is set to 'Select'. The 'Programme Study Center Code' dropdown is set to 'Select'. The 'Medium' dropdown is set to 'Select'. The 'Are you already student of IGNOU for other programme?' dropdown is set to 'Select'. A blue 'Submit' button is visible at the bottom of the form. The browser address bar shows the URL 'ignouadmission.samarth.edu.in/index.php/ignou/programme/form'. The Windows taskbar at the bottom shows the date and time as 16:54 on 16-10-2023.

## Second Page – Programme Details

The screenshot shows the 'Programme Details' form on the IGNOU admission portal. The 'Select Programme For Enrollment' dropdown menu is open, displaying a list of Master of Arts (MA) programmes. The programmes listed are:

- MAAE : MASTER OF ARTS (ADULT EDUCATION)
- MAAN : MASTER OF ARTS (ANTHROPOLOGY)
- MAARB : Master of Arts(Arabic)
- MACSR : Master of Arts (Corporate Social Responsibility)
- MADE : MASTER OF ARTS (DISTANCE EDUCATION)
- MADJ : Master of Arts(Development Journalism)
- MADP : Master of Arts(Drawing and Painting)
- MADVS : MASTER OF ARTS (DEVELOPMENT STUDIES)
- MAEC : Master of Arts(Economics)
- MAEDU : Master of Arts(Education)
- MAEOH : Master of Arts(Environmental and Occupational Health )
- MAER : Master of Arts(Entrepreneurship)
- MAEVS : Master of Arts(Environmental Studies)
- MAFCS : Master of Arts(FOLKLORE AND CULTURE STUDIES)
- MAFL : Master of Arts(French language)
- MAGD : MASTER OF ARTS (GENDER AND DEVELOPMENT STUDIES)
- MAHI : Master of Arts(History)
- MAHN : Master of Arts(Hindu Studies)
- MAHV : Master of Arts(Hindi Vyavsayik Lekhan)

Other fields in the form include 'Programme Type', 'Mode Of Study', 'Region Code for Admission', 'Programme Study Center Code', 'Medium', and 'Are you already student of IGNOU for other programme?'. A 'Submit' button is visible at the bottom of the form.

The screenshot shows the 'Programme Details' form on the IGNOU admission portal with all fields filled out. The 'Select Programme For Enrollment' dropdown menu is now closed, and the selected programme is 'MCOMFT : Master of Commerce(FINANCE AND TAXATION)'. The other fields are filled with the following values:

- Programme Type : MASTER
- Mode Of Study : ODL
- Region Code for Admission : 28 : KOLKATA
- Programme Study Center Code : 2842 : BHAIRAB GANGULY COLLEGE (2842) (WEST BENGAL)
- Medium : ENGLISH
- Are you already student of IGNOU for other programme? : No

A 'Submit' button is visible at the bottom of the form.

## Third Page - Qualifications

The screenshot shows the 'Qualification' form on the IGNOU admission portal. The browser address bar shows 'ignouadmission.samarth.edu.in/index.php/ignou/qualification/form'. The form fields are as follows:

- Relevant Qualification: GRADUATION OR EQUIVALENT
- Select Main Subject:  HINDI,  COMMERCE,  ENGLISH,  ARTS,  MATHEMATICS,  BIOLOGY,  SCIENCE,  OTHER
- Year of Passing: 2012
- Division: First
- % of Marks: 75
- Board Code: 2802 : WBSE : WEST BENGAL COUNCIL OF HIGHER SECONDRY EDUCATION
- Board Roll Number / University Enrolement Number: 1122334
- NAD user name (If applicable):
- NAD Certificate ID (If applicable):

## Forth Page – Course Selection

The screenshot shows the 'Course Selection' page for MCOMFT (Master of Commerce) with a specialization in Finance and Taxation. The browser address bar shows 'ignouadmission.samarth.edu.in/index.php/ignou/course/form'. The page content is as follows:

Course selection for MCOMFT : Master of Commerce(FINANCE AND TAXATION)

Study material type selection

- 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.

Courses Selection for YEAR 1

S.No	Option Type	Course Code : Course Name (Credit)
1	COMPULSORY	MCO1 : ORGANIZATION THEORY AND BEHAVIOUR (6)
2	COMPULSORY	MCO3 : RESEARCH METHODOLOGY AND STATISTICAL ANALYSIS (6)
3	COMPULSORY	MCO4 : BUSINESS ENVIRONMENT (6)
4	COMPULSORY	MCO6 : MARKETING MANAGEMENT (6)
5	COMPULSORY	IBO6 : INTERNATIONAL BUSINESS FINANCE (6)

Submit

## Fifth Page - Address

The screenshot shows the 'Address' page of the IGNOU admission form. The browser address bar is [ignouadmission.samarth.edu.in/index.php/ignou/address/form](http://ignouadmission.samarth.edu.in/index.php/ignou/address/form). The page has a purple header with the IGNOU logo and 'Admission Information Bulletin'. A navigation bar includes 'HOME', 'REGIONAL CENTERS', 'ADMISSION FAQ', and 'PROGRAMME INFORMATION'. A progress bar at the top shows steps: Personal (1), Programme (2), Qualification (3), Course (4), Correspondence Details (5), Upload (6), Preview (7), and Fee (8). The 'Address' section contains the following fields:

- Address Line 1: 64/S
- Address Line 2: M.N. Road
- City: Kolkata
- Enter your address pincode: 700029
- Select your nearest post office: Sarat Bose Road SO
- State: A dropdown menu with options: --- Select Post Office ---, Dover Lane SO, Lake Market SO, Rash Behari Avenue SO, Sarat Bose Road SO (highlighted), and Other.
- District: (empty)

A blue 'Submit' button is located at the bottom of the form.

## Sixth Page - Photo, Signature and Certificates upload

The screenshot shows the 'Upload' page of the IGNOU admission form. The browser address bar is [ignouadmission.samarth.edu.in/index.php/ignou/upload/form](http://ignouadmission.samarth.edu.in/index.php/ignou/upload/form). The page layout is consistent with the previous page. The progress bar shows steps: Personal (1), Programme (2), Qualification (3), Course (4), Correspondence Details (5), Upload (6), Preview (7), and Fee (8). The 'Upload' section contains a table with the following rows:

<b>PHOTO</b> Min File Size: 10KB, Max File Size: 100 KB Accepted formats .jpg .jpeg	Select file
<b>SIGNATURE</b> Min File Size: 10KB, Max File Size: 100 KB Accepted formats .jpg .jpeg	Select file
<b>MATRICULATION MARKSHEET OR CERTIFICATE</b> Min File Size: 10KB, Max File Size: 200 KB Accepted formats .jpg .jpeg .pdf	Select file
<b>DEGREE OR PROVISIONAL CERTIFICATE OF GRADUATION</b> Min File Size: 10KB, Max File Size: 200 KB Accepted formats .jpg .jpeg .pdf	Select file
<b>Admitted in the Chartered Accountancy Final Course or passed Chartered Accountancy Final</b> Min File Size: 10KB, Max File Size: 200 KB Accepted formats .jpg .jpeg .pdf	Select file
<b>OTHERS1</b>	Select file

## Seventh Page - Preview of the filled up form to be submitted

## Eighth Page –Payment of Programme Fees

**After taking admission student/member of ICMAI shall be eligible to claim exemption by filling up the form:**

**[http://ignou.ac.in/userfiles/4\\_%20Proforma%20for%20transfer%20of%20External%20Credits%20from%20ICAI%20\(ICWAI\)%20to%20%20BCOM%20and%20MCOM.pdf](http://ignou.ac.in/userfiles/4_%20Proforma%20for%20transfer%20of%20External%20Credits%20from%20ICAI%20(ICWAI)%20to%20%20BCOM%20and%20MCOM.pdf)**

**Mail this Credit Transfer form to:**

The Registrar, Student Registration Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi – 110 068

**Note:** As per the MOU between IGNOU and ICMAI, the ICMAI students have to pay the full programme fee for the respective programme. No separate fee will be charged for credit transfer/exemption from ICWA/CMA to MBA/MBF/PG diploma programmes in Management.