RONO-943/01-4/2021-22 Datu- 26/11/21



institute of hotel management, lucknow

### इग्नू नवीन पंजीकरण 2021-2022 अधिसूचना

B.Sc.H&HA (BHM) और M.Sc.HA (MHA) के प्रथम वर्ष के सभी छात्रों को एतद्दवारा सूचित किया जाता है कि IGNOU ने जुलाई 2021 सत्र के लिए BHM और MHA पाठ्यक्रम की पंजीकरण प्रक्रिया शुरू कर दी है। सभी छात्रों के लिए इग्नू के वेब पोर्टल के माध्यम से पंजीकरण करना अनिवार्य है, ऐसा न करने पर छात्र इग्नू की परीक्षाओं में शामिल होने के पात्र नहीं होंगे और डिग्री भी प्राप्त नहीं कर पाएंगे।

पंजीकरण के लिए जाने से पहले, छात्रों को सलाह दी जाती है कि वे संलग्न उपयोगकर्ता नियमावली को ध्यान से पढ़ें (https://sedservices.ignou.ac.in/ignouadmission/Default.aspx पर भी उपलब्ध है) और इग्नू द्वारा निर्धारित प्रारूप में आवश्यक दस्तावेजों तथा पंजीकरण शुल्क ₹12,700/- के साथ तैयार रहें । पंजीकरण की अंतिम तिथि 30 नवंबर, 2021 है ।

छात्रों की पंजीकरण प्रक्रिया निम्नलिखित चरणों में पूरी की जाएगी:

- 1. संस्थान ने छात्रों की बुनियादी जानकारी इग्नू के वेब पोर्टल पर अपलोड कर दी है।
- छात्रों को इग्नू वेब पोर्टल पर अपना एन0सी0एच0एम0सी0टी0 रोल नंबर दर्ज करके अपना यूजरनेम और पासवर्ड बनाना होगा । इग्नू वेब पोर्टल का लिंक इस प्रकार है: https://sedservices.ignou.ac.in/ignouadmission/StudentRegistration.aspx.
- 3. यूजरनेम और पासवर्ड बनाने के बाद, छात्रों को पंजीकरण प्रक्रिया के शेष भाग अर्थात कार्यक्रम विवरण, व्यक्तिगत विवरण, योग्यता विवरण, पाठ्यक्रम विवरण, पत्राचार विवरण, मूल दस्तावेजों की स्कैन कॉपी, विवरण की पुष्टि और शुल्क विवरण को लॉगिन कर पूरा करने की आवश्यकता है।
- इग्नू शुल्क के सफल भुगतान के बाद, छात्र को भुगतान की पुष्टि रसीद मिलेगी । इस रसीद को भविष्य के संदर्भ के लिए रखा जा सकता है

यदि छात्रों को पंजीकरण प्रक्रिया में किसी भी कठिनाई का सामना करना पड़ता है तो वे पंजीकरण प्रक्रिया के संबंध में सहायता प्राप्त करने के लिए पुस्तकालय में दोपहर 02:00 बजे से शाम 05:00 बजे के बीच श्री धर्मेंद्र साहू से संपर्क कर सकते हैं।

छात्रों को सलाह दी जाती है कि वे कार्यालय रिकॉर्ड के लिए पंजीकरण पुष्टि की पर्ची को पंजीकरण पूरा होने के अगले दिन तक श्री धर्मेंद्र साहू को प्रस्तुत करें।

राजेंद्र कमार शर्मा

#Principal

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institute of hotel management, lucknow

### IGNOU FRESH REGISTRATION 2021-2022 NOTIFICATION

All students of first year B.Sc.H&HA (BHM) & M.Sc.HA (MHA) are hereby informed that IGNOU has started the registration process of BHM & MHA program for July 2021 session. It is mandatory for all the students to register in IGNOU through its web portal, failing which students will not be eligible to attend the IGNOU examinations and will not be able to get degree as well.

Before going to register, students are advised to read the attached User Manual carefully (also available at <u>https://sedservices.ignou.ac.in/ignouadmission/Default.aspx</u>) and be prepared with required documents in the prescribed format and prescribed IGNOU registration fee of ₹12.700/. Last date for the registration is November 30, 2021.

The registration process of the students will be completed in the following steps:

- 1. Institute has uploaded the students' basic information on the IGNOU web portal.
- Students have to create their Username and Password by entering their NCHMCT roll number on the IGNOU web portal. Link is as follows: https://sedservices.ignou.ac.in/ignouadmission/StudentRegistration.aspx
- 3. After creating the username & password, students are required to login and complete the rest part of the registration process i.e. program details, personal details, qualification details, course details, correspondence details, scan copy of original documents. confirm details & fee details step by step.
- 4. After successful payment of the IGNOU fee, student will get a payment confirmation receipt. The receipt may be retained for future reference.

If students will face any difficulty in the registration process, they may contact Mr. Dharmendra Sahu between 02:00 PM to 05:00 PM in the Library to get assistance regarding the registration process.

Students are advised to submit the registration confirmation slip to Mr. Dharmendra Sahu by next day of completion of registration for office records.

[Rajendra Kr. Sharma]

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# 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 <u>http://ignou.ac.in/</u> and then press "ENTER" key from your keyboard.
- 3. Then, the following page of IGNOU web site will open.





- 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 <u>https://onlineadmission.ignou.ac.in</u> 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.





#### 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.





### 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)
- Scanned Copy of your Category Certificate, if belongs to SC/ST/OBC. (Maximum 400 KB)
- 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.





**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 Registrat	ion Form	<del>.</del> [].	
Fields marked with the asterisk (* Name of the Applicant *	j are mondatory	Name chould be as per Educational Documents Father/Mother Name chould be	APPLICANT AREA
Date of Birth*	0	as per Educational Documents	Forgot Username Forgot Password
Gender*	Malo		
Mobile No.*		Don't prefix 0, (Only Enter 10 Digit Mobile Number)	
UserName*		Check User name must be between 8 to 16 charactora.No special character allowed	
Password*		Must be alphanumeric between 8 to 16 characters.	
Confirm Password* Please enter the code shown	5 1		
below <sup>*</sup> Secure Code	DxtkEj c	-	
nsert data for th and click on <b>"Su</b> l	nis registration form	Submit Reset	

- 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.

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

				Online Ad	dmissi
	HOME	ABOUT IGNOU	APPLY ONLINE	KNOW YOUR STATUS	
_ogin					
ields marked with the asterisk (*) are mandatory				APPLICANT	
UserName*				AREA	
Password*					
Please enter the code				if New User	Register
Secure Code					
THILPOLD	C			Forgot Password	Click here
		Login	Reset		in the second
Enter User Name with Passwo	rd				
and then click on <b>"Login"</b> butt	on				



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.

Control Number:1611	00037 Progra	amme : PGDAC	Continue eg Date:15-Oct-2015	
1. Programme 2. Perso Details Detail	al 3. Qualification Details	4. Course Details	5. Correspondence Details	PROFILE
5. Upload 7. Confi Documents Detail	n 8. Fee Details			
			Know your istatus	
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Astructions for apply more the submission of this programme.	en one programme program simultaneously (le. One	Degree with one Certificate Pr	sgramme) after successfully	

**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.

ields marked with the asterisk (*) are ma	andatory		STATUS
Programme Type* POS	IST GRADUATE DIPLOMA		welcome SUMITControl No.:161100037
Select Programme For Enrolment	DAC : PG DIPLOMA IN ANALYTICAL CHEMISTRY		SRIVASTAVA Session:Jan-2016 Programme PGDAC
*			Programme Details
Regional Center* 39	NOIDA 🔹		Personal Details
Study Centre Code * 273	89 : GOVERNMENT P.G. COLLEGE		Gualification Details
State Code* 27	. UTTAR PRADESH	State Code where your Regional Centre is located	GCourse Details
Medium* Eng	glish 🔻		Correspondence Details
Are you already student of ignou No.	5.5.0 <sup>-</sup>		GUpload Documents
for other programme?"	s •		Confirm Details
case a study centre cannot be allotted	due to some reason, alternate study centre will be allotted by IGN	OU Regional Centre	Bree Details
ter Programme de ave" and then "Ne	etails and click ext" button.	Save Next	Gold Physics page You may click appropriate page from above page in



**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 asteriak (*) are maan Name Fathar's * Name * Date of Birth * Date of Birth * Oevier * Category* Harital Status * Ralig on* Webber Minority*	story SUNIT SRIVASTAVA SUNIL SRIVASTAVA 29-Nov-1983 Incian Male General Ufban Mamled Hindu Na		Wans should be a por Esse thank Documents Fyther Wetter Vanis a hould be a s por Enclatorial Geeumette	STATUS Welcome SUMIT SRIVASTAVA Programme PSGAC SessionUm-2016  Programme PSGAC SessionUm-2016  Programme Details  Procome Details  Course Det
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#### 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.

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ids marked with the asterisk (*) are ma	.ndatory			STATUS
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-	NOTE: ENBSP; BACHELOR'S	DEGREE MEANS BACHELOR'S DEGREE O	IF NOT LESS THAN 3 YEAR DURATION.	OProgramme Details
Relevant Qualification	GRADUATION OR EQUIV	VALENT	•	Personal Details
Main Subjects	R HIND	COMMERCE	select orders" it sugget is not menbored	Cualification Details
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Te of merica	69			The Previour page You may nick appropriate page from above page links
	_			
		Enter Qualificat	tion details and click	
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		Enter Qualificates Enter Qualificates (Construction) Enternation (Construct	tion details and click n "Next" button.	
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		Enter Qualifica "Save" and the	tion details and click n "Next" button.	
		Enter Qualifica "Save" and the	tion details and click n "Next" button.	

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.

se Details					
rked with the acterisk ry Course Details	(*) are mandatory			STATUS welcome SUMIT SRIVASTAVA	Control No.: 161100037
Course Code	DASIC ANALYTICAL CLEMISTRY	Name of Course	Credit	OProgramme Details	3530 08 72010
	SEPARATION METHODS		6	Personal Details	
	SPECTROSCOPIC METHODS ELECTRO-ANALYTICAL AND OTHER METHODS		6	Cualification Details	
	BASIC ANALYTICAL CHEMISTRY LAB SEPARATION METHODS LAB		2	Course Details	
	SPECTROSCOPIC METHODS LAB ELECTRO-ANALYTICAL AND OTHER METHODS LAB		2	Correspondence Details	
				GUpload Documents	
<b>_</b>			Save	Confirm Details	
Enter	Course Details and	CIICK	Next	Gree Detaits	
"Save	" then "Next" butto	n.		rand mexicut page You may cick appropriate page	trom above page links
		(Figure	-13)		
		(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 man	idatory		CTLATE IC
Address Line 1*	IGNOU		STATUS Verticities STATESEASTAVA Control No. 16110003
Address Line 2			Programme :PGDAC Sessionclan-2016
Address Line 3			OFrogramme Datalk
City	TRELLI		Personal Desets
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#### 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
- Similary, browse and upload scanned signature & other supproting documents

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

Upload Documents			
Fields marked with the asterisk (*) a Note: The other documents (Other locuments as mentioned in prospec	re mandatory , Other2 Other8) are not compulsory. 1 tus.	This is provided for the applicant who has to upload additional	STATUS welcome SRIVASTAVA SuMITControl No:161100037 SessionJan-2016
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It is suggested to scan documents from your origianls.

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

Once the documents are uploaded click ( $\sqrt{}$ ) on the Declaration check box and then click "Next"

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

- a) Here, the details of all six sections are displayed; you have to verify the details provided by you while filling the online form.
- b) 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.
- c) There is a Declaration at the end of the page. Please tick ( $\sqrt{}$ ) in the box. And then click "Next" button.

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- 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

ee Details Registration ID- Programme Name:- ee Click on N	Aake Payment B	utton		Citre	15	STATUS Perso Prop Cust Court Court Custo Court Custo Court Custo Court Custo Court Custo Court Custo Court Custo Cust	Sinal Details ramme Details ritication Details te Details econoderice Details ad Documents firm Details Details	
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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.

	OR	
	Guest Checkout	
	* Email	suml@gnou.ac.in
elect Mod	e of Payment	0911545347
	Credit Card Cledit	Card Net Banking & Al M Card
	Cald type.	Select Type
	Card Number:	Visa Master Card
	Name on Card:	RuPay
	Expiry:	Month 🔻 Year 💌
	CVV:	CVV
		Save my information with Citrus pay for faster checkout
		Pay INR 8200,00
	Secured with Citrus	
		(Figure-20)

THE PEOPLE'S



#### 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.

Programme	PGDAC		
RCCODE	39		
Pay with your Citrus	Account	(	Citrus Checkou
OR			
Guest Checkout			
* Email	sumi@ignou.isc.in		
* Mobile	9811545347		
🌒 Credit Card 🔍 Debit	Card 🖲 Net Banking 🔘 ATM Card		
Bank Name:	Union Bank •		
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Disclain : This is : Paymer : The Ba : Comple	er II niy a Payment Channel. ts once made can not be stopped or reversed. k does not take any responsibility of product d nis and refunds must be dealt with respective	leivery or quality. service provider.	Security Note: Your user id & password bravel in a highly secured SSL mode with 128 bit encryption.	VeriSign Secured

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

Payment Confirmation		
Payment Type CREDIT/DEBIT /NETBANKING		STATUS
Txn ld 10244		Welcome RGHIT SHARWA RegNio 10244 Programme MCGM SectionJul-2015
Txn Ref No 1gcc1l		Programme Details
PG Txn Id 1431935728811		Personal Details
Txn Status SUCCESS		Courte Details
Txn Amount 5761		Correspondence Details
Txn Message AUTHORISED		6 Confirm Details
	Next Print	6 Fee Detail:
		Upload Documents

Now you can "Print" the payment confirmation receipt.

THE PEOPLE'S UNIVERSITY



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

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