

TIME LIMIT FOR ACHIEVING THE TARGET

Time limit for archiving the targets is as follows:

1	Academic Calendar of the University	http://ignou.ac.in/ignou/aboutignou/division/srd/academiccalendar
2.	Admission/Student Registration	1. https://ignouadmission.samarth.edu.in/ 2. https://onlinerr.ignou.ac.in/
3	Development of Study Material(SLM)	http://ignou.ac.in//userfiles/Launch-Programmes.pdf
	Date sheet for Examination	http://ignou.ac.in/ignou/aboutignou/division/sed/datesheet
4.	Announcement of result	45 days after completion of the Term End Examination http://www.ignou.ac.in/userfiles/Manual%20Examination%20Automation%20System-sed.pdf
5.	Student grievance/clarification (The University has a dedicated online portal, i-GRAM (IGNOU Grievance Redress and Management), with a provision to register the grievances of the students and redressing the same within 3 working days.)	https://igram.ignou.ac.in/

Time Lines for IGNOU Employees

1.	Limit of submission of Medical Claims by the employee is 06 months.
2.	Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on LTC, to avail the most competitive fares and minimize burden on the exchequer.
3.	Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel on LTC, will require the submission of a self-declared justification by the employee.
4.	Government employees entitled for air travel, may apply for LTC advance with the print-out of the concerned webpage of authorized travel agency having suitable flight and fare details while tracking the fare of the flight under the three hour time slot, as mentioned at Para 1 (iii) (a) above, at least 30 days prior to the intended date of journey.