

STUDENT HANDBOOK & PROSPECTUS

MANAGEMENT PROGRAMME

**This Handbook is accompanied with a free booklet of
previous OPENMAT Entrance Test Papers**



**School of Management Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068**

Website: www.ignou.ac.in

**Price : Rs. 500/-
(Rs. 550/- by Post)**

RECOGNITION

अखिल भारतीय तकनीकी शिक्षा परिषद्

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(भारत सरकार का एक सांविधिक संस्थान) (A STATUTORY BODY OF THE GOVERNMENT OF INDIA)

DR. NAGIN CHAND
ADVISOR (PC/ACADEMIC)

F.No. AICTE/Academic/MOU-DEC/2005
May 13, 2005

To

The Secretaries/Directors
Technical Education
All State Governments/Union Territories

**Subject: Recognition of MBA, MCA programmes awarded by
Indira Gandhi National Open University, (IGNOU) New Delhi.**

IGNOU, New Delhi has been established by sub-section (2) of section (1) of the IGNOU Act, 1985 (50 of 1985) vide Notification No. F.13-12/85-Desk(U) dated September 19, 1985 issued by the Department of Education, Ministry of HRD, Government of India, New Delhi.

I am directed to say that the Master of Business Administration (MBA) and Master of Computer Applications (MCA) degrees awarded by IGNOU are recognized by AICTE.

Your faithfully,

-Sd.-

(Nagin Chand)

Copy to:
All Regional Officers, AICTE.

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IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985). IGNOU Degrees/Diplomas/Certificates are recognised by all the members of the Association of Indian Universities (AIU) and at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institutions vide UGC Circular No. F. 1-8/92 (CPP) dated February 1992 & AIU Circular No. EV/B (449)/94/176915-177115 dated January 1994.

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PROGRAMMES ON OFFER

● **MBA**

- DIM
- PGDHRM
- PGDOM
- PGDIM
- PGDFM
- PGDMM

***Student Handbook & Prospectus* would be available at all Regional Centres, Study Centres, and IGNOU-ARMY, NAVY, AIR FORCE AND ASSAM RIFLES Recognised Regional Centres.**

Student Handbook and Prospectus is also available on university's website **www.ignou.ac.in**. The candidates downloading the Form from website are required to send a Demand Draft of Rs. 550/- (Rupees five hundred fifty only) drawn in favour of IGNOU payable at New Delhi.

Schedule of activities for Openmat-XXIV, XXV and XXVI Entrance Test

Date of Entrance Test	Last date of submission of the entrance test form (Form 1) at University Headquarters	Eligible to take admission in (validity of openmat score)	Last date for submission of application form for admission at the concerned Regional Centre alongwith Result Card, Identity Card and other relevant documents
17.8.08 (Openmat-XXIV)	15-07-2008	Ist Sem., 2009 (January, 2009) IInd Sem., 2009 (July, 2009)	30 th November, 2008 31 st May, 2009
1.2.09 (Openmat-XXV)	15-12-2008	IInd Sem., 2009 (July, 2009) Ist Sem., 2010 (January, 2010)	31 st May, 2009 30 th November, 2009
16.8-09 (Openmat-XXVI)	15-07-2009	Ist Sem., 2010 (January, 2010) IInd Sem., 2010 (July, 2010)	30 th November, 2009 31 th May, 2010

IMPORTANT NOTES:

1. **The Entrance Test Admission Form has been provided in a separate envelope alongwith the Student Handbook & Prospectus. Please see the instructions for filling up the Form.**
2. If the students do not receive the Hall Ticket for appearing in the entrance test by the following dates, they should approach the Registrar SR&E for issue of duplicate Hall Ticket. The dates are:

Openmat XXIV : 8th August 2008	Openmat XXV : 22nd January 2009.
Openmat XXVI : 7th August 2009	

The Hall Ticket can also be downloaded from the IGNOU website.
3. The OPENMAT result card will be sent to the students within 6-7 weeks from the date of the OPENMAT examination. In case of non-receipt of the result card, please contact the Regional Centre of your area or SR & E Division for duplicate Result Card. The result card can also be downloaded from the IGNOU website.
4. Those who qualify for admission will have to apply on the admission form given in the prospectus to the **Regional Director concerned**. Such students will have a choice to take admission in any of the two subsequent semesters, i.e., one who clears Entrance Test in August 2008 may take admission in the semester commencing January 2009 or July 2009. The student who qualifies in February 2009 Entrance Test will be eligible for taking admission either in July 2009 or January 2010. Similarly, students who qualify in August 2009 Entrance Test will be eligible for taking admission either in January 2010 or July 2010.

THE UNIVERSITY

The Indira Gandhi National Open University was established by an Act of Parliament in 1985 to achieve the following objectives:

- * democratising higher education by taking education to the doorsteps of the students
- * providing access to high quality education to all those who seek it, irrespective of age, region, or formal qualifications
- * offering need-based academic programmes by giving professional and vocational orientation to the courses
- * promoting and developing distance education in India
- * setting and maintaining standards in distance education in the country — as an apex body for the purpose.

Some of the special features of the Open and Distance Education System currently practised by IGNOU are:

- * Relaxed entry requirements
- * Provision of equal opportunity of admission to people from all over the country
- * Provision of learning at one's own pace, place and time
- * Cost-effective and cost-efficient educational operations
- * Multi-media approach in the preparation of course packages
- * Self-instructional Printed and Audio/Video course materials
- * Network of student support services throughout the country
- * Face-to-face Counselling and Tele-counselling
- * Continuous evaluation through assignments
- * Provision of terminal examination two times a year
- * Interactive Satellite Aided Communication Network (Teleconferencing).
- * Interactive Radio Counselling

THE SCHOOLS OF STUDIES

With a view to developing interdisciplinary studies, the University operates through Schools of Studies. Each School is headed by a Director who arranges to plan, supervise, develop and organise its academic programmes and courses in co-ordination with the School staff and the different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels through various programmes. Currently IGNOU has following schools of studies:

- | | |
|---|---|
| ● School of Agriculture | ● School of Journalism and New Media Studies |
| ● School of Computer and Information Sciences | ● School of Law |
| ● School of Continuing Education | ● School of Management Studies |
| ● School of Education | ● School of Performing and Visual Arts |
| ● School of Engineering & Technology | ● School of Sciences |
| ● School of Extension and Development Studies | ● School of Social Sciences |
| ● School of Foreign Languages | ● School of Social Work |
| ● School of Gender and Development Studies | ● School of Tourism and Hospitality Service Sectoral Management |
| ● School of Health Sciences | ● School of Translation Studies and Training |
| ● School of Humanities | ● School of Vocational Education and Training |
| ● School of Interdisciplinary and Transdisciplinary Studies | |

ACADEMIC PROGRAMMES

The University offers programmes leading to Certificate, Diploma or Degree, covering conventional as well as innovative programmes. Most of these programmes have been developed after an initial survey of the demand for such studies. They are launched with a view to fulfil the student's needs for:

- * certification
- * improvement of skills

- * acquisition of professional qualifications
- * continuing education and professional development at work place
- * self-enrichment
- * diversification of knowledge, etc.

The University follows multi-media approach in imparting instruction to its learners. It comprises of:

- * Self-instructional printed course material packages
- * Assignments for assessment and feedback
- * Supporting audio-video programmes
- * Face-to-face interaction with academic counsellors at Study Centres or at work centres depending on programme requirement
- * Practicals at designated institutions
- * Project Work in some programmes
- * Work-related field project/Functional assignments as per programme requirements
- * Telecast of video programmes on the National Network of Doordarshan (DD-I)
- * Broadcast of audio programmes by All India Radio (selected stations)
- * Interactive Satellite Aided Communication Network (Teleconferencing)
- * Interactive Radio Counselling

COURSE MATERIAL

Learning materials are prepared for the courses by teams of experts drawn from conventional universities; management institutions and professionals from all over the country and in-house faculty. These materials are edited by the content experts and language experts at IGNOU before they are finally sent to the press. Similarly audio and video programmes are produced in consultation with the course writers, in-house faculty and producers. These materials are previewed and reviewed by the faculty as well as outside experts and edited or modified wherever necessary before they are despatched to the Study Centres and Doordarshan.

Printed material is supplied directly to the students at the addresses supplied by them and their cost is covered in the programme fee. Audio/Video programmes are made available at the Study Centres where Audio/Video playing equipment is also available. Audio/Video programmes of the University are also broadcast as per a prearranged schedule. Print materials and audio/video tapes are available for a price. Interested persons/institutions may request for a catalogue from **The Registrar (MPDD), IGNOU, Maidan Garhi, New Delhi - 110 068.**

CREDIT SYSTEM

The University follows the 'Credit System' for most of its programmes. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a six credit course involves 180 hours. All management courses are six credit courses except the project course. This helps the student to understand the academic effort one has to put in, in order to successfully complete a course. Completion of an academic programme (Degree, Diploma or Certificate) requires successful clearing of both, the assignments and the term-end examination of each course in a programme.

STUDENT SUPPORT SERVICES

IGNOU has established a number of study centres throughout the country. Study Centres provide counselling facilities at periodic intervals, act as information centres, and as examination centres. Currently 232 study centres provide counselling facilities for the Management Programme. Study Centres also have basic library of management books for reference purposes. Each student is assigned to a study centre where he/she also submits tutor-marked assignments to the study centre coordinator. To coordinate the study centres, the University has established 39 Regional Centres all over the country. The University has also established 5 IGNOU-Army, 4 IGNOU-Navy, 8 IGNOU-Airforce and a IGNOU-Assam Rifle Recognised Regional Centres to cater to the needs of Army, Navy, Air Force and Assam Rifles personnel respectively. List of Study Centres for Management Programmes and Regional Centres are given in **Appendix 2** and **Appendix 3** respectively.

Learners may seek the help of following University functionaries for sorting out the issues indicated below :

(i) About Admission, Fee receipt, Re-registration, Re-admission, Change of Study Centre, Bonafide Certificate, Counselling, Evaluation of Assignments, Change of address	: Regional Director of your region	
(ii) Non-receipt of Study Material and Assignments.	: Registrar, MPDD Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068 Study material at mpdd@ignou.ac.in	Ph.: 29538426
(iii) About Examination Centre, Exam result, Grade card, Change of electives, Credit exemption, Credit transfer, Re-checking, Project Report result, Issuance of Diploma/Degree.	: Registrar (SR & E) Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068	Ph.: 29538427, 29536743, Fax: 29538429
(iv) Change of Address	: For change of address the learners are advised to make use of proforma provided in the prospectus and send it to the Regional Director concerned who will forward the data, after verifying the student's signature, to SR&E Division, IGNOU, Maidan Garhi, New Delhi-110 068.	
(v) Status of Project Proposals	: Coordinator (Projects) School of Management Studies Indira Gandhi National Open University Maidan Garhi, New Delhi - 110 068	Ph: 29534372
(vi) For Migration Certificate	: Regional Director alongwith the following documents : (i) Application Form (can be obtained from Regional Centres) (ii) Photocopy of Grade card and Provisional certificate (iii) A fee of Rs. 200/- in the form of Demand Draft drawn in favour of IGNOU payable at the city where your Regional Centre is located.	
(vii) For Change of Region	: The Regional Director concerned.	
(viii) Subject Related Queries	: Director School of Management Studies Indira Gandhi National Open University Maidan Garhi, New Delhi - 110068.	

Students are advised to get in touch with their Study Centres for latest/updated information.

DELIVERY SYSTEMS

The methodology of instruction in this University is different from that of the conventional Universities. The Open University System is more learner-oriented and the student is an active participant in the teaching-learning process. Most of the instruction is imparted through distance rather than face-to-face communication. The University follows a multimedia approach for instruction. It comprises :

- a) **Print Material** : The printed material of the programme is supplied to the students in batches of blocks for every course (on an average of 5 blocks per course). A block which comes in the form of a booklet generally comprises 3 to 5 units.

- b) **Audio-Visual Material Aids** : The learning package contains audio and video cassettes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the student. A video programme is normally of 25-30 minutes' duration. The audio tapes are run and video cassettes are screened at the study centres during the hours of the counselling session. The video programmes of Management Studies are telecast on DD-I (Doordarshan) every Friday at 6.30 a.m. Some of the selected stations of All India Radio also broadcast the audio programmes. Students can confirm the broadcast schedule for the programmes from their study centres. The information is also provided through the National Newspapers and IGNOU Newsletters sent to the students regularly.
- c) **Counselling Sessions** : Normally, counselling sessions are held as per a schedule drawn before hand by the Study Centre Coordinator. They are held on weekends, that is, Saturday and Sunday. There are 6 counselling sessions of 2½ hours duration for each course in face to face mode, apart from telecounselling sessions at Gyan Darshan-II, as per pre-announced schedule.
- d) **Interactive Radio Counselling** : The University conducts live phone-in-programmes through various stations of All India Radio. Schedule of these phone-in-programmes would be available at study centres.

GYAN DARSHAN AND GYAN VANI EDUCATIONAL CHANNELS

Gyan Darshan

Gyan Darshan is a bouquet of satellite-based educational TV channel which was started on 26th January, 2000. It carries not only the educational video programmes of IGNOU, but also those of other major educational organizations like the UGC, CIET-NCERT, NIOS, IITs, TTTIs and also developmental and cultural programmes intended for the public at large. Operating through a C-band transponder on INSAT 3C as free-to-air channels on a round the clock basis, the channels have been upgraded as completely digital one with effect from 26th January, 2003.

In its present digital configuration, the Gyan Darshan bouquet offers the following channels:

- GD-1** : The main educational channel catering to all sectors of education.
- GD-2** : Interactive channel consisting of live teleconferences, telecounselling sessions etc.
- GD-3** : Eklavya (Technology) education channel consisting of programmes pertaining to engineering disciplines. The programmes are sourced from various IITs.
- GD-4** : The fourth channel in the bouquet of Gyan Darshan Channels, Vyas Channel brings curriculum based educational programmes to the students pursuing higher education. The programmes are sourced from the CEC-UGC.

The Gyan Darshan channels can be accessed through local cable operators or through a dish antenna equipped for digital reception on C-band from INSAT 3C (downlink frequency: 4165 MHz. Symbol rate: 26000).

Gyan Vani

Conceived as a joint venture between MHRD and IGNOU, the Gyan Vani project comprises a network of 40 FM Educational Radio Stations located in different places across the country. Sixteen of these stations are already operational, viz., Allahabad, Bangalore, Bhopal, Chennai, Coimbatore, New Delhi, Kolkata, Lucknow, Mumbai, Vishakhapatnam, Raipur, Rajkot, Jabalpur, Gauhati, Varanasi and Mysore.

Each Gyan Vani radio station caters to a service area of around 60 km radius and can be received on normal FM radio sets. The programming mainly aims at local educational needs in the local language. The help of local educational institutions and educationists is sought in programme production. Live programmes with phone-in interactivity is a notable feature of Gyan Vani stations, which are particularly popular with the student population.

Interactive Radio Counselling

This is a phone-in programme which is conducted live across the country every sunday between 4 and 5 p.m. and is relayed by all AIR stations. Resource persons present in the studio explain the topic of the day after which a live question-answer session follows. Students from some select cities in the country can phone-in by using a toll free number (16001-12345) and get their doubts cleared in real time. These phone-in counselling sessions are a boon to distance education students as they provide the much needed interactivity and human touch.

MANAGEMENT PROGRAMME

Starting its operation in 1987, the School of Management Studies today offers a wide range of courses. The School follows a system of course-wise registration in its management programme.

In the management programme semester system is followed as: January to June and July to December. The following courses are on offer for the year 2009/2010 in First and Second Semesters respectively. The students should opt for those courses only which are on offer during a particular semester.

January 2009/2010 Semester

Sl. No.	Course Code	Course Title
1	MS-1	Management Functions and Behaviour
2	MS-2	Management of Human Resources
3	MS-3	Economic and Social Environment
4	MS-4	Accounting and Finance for Managers
5	MS-5	Management of Machines and Materials
6	MS-6	Marketing for Managers
7	MS-7	Information Systems for Managers
8	MS-8	Quantitative Analysis for Managerial Applications
9	MS-9	Managerial Economics
10	MS-10	Organisational Design, Development and Change
11	MS-11	Strategic Management
12	MS-91	Advanced Strategic Management
13	MS-95	Research Methodology for Management Decisions
14	MS-100	Project Work (equivalent to two courses)
15	MS-21	Social Processes and Behavioural Issues
16	MS-22	Human Resource Development
17	MS-23	Human Resource Planning
18	MS-24	Employment Relations
19	MS-41	Working Capital Management
20	MS-42	Capital Investment and Financing Decisions
21	MS-43	Management Control Systems
22	MS-51	Operations Research
23	MS-52	Project Management
24	MS-53	Production/Operations Management
25	MS-54	Management Information Systems
26	MS-61	Consumer Behaviour
27	MS-62	Sales Management
28	MS-63	Product Management
29	MS-64	International Marketing
30	MS-65	Marketing of Services
31	MS-92	Management of Public Enterprises
32	MS-93	Management of New and Small Enterprises

July 2009/2010 Semester

Sl. No.	Course Code	Course Title
1	MS-1	Management Functions and Behaviour
2	MS-2	Management of Human Resources
3	MS-3	Economic and Social Environment
4	MS-4	Accounting and Finance for Managers
5	MS-5	Management of Machines and Materials
6	MS-6	Marketing for Managers
7	MS-7	Information Systems for Managers
8	MS-8	Quantitative Analysis for Managerial Applications
9	MS-9	Managerial Economics
10	MS-10	Organisational Design, Development and Change
11	MS-11	Strategic Management
12	MS-91	Advanced Strategic Management
13	MS-95	Research Methodology for Management Decisions
14	MS-100	Project Work (equivalent to two courses)
15	MS-25	Managing Change in Organisations
16	MS-26	Organisational Dynamics
17	MS-27	Wage and Salary Administration
18	MS-28	Labour Laws
19	MS-44	Security Analysis and Portfolio Management
20	MS-45	International Financial Management
21	MS-46	Management of Financial Services
22	MS-55	Logistics and Supply Chain Management
23	MS-56	Materials Management
24	MS-57	Maintenance Management
25	MS-58	Management of R&D and Innovation
26	MS-66	Marketing Research
27	MS-68	Management of Marketing Communication and Advertising
28	MS-611	Rural Marketing
29	MS-612	Retail Management
30	MS-94	Technology Management
31	MS-96	Total Quality Management
32	MS-97	International Business

(Detailed course outline of each course is given in **Appendix-8**)

Examination will be held in June and December every year for all the courses, however, the assignment will only be available for the courses which are on offer in respective semesters.

PROGRAMME STRUCTURE

Successful completion of a specific combination of above courses would lead to:

- **Master of Business Administration (MBA), or**
- **Diploma in Management (DIM), or**
- **Post-Graduate Diploma in Management (PGDIM), or**
- **Post Graduate Diploma in Human Resource Management (PGDHRM), or**
- **Post-Graduate Diploma in Financial Management (PGDFM), or**
- **Post-Graduate Diploma in Operations Management (PGDOM), or**
- **Post-Graduate Diploma in Marketing Management (PGDMM).**

Master of Business Administration (MBA)

The **MBA Programme** consists of 21 courses in all. These comprise of :

- All the courses in PGDIM (Eleven Courses) i.e. MS-1 to MS-11
- Five courses from any one of the specialisation streams
- Compulsory Courses (MS-91, MS-95) and one elective course (MS-92/93/94/96/97)
- Project Course (MS-100) equivalent to 2 courses.

Diploma in Management (DIM)

The **Diploma in Management Programme** comprises of 5 courses (three compulsory and two elective courses to be chosen out of four). The following table presents the overall scheme of courses :

Programme	Course Status	Course Code	Course Title
Diploma in Management (DIM)	Compulsory courses	MS-1	Management Functions and Behaviour
		MS-2	Management of Human Resources
		MS-3	Economic and Social Environment
	Electives (2 out of 4)	MS-4	Accounting and Finance for Managers
		MS-5	Management of Machines and Materials
		MS-6	Marketing for Managers
		MS-7	Information Systems for Managers

Post Graduate Diploma in Management (PGDIM)

The **Post Graduate Diploma in Management** programme comprises of 11 courses. The following table presents the list of courses in the programme.

Programme	Course Code	Course Title
Post Graduate Diploma in Management (PGDIM)	MS-1	Management Functions and Behaviour
	MS-2	Management of Human Resources
	MS-3	Economic and Social Environment
	MS-4	Accounting and Finance for Managers
	MS-5	Management of Machines and Materials
	MS-6	Marketing for Managers
	MS-7	Information Systems for Managers
	MS-8	Quantitative Analysis for Managerial Applications
	MS-9	Managerial Economics
	MS-10	Organisational Design, Development and Change
	MS-11	Strategic Management

The Specialisation Diploma Programmes (PGSDMs)

The Specialisation Programme in Functional Areas presently consists of 4 streams of functional area P.G. diplomas. They are, Post Graduate Diplomas in—Human Resource Management, Financial Management, Operations Management and Marketing Management. In order to qualify for a particular specialisation P.G. diploma a student is required to complete five courses in all from that particular stream.

Programme P.G. Diploma in:	Course Code	Course Title
Human Resource Management (PGDHRM)	MS-21	Social Processes and Behavioural Issues
	MS-22	Human Resource Development
	MS-23	Human Resource Planning
	MS-24	Employment Relations
	MS-25	Managing Change in Organisations
	MS-26	Organisational Dynamics
	MS-27	Wage and Salary Administration
	MS-28	Labour Laws
Financial Management (PGDFM)	MS-41	Working Capital Management
	MS-42	Capital Investment and Financing Decisions
	MS-43	Management Control Systems
	MS-44	Security Analysis and Portfolio Management
	MS-45	International Financial Management
	MS-46	Management of Financial Services
Operations Management (PGDOM)	MS-51	Operations Research
	MS-52	Project Management
	MS-53	Production/Operations Management
	MS-54	Management Information Systems
	MS-55	Logistics and Supply Chain Management
	MS-56	Materials Management
	MS-57	Maintenance Management
	MS-58	Management of R&D and Innovation
Marketing Management (PGDMM)	MS-61	Consumer Behaviour
	MS-62	Sales Management
	MS-63	Product Management
	MS-64	International Marketing
	MS-65	Marketing of Services
	MS-66	Marketing Research
	MS-68	Management of Marketing Communication and Advertising
	MS-611	Rural Marketing
	MS-612	Retail Management

The Integrative Courses

The Integrative Courses consist of two compulsory courses, five elective courses, (out of which the student is required to choose one) and a project course which is equivalent to two courses. (Thus making a total of five courses). The details are given below :

Course Status	Course Code	Course Title
Compulsory Courses	MS-91	Advanced Strategic Management
	MS-95	Research Methodology for Management Decisions
	MS-100	Project course (Equivalent to two courses)
Elective Courses (choose any one)	MS-92	Management of Public Enterprises
	MS-93	Management of New and Small Enterprises
	MS-94	Technology Management
	MS-96	Total Quality Management
	MS-97	International Business

ELIGIBILITY FOR ADMISSION TO MANAGEMENT PROGRAMMES

Bachelor's Degree with 3 years of supervisory/managerial/professional experience

OR

Professional Degree in Engineering/Technology/Medicine/Architecture/Law/Pharmacy

OR

Professional Qualifications in Accountancy/Cost and Works Accountancy/Company Secretaryship, etc.

OR

A Master's degree in any subject.

(The University may consider other degrees to this list of equivalent professional degree/qualification, if required.)

For DIM

Same as above

OR

Non-graduates (10+2 or its equivalent) with 6 years of managerial/supervisory/professional experience

Explanations

a) 'Professional' means a person holding a degree in Engineering, Law, Medicine, Accountancy, etc.

b) 'Experience' means work experience of a person during or after acquiring the qualification as specified above.

Note: Alongwith the above eligibility criteria, a student must have qualified the OPENMAT Test conducted by the university. Candidates who are appearing or have appeared in any qualifying examination but their results are not declared on or before the last dates for submission of Application Forms for Admission to Management Programme will not be eligible.

FOR FOREIGN STUDENTS

Foreign students residing in India are eligible to seek admission in IGNOU programmes who have **valid student visa** for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure of foreign students could be downloaded from the website www.ignou.ac.in). Admission of foreign students residing in India will be processed by the International Division of the University after ensuring their antecedents from the Ministry of External Affairs/Ministry of Human Resource Development. Programmes with fixed number of seats are not opened for foreign students.

ADMISSION TO MBA (MANAGEMENT PROGRAMME) FROM DIM AND PGSDM

Those who are Non-graduates and who have successfully completed DIM would be allowed to get admission into Management Programme (MBA), without re-appearing in Entrance Test (OPENMAT), after completing Bachelor's degree, if they so desire. In such a case they should send the re-registration form alongwith the marksheet and copy of the Bachelor's Degree to the concerned Regional Director for getting admission to MBA, within the dates prescribed by the university for re-registration. Normally the dates are 1st February to 31st March and 1st August to 1st October for respective semesters.

The students qualifying any of PG Specialisation Diplomas, if desirous of pursuing MBA, may do so by registering for other courses. However those who have done PG Specialisation Diplomas under Direct Entry stream prior to 1997 will have to qualify OPENMAT test and apply for credit transfer by paying requisite fee on prescribed form to the Registrar (SR&E), IGNOU, Maidan Garhi, New Delhi-110068 as per credit transfer rules.

ENTRANCE TEST (OPENMAT XXIV, XXV and XXVI)

Admission to Management Programmes of IGNOU is done through OPENMAT Entrance Examinations, held twice a year.

For appearing in the entrance test (OPENMAT) a student has to fill up **APPLICATION FORM FOR OPENMAT ENTRANCE TEST– Form 1** which is provided separately in an envelope alongwith this **STUDENT HANDBOOK**

AND PROSPECTUS. Please see the instructions for filling up the **ENTRANCE TEST Form** at pages **136-137**. You need to send the form in the same envelope attached in the Prospectus by Registered/Speed Post so as to reach on or before the last date printed on the application form. No other document is required to be submitted alongwith this form. The Entrance Test will be held on the following dates:

OPENMAT XXIV	- 17.08.2008 (Sunday 10.00 A.M. — 1.00 P.M.)
OPENMAT XXV	- 01.02.2009 (Sunday 10.00 A.M. — 1.00 P.M.)
OPENMAT XXVI	- 16.08.2009 (Sunday 10.00 A.M. — 1.00 P.M.)

A student can appear in anyone of the above OPENMAT Examinations. If a student wants to appear in more than one OPENMAT Examinations s/he is required to apply separately.

ADMISSION

Admission to the MBA, Diploma in Management, PGDIM and Post Graduate Diplomas in HRM, FM, OM, and MM, will be done on the basis of the score obtained in the OPENMAT, conducted all over India twice a year as per above schedule.

A result card will be sent to all the candidates appearing in the OPENMAT examination. It will indicate whether the candidate has qualified or not qualified for admission on the basis of cut-off score as decided by the University. For admission a learner will have to apply on the specified **APPLICATION FORM – Form 2** which is given in the Prospectus alongwith required documents to the Regional Director concerned.

You are advised to retain a Photo Copy of the Application Form submitted to IGNOU.

Admission will be offered to all those attaining the cut off score and above, subject to their fulfilling other eligibility criteria as mentioned in Appendix 1.

VALIDITY OF OPENMAT SCORE

Candidates who have qualified for admission on the basis of the score obtained in the Entrance Test (OPENMAT) will be eligible to take admission into Management Programme in any of the subsequent semesters. For example, a student who has qualified for admission in August 2008 test, may take admission in any of the following two semesters i.e. either in January 2009 or July 2009 semester, one who qualifies in February 2009 test may take admission in July 2009 or January 2010 semester and one who qualifies in August 2009 test may take admission in January 2010 or July 2010 semester. The last dates for submission of the Application Form for Admission to these semesters are as follows :

For those qualifying August 2008 Test	— Ist Sem. 2009 (January 2009)) – November 30, 2008 IInd Sem. 2009 (July 2009) – May 31, 2009
For those qualifying February 2009 Test	— IInd Sem. 2009 (July 2009) – May 31, 2009 Ist Sem. 2010 (January 2010) – November 30, 2009
For those qualifying August 2009 Test	— Ist Sem. 2010 (January 2010) – November 30, 2009 IInd Sem. 2010 (July 2010) – May 31, 2010

INCOMPLETE AND LATE APPLICATIONS

Incomplete and late application forms will be summarily rejected without referring to the candidate. The students are, therefore, advised to fill the relevant columns carefully and enclose application form for admission alongwith the requisite fee through a Bank Draft, copies of testimonials as evidence of age, caste, experience, educational qualification and any other certificate, if required, original hall ticket for entrance test and the result card. The university will not accept any statement from the students about their ignorance in meeting these requirements.

RE-REGISTRATION / RE-ADMISSION

- 1) Application Form for Admission to Management Programme will be submitted only at the time of first entry to the programme. Subsequent continuation in the programme will be through **RE-REGISTRATION FORMS**. A copy of the Re-registration form has been provided in Appendix 9 (page no. 144). You, may also use the xerox copies of these forms. The dates for submission of Re-registration forms are 1st August to 1st October (upto 31st October with a late fee of Rs 200/-) and 1st February to 31st March (upto 30th April with a late fee of Rs 200/-) normally, for First and Second semesters respectively of the academic year.

- 2) You must submit **Re-registration/Re-admission form** (which is also a part of this booklet) and course fee at their **respective Regional Centres** only.
- 3) You may also submit the Re-registration form with a late fee of Rs. 500/- up to 30th November / 31st May and Rs. 1000/- up to 20th December / 20th June at SRE, New Delhi for the first and second semesters respectively of the academic year.
- 4) **You will be allowed to register for not more than four courses per semester.**
- 5) 'MS-100 (Project Course)' will be allowed only after you have has registered for MS-1 to MS-11 and MS-95 (12 courses).
- 6) A course once registered for study, **must be successfully completed within 4 semesters.** In case of failure to do so, the student will be required to seek **RE-ADMISSION** by paying fees of Rs. 800/- per course, if s/he desires to continue his/her studies and to enable him/her to appear for the exams and complete the course. However, such a student will not be required to take the Entrance test again.
- 7) Mailing of study material is course-wise and material for each course will be despatched in one package along with the assignment. On re-registration the earlier score of qualified assignments and/or term-end examination can be retained and the student will be required to complete the left over requirements of that course.
- 8) **Change of Courses :** A learner has to indicate in the Admission Form/Re-registration Form, the courses s/he is opting for. However, request for change in courses will be entertained within one and a half month of the commencement of the programme (**i. e. by 15th February and 15th August** for first and second semesters respectively) on payment of a fee of Rs. 500/- per course through Demand Draft drawn in favour of IGNOU, payable at New Delhi. The application may be addressed to the Registrar (SR & E), IGNOU, Maidan Garhi, New Delhi-110 068.

MAXIMUM DURATION IN MANAGEMENT PROGRAMME

The maximum duration of the MBA Programme will be eight years. Thereafter students seeking admission afresh for completion of the left out course(s) will not be required to clear the Entrance Test again.

Those students who were admitted earlier to Management Programmes [including SDM (DE)] without the provision of Entrance Test are required to clear the mandatory requirement of clearance of Entrance Test while seeking admission afresh.

As indicated in 'Re-Registration/Re-Admission' above, students would be **allowed to register maximum four courses in a semester to enable them to register/re-register proper combination of 21 courses for the award of MBA Degree in five semesters.** However, course(s) once registered must be successfully completed within four semesters, failing which s/he would need to revalidate the registration of such course(s) by paying the requisite fee **within the maximum duration of eight years.** The validity of a course registered after 7th year of the initial admission to the Programme would be reduced appropriately, so that the prescribed maximum duration of eight years would remain unchanged.

CREDIT TRANSFER POLICY

If any student fails to complete all the requirements for the award of Degree/Diploma within the maximum prescribed duration, he/she would have to take admission afresh in the programme.

Full credit transfer would be allowed if the syllabus and methodology in vogue at that time are similar to that covering the student under the old enrolment. The certification should be awarded corresponding to the semester in which he/she completes all the courses.

CERTIFICATE OF COMPLETION

A certificate of completion in one or more successfully completed courses may also be awarded to students who do not wish to, or are unable to complete all the required courses for the Degree/Diploma. It may however, be noted that the score of a successfully completed course cannot be counted for more than one programme.

RESERVATION

The University provides for reservation of seats for Scheduled Castes, Scheduled Tribes, OBC and Physically Handicapped learners as per the Government of India rules. There would be some relaxation in qualifying standards for SC/ST categories and female candidates.

FEE STRUCTURE

Course fee of Rs. 800/- per course can be paid through a Bank Draft obtained from any one of the scheduled banks in favour of IGNOU and should be payable at the city where your Regional Centre is situated (both at the time of Admission and Re-Registration). Please write Your Name, Enrolment Number and address on the back of the Bank Draft to ensure proper credit to your fee account.

Course fee can also be paid through bank challan (both at the time of Admission and Re-registration) at the designated Indian Bank and IDBI Bank branches given in Appendix-10. Two copies of the challan will be returned to you by the bank out of which copy marked as “University’s copy” should be submitted to the Regional Centre along with Admission/Re-registration form.

Fee once paid is not refundable under any circumstances. It is also not adjustable against any another programme of this university.

SCHOLARSHIPS AND REIMBURSEMENT OF FEES

All students including those belonging to reserved categories viz., Scheduled Castes/Scheduled Tribes, OBC and Physically Handicapped are required **to pay the full fee at the time of admission to the University.**

Students belonging to Reserved Categories viz. SC, ST & Physically Handicapped admitted to IGNOU are eligible for Government of India scholarships provided it is available for PG level programmes. They are advised to collect scholarship forms from the Directorate of Social Welfare or Office of the Social Welfare Officer of the concerned State Government and submit the filled in forms to them through the concerned Regional Director of IGNOU. Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDA) for Post Graduate level programmes is available for the students of this university.

The university reserves the right to change the rules from time to time. However, latest rules will be applicable to all the students irrespective of year of registration.

CHANGE OF REGION BY STUDENTS

When a student wants a transfer from one Region to another, s/he has to write to the Regional Centre from where he/she is seeking a transfer. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer regarding number of assignments submitted. The Regional Director of the region from where the student is seeking transfer will transfer all records and the status of the programme fee payment pertaining to the student to the Regional Centre where the student is being transferred under intimation to the Registrar (SR & E) and the student.

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

There is a printed card for change/correction of address and change of Study Centre which is despatched along with the study material. In case there is any correction/change in the address, the learners are advised to make use of proforma provided in the Prospectus and send it to the Regional Director concerned who will forward the data to SR&E Division, IGNOU, Maidan Garhi, New Delhi-110 068. **Requests received directly will not be entertained. The form for change of address can also be downloaded from IGNOU Website www.ignou.ac.in.** Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to get the mail redirected to the changed address during this period. In case a change of Study Centre is desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Counselling facilities are not available for all Programmes at all the Centres. As such, learners are advised to make sure that

counselling facilities are available for the subject s/he has chosen, at the new Centre opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new Centre asked for. Change of address and Study Centre are not permitted until admissions are finalized.

EVALUATION

The evaluation system of the programme is based on two components:

a) Continuous evaluation in the form of assignments (weightage : 30%)

This component carries a weightage of 30%. There will be one graded assignment per course. The assignment is to be submitted to the Co-ordinator of the Study Centre to which the student is assigned or attached with.

b) Term-end examination (weightage : 70%)

Term-end exams will be held twice every year in the months of June and December. The students are at liberty to appear in any of the examinations conducted by the University during the year. A student will be allowed to appear in the Term-End Examination, only after s/he has registered for that course and submitted the assignment.

For appearing in the Examination, a student has to submit an Examination form before the due dates as given in **the schedule of operations.**

If a student misses any term-end examination of a course for any reason, s/he may appear for any of them or all the papers subject to the maximum of 8 papers in the subsequent term-end examinations. This facility will be available until a student secures the minimum pass grade in the courses but up to a maximum period of four semesters since the date of registration of the course is valid for four semesters. Beyond this period s/he may continue for another four semesters by getting Re-admission by paying fee again. In that case the score of qualified assignments and/or term-end examination will be retained and the student will be required to complete the left out requirements of such re-registered courses.

The following components will comprise the term-end examination for each course:

- * Analytical and conceptual comprehension through essay type questions.
- * Cases or problem solving exercises.

Letter grade system is used for grading continuous and term-end examination components. These letter grades are:

A	=	Excellent
B	=	Very Good
C	=	Good
D	=	Satisfactory
E	=	Unsatisfactory

For successfully qualifying a course, a student will have to obtain at least 'D' Grade in both continuous and term-end examination. However, the overall average should be at least 'C' grade for the successful completion of a course.

Following is the system of converting the overall letter grades to percentage equivalents.

A	=	80% and Above
B	=	60% to 79.9%
C	=	50% to 59.9%
D	=	40% to 49.9%
E	=	Below 40%

Modalities of submission of assignments and appearing in term-end examinations are given in Appendix 6.

EXEMPTION SCHEME

Definitions

- i) "Accredited institution" means a University established by an Act of Parliament or by an Act of State Legislature; or an institution "deemed to be a university"; or an "institution of national importance"; or institutions recognised by statutory bodies like AICTE, ICMR, ICAR, etc.

- ii) “School” means the Schools of Studies of IGNOU.
- iii) “Exemption” means exemption from “course work/counselling/submission of assignments only” i.e., if a student is allowed “exemption” in a particular course, s/he is not required to do the assignments of course/ courses as other students do but s/he will have to sit for a term end examination(s) in such course(s) and clear it/them successfully; in such cases weightage for Term-end Examination will be 100 %.
- iv) IGNOU “programmes” and “courses” mean “courses” and “subjects” or “papers” respectively of conventional universities.

Modalities

- i) Normally exemption will be applicable only from a diploma to an equivalent diploma, a degree to an equivalent degree and a post graduate degree to an equivalent post graduate degree.
- ii) Exemption will be permissible only in the case of students coming from accredited institutions.
- iii) Exemption will be granted only on the basis of individual courses and not on the basis of year to year courses as in conventional institutions.
- iv) Students exempted from studying the courses may take the examination of the exempted courses during any of the two Term-end Examinations.
- v) Exemption up to two courses is allowed in each of DIM, PGDIM, PG Specialisation Diplomas and Integrative Courses, except the Project Course (MS-100).
Exemption in IGNOU is provided for course work and assignments only. For all courses that you get an exemption, you would still have to appear in the term end examination. The weightage of the term end examination will be 100%.
- vi) Students cannot register for more than four courses inclusive of exempted courses, in a semester. For registration purposes the course MS-100 is counted as one course only.
- vii) Students seeking Course Exemption should apply individually to the Registrar (SR & E), IGNOU, Maidan Garhi, New Delhi-110068, enclosing a Demand Draft for Rs. 100/-per Course drawn in the name of IGNOU and payable at New Delhi, attested copies of Marks Sheet and attested copies of syllabus of such courses, covered by them. Such cases will be examined separately by the Equivalence Committee at the headquarters of the University. The process will take a minimum period of three months from the date of receipt of such requests, with all the relevant documents, by the above concerned officer.

The basis of exemption will be :

- a) Course coverage at least 90% and
- b) a minimum of 50% marks or ‘C’ grade on a 5-point scale.

MIGRATION CERTIFICATE

For Migration Certificate, requisition may be sent to the Regional Director alongwith the following documents:

- 1) Application (can be obtained from the Head Office or photocopy of the one given in programme guide could be used).
- 2) Attested copy of the Grade card and Provisional certificate.
- 3) Fee of Rs. 200/- in the form of demand draft drawn in favour of IGNOU payable at the city where Regional Centre is located.

CREDIT TRANSFER SCHEME

This scheme is applicable to those students only who have earlier done Post Graduate Specialisation Diploma in Management under direct entry scheme (without appearing in entrance examination). Rules regarding credit transfer alongwith Application Form are given in **Appendix-7**.

SCHEDULE OF OPERATIONS

Activities	First Semester (Jan-June)	Second Semester (July-December)
i) Despatch of Study Material to begin	During first half of December of preceding year	During first half of June
ii) Counselling	January-May	July-November
iii) Submission of assignments	30th April	31st October
iv) Assignment feedback	15th May	15th November
v) Last date for submission of Examination Forms*	31st March 20th April - with Rs.100 late fee 15th May** - with Rs.500 late fee 28th May** - with Rs.1000 late fee	30th September 20th October - with Rs.100 late fee 15th Nov.** - with Rs.500 late fee 28th Nov.** - with Rs.1000 late fee
vi) Term-end Examinations	JUNE	DECEMBER
vii) Last dates for Submission of Re-registration form for next semester at RC (with a late fee of Rs. 200/-)	30th September (31st October)	31st March (30th April)
viii) Last dates for submission of re-registration form for next semester at SRE, IGNOU, New Delhi a) with a late fee of Rs. 500/- b) with a late fee of Rs. 1000/-	30th November 20th December	31st March 20th June
ix) Submission of Requisition for fresh set of assignments, if not attempted earlier	November/December	June/July

(Dates are subject to change due to unforeseen circumstances.)

* Examination Form can also be filled up and submitted through IGNOU website **www.ignou.ac.in** till March 31st and September 30th for June and December Term-end examinations respectively.

** Examination form with late fee of Rs. 500/- / Rs. 1000/- are to be submitted at the concerned Regional Centres for outside Delhi students. However, Delhi students can submit the examination form at concerned Regional Centre or the University Headquarters (SR&E Division, IGNOU, Maidan Garhi, New Delhi - 110 068).

FACULTY OF MANAGEMENT STUDIES

DIRECTOR

Prof. N.V. Narasimham

PROFESSORS

Prof. Madhulika Kaushik (on leave)
MBA, Ph.D.

Consumer Behaviour, Small Enterprise
Management, Marketing of Services

Prof. B.B. Khanna
M.Sc. (Psy.), Ph.D. (Mgmt.)
Human Resource Development,
Organisational Development and Change
Chairperson, Human Resource Management and
Organisational Behaviour Area

Prof. G. Subbayamma
M.A. (Eco.), Ph.D.
General Management
Chairperson, Corporate Management Area

Prof. Srilatha
M.A. (Psy.), Ph.D.
Organisational Behaviour

Prof. K. Ravi Sankar
MBA, Ph.D.
Finance, Financial Services & Banking
Programme Coordinator - MBA (Banking & Finance)
Chairperson - Accounting & Finance Area

Prof. Kamal Yadava
B.Sc. (Engg.), MBA, Ph.D.
Marketing
Chairperson, Marketing Area

Prof. P.C. Basak
M.Tech, Ph.D. (Ind. Mgmt), FIE, MIIIE
Operations Management
Chairperson, Operations Management Area

Prof. Anurag Saxena
M.Sc. (Stat.), Ph.D., PGDDE
Quantitative Techniques and
Operations Management

READER

Dr. Neeti Agrawal
MBA, Ph.D.
Strategic Management

LECTURERS (Senior Scale)

Mr. T.V. Vijay Kumar
B.Sc., MBA
Marketing

Dr. Gopal
B.Sc., M.B.A., LL.B., PGDDE
Human Resource Management

Ms. Anjali Ramteke
B.Sc. (Tech.), MBA
Finance

Dr. Nayantara Padhi (Senior Scale)
M.A. (I.R. & P.M.), Ph.D.
Human Resource Management

Dr. Kamal Vagrecha (Senior Scale)
MBA, Ph.D.
Finance

ADMINISTRATIVE/SECRETARIAL STAFF

Mr. M.P.S. Puri, Asstt. Registrar
Mrs. Sadhana Malhotra, Sr. Personal Asstt.
Dr. G. Radhakrishna, Sr. Personal Asstt.
Mrs. Sunita Kapoor
Dr. Sudesh Kumari

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Mr. Anand Prakash
Mr. Raj Kumar Ram

PRINTING STAFF

Mr. K.G. Sasi Kumar
Assistant Registrar (Publication)

Mr. Sudhir Kumar
Section Officer (Publication)

NAMES AND CODES OF PROGRAMMES, ELIGIBILITY, FEES, ETC.

Sl. No.	Name of the Programme	Programme Code	Eligibility	Fee
1.	Master of Business Administration	MBA	<p>Bachelor's degree and three years' Supervisory/ Managerial/Professional experience as on the last date for receiving the application form for Admission to Management Programme</p> <p>OR</p> <p>Professional Degree in Engineering/Technology/ Medicine/Architecture/Law/Pharmacy</p> <p>OR</p> <p>Professional qualifications in Accountancy, Cost and Works Accountancy, Company Secretaryship, etc.</p> <p>OR</p> <p>A Master's Degree in any Subject</p> <p><i>(The University may consider other degrees to this list of equivalent professional degree/qualification)</i></p>	Rs. 800 per course (Rs. 1600 for MS-100)
2.	Post Graduate Diploma in Management	PGDIM	Same as above	Rs. 800/- per course
3.	Post Graduate Diploma in Human Resource Management	PGDHRM	Same as above	Rs. 800/- per course
4.	Post Graduate Diploma in Financial Management	PGDFM	Same as above	Rs. 800/- per course
5.	Post Graduate Diploma in Operations Management	PGDOM	Same as above	Rs. 800/- per course
6.	Post Graduate Diploma in Marketing Management	PGDMM	Same as above	Rs. 800/- per course
7.	Diploma in Management	DIM	<p>Same as above</p> <p>OR</p> <p>Non-graduate (10+2 or its equivalent) with 6 years' Supervisory/Managerial experience as on the last date for receiving the application form for admission to Management Programme</p>	Rs. 800/- per course

NOTES :

- All Programmes are offered in English.
- Supervisory experience means that the person is in the supervisory cadre and supervising or looking after the work of a minimum of three subordinates reporting to him/her.
- Managerial experience means that the person is concerned with decision making responsibilities. 'Experience' means work experience of a person during or after acquiring the qualifications as specified above.
- 'Professional Degree' means a person holding a degree in Engineering, Law, Medicine, etc.
- 'Last date for Receiving the Application' refers to 30.11.2008 for First semester-2009, 31.5.2008 for second semester-2009, 30.11.2009 for first semester-2010 and 31.5.2009 for second semester-2010.

REGIONWISE LIST OF STUDY CENTRES

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
1.	AGARTALA	2601	AGARTALA	COORDINATOR IGNOU STUDY CENTRE TRIPURA UNIVERSITY UNIVERSITY CAMPUS AGARTALA 799004 TRIPUR
2.	AHMEDABAD	0901	AHMEDABAD	COORDINATOR IGNOU STUDY CENTRE L.D. ARTS COLLEGE NAVRANGPURA AHMEDABAD 380009 GUJARAT
3.	AHMEDABAD	0902	VADODARA	COORDINATOR IGNOU STUDY CENTRE M.S. UNIVERSITY GENERAL EDUCATION BUILDING VADODARA 390002 GUJARAT
4.	AHMEDABAD	0903	RAJKOT	COORDINATOR IGNOU STUDY CENTRE SAURASHTRA UNIVERSITY RAJKOT 360005 GUJARAT
5.	AHMEDABAD	0905	SURAT	COORDINATOR IGNOU STUDY CENTRE MTB ARTS COLLEGE SURAT 395001 GUJARAT
6.	AHMEDABAD	0909	MEHSANA	COORDINATOR IGNOU STUDY CENTRE NEW PROGRESIVE EDUCATION TRUST ABOVE HOMEOPATHY COLLEGE MEHSANA 384002 GUJARAT
7.	AHMEDABAD	0910	ANAND	COORDINATOR IGNOU STUDY CENTRE SARDAR PATEL UNIVERSITY UNIVERSITY HEALTH CENTRE VALLABH VIDYANAGAR ANAND 388120 GUJARAT

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
8.	AHMEDABAD	0911	GANDHINAGAR	COORDINATOR IGNOU STUDY CENTRE SAMARPAN ARTS & COMMERCE COLLEGE SECTOR - 15 GANDHINAGAR 382016 GUJARAT
9.	AHMEDABAD	0913	BHARUCH	COORDINATOR IGNOU STUDY CENTRE ANJUMAN-E-TALIME-IDARA COURT ROAD OPPOSITE TREASURY BHARUCH 392001 GUJARAT
10.	AHMEDABAD	0920	AHMEDABAD	COORDINATOR IGNOU STUDY CENTRE L.J. COMMERCE COLLEGE VASTRAPUR AHMEDABAD 380015 GUJARAT
11.	AHMEDABAD	0922 R	ANKLESHWAR	COORDINATOR IGNOU RECOG. STUDY CENTRE ANKLESHWAR IND. DEV. SOCIETY PLOT NO. 910 GIDC ESTATE ANKLESHWAR 390002 GUJARAT
12.	AHMEDABAD	0923	ADIPUR	COORDINATOR IGNOU STUDY CENTRE TOLANI COMMERCE COLLEGE P.B.N. 27 (KUTCH) ADIPUR 370205
13.	AHMEDABAD	0928 R	RAJKOT	COORDINATOR IGNOU RECOG. STUDY CENTRE N.I.M.I.T. C/O PARAG AD. ADIPUJANSATTA PRESS RAJKOT 360005 GUJARAT
14.	AHMEDABAD	0944	AHMEDABAD	COORDINATOR IGNOU STUDY CENTRE SOM-LALIT EDN & RES FOUNDATION SILMS CAMPUS, UNIV. ROAD, NAVRANGPURA AHMEDABAD 380009 GUJARAT

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
15.	AHMEDABAD	2901	DAMAN & DIU	COORDINATOR IGNOU STUDY CENTRE DAMAN GOVERNMENT ARTS COLLEGE DAMAN & DIU 396210 DAMAN & DIU
16.	ALIGARH	2714	MORADABAD	COORDINATOR IGNOU STUDY CENTRE HINDU COLLEGE STATION ROAD MORADABAD 244001 UTTAR PRADESH
17.	ALIGARH	2738	BULANDSHAHR	COORDINATOR IGNOU STUDY CENTRE I.P. (POST GRADUATE) COLLEGE BULANDSHAHR 203001 UTTAR PRADESH
18.	ALIGARH	2764	MATHURA	COORDINATOR IGNOU STUDY CENTRE BABU SHIVNATH AGRAWAL COLLEGE MATHURA 281004 UTTAR PRADESH
19.	ALIGARH	3702	SAHARANPUR	COORDINATOR IGNOU STUDY CENTRE MAHARAJ SINGH COLLEGE SAHARANPUR 247001 UTTAR PRADESH
20.	ALIGARH	2704	BAREILLY	COORDINATOR IGNOU STUDY CENTRE BAREILLY COLLEGE PO BOX NO 15 BAREILLY 243005 UTTAR PRADESH
21.	ALIGARH	2702	AGRA	COORDINATOR IGNOU STUDY CENTRE ST. JOHN'S COLLEGE AGRA FORT AGRA 282002 UTTAR PRADESH
22.	ALIGARH	2713	ALIGARH	COORDINATOR IGNOU STUDY CENTRE ALIGARH MUSLIM UNIVERSITY ALIGARH 202002 UTTAR PRADESH
23.	BANGALORE	0801	MARGAON	COORDINATOR IGNOU STUDY CENTRE SH. DAMODAR COLL. OF COM & ECO P.B. NO. 347 TANSOR, COMBA GOA-MARGAON 403601 GOA

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
24.	BANGALORE	1301	BANGALORE	COORDINATOR IGNOU STUDY CENTRE BES COLLEGE OF ARTS & SCIENCE IV 'T' BLOCK JAYANAGAR BANGALORE 560011 KARNATAKA
25.	BANGALORE	1302	MANGALORE	COORDINATOR IGNOU STUDY CENTRE ST. ALOYSIUS COLLEGE KODIALBAIL MANGALORE 575003 KARNATAKA
26.	BANGALORE	1303	DHARWAD	COORDINATOR IGNOU STUDY CENTRE J.S.S. COLLEGE VIDYAGIRI DHARWAD 580004 KARNATAKA
27.	BANGALORE	1304	GULBARGA	COORDINATOR IGNOU STUDY CENTRE GULBARGA UNIVERSITY GULBARGA UNIVERSITY CAMPUS GULBARGA 585106 KARNATAKA
28.	BANGALORE	1305	MYSORE	COORDINATOR IGNOU STUDY CENTRE VIDYAVARDHAKA LAW COLLEGE SHESHADRI IYER ROAD MYSORE 570021 KARNATAKA
29.	BANGALORE	1309	BANGALORE	COORDINATOR IGNOU STUDY CENTRE AL-AMEEN ARTS SCI. & COM. COL. HOSUR ROAD NEAR LAL BAGH MAIN GATE BANGALORE 560002 KARNATAKA
30.	BANGALORE	1310	BELLARY	COORDINATOR IGNOU STUDY CENTRE VEERA SAIVA COLLEGE CANTONMENT BELLARY 583101 KARNATAKA
31.	BANGALORE	1311	DAVANGERE	COORDINATOR IGNOU STUDY CENTRE BAPUJI INSTT. OF ENGG & TECH. SHAMANUR ROAD DAVANGERE 577004 KARNATAKA

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
32.	BANGALORE	1312	KARWAR	COORDINATOR IGNOU STUDY CENTRE BGVS ARTS, COMMERCE & SCI COLL SADASHIVGAD KARWAR 581301 KARNATAKA
33.	BANGALORE	1319	TUMKUR	COORDINATOR IGNOU STUDY CENTRE SRI SIDDARTHA INSTT. OF TECH TUMKUR 572105 KARNATAKA
34.	BANGALORE	1320	BANGALORE	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT SCIENCE COLLEGE NRUPATHUNGA ROAD BANGALORE 560001 KARNATAKA
35.	BANGALORE	1336	BANGALORE	COORDINATOR IGNOU STUDY CENTRE ST. JOSEPH COLLEGE LAL BAGH ROAD BANGALORE KARNATAKA
36.	BANGALORE	1344 R	BANGALORE	COORDINATOR IGNOU STUDY CENTRE CMR INSTT. OF MNGMT.STUDIES 2079, 2ND CROSS, 3RD BLOCK HENNR BNSWLI LAYOUT, KALYANGR BANGALORE KARNATAKA
37.	BHOPAL	1501	BHOPAL	COORDINATOR IGNOU STUDY CENTRE MOTILAL VIGYAN MAHAVIDYALAYA BHOPAL 462008 MADHYA PRADESH
38.	BHOPAL	1504	GWALIOR	COORDINATOR IGNOU STUDY CENTRE JIWAJI UNIVERSITY GWALIOR 474011 MADHYA PRADESH
39.	BHOPAL	1506	INDORE	COORDINATOR IGNOU STUDY CENTRE HOLKAR SCIENCE COLLEGE INDORE 452001 MADHYA PRADESH

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
40.	BHOPAL	1516	UJJAIN	COORDINATOR IGNOU STUDY CENTRE VIKRAM UNIVERSITY UJJAIN 456010 MADHYA PRADESH
41.	BHOPAL	1519	RAJGARH	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT BOYS PG COLLEGE RAJGARH 465661 MADHYA PRADESH
42.	BHUBANESHWAR	2101	BHUBANESHWAR	COORDINATOR IGNOU STUDY CENTRE KALINGA INSTT OF INDL. TECH PATIA BHUBANESHWAR 751024 ORISSA
43.	BHUBANESHWAR	2102	CUTTACK	COORDINATOR IGNOU STUDY CENTRE RAVENSHAW COLLEGE ARTS BLOCK I FLOOR CUTTACK 753003 ORISSA
44.	BHUBANESHWAR	2103	ROURKELA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT COLLEGE ROURKELA 796004 ORISSA
45.	BHUBANESHWAR	2104	BERHAMPUR	COORDINATOR IGNOU STUDY CENTRE KHALIKOTE COLLEGE GANJAM BERHAMPUR 760001 ORISSA
46.	BHUBANESHWAR	2106	BALASORE	COORDINATOR IGNOU STUDY CENTRE FAKIR MOHAN COLLEGE BALASORE 756001 ORISSA
47.	BHUBANESHWAR	2108	SAMBALPUR	COORDINATOR IGNOU STUDY CENTRE GANGADHAR MEHER COLLEGE SAMBALPUR 768004 ORISSA

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
48.	CHENNAI	2501	CHENNAI	COORDINATOR IGNOU STUDY CENTRE DDGD VAISHNAVA COLLEGE 445, E.V.R. PERIYAR HIGH ROAD ARUMBAKKAM CHENNAI 600106 TAMIL NADU
49.	CHENNAI	2502	COIMBATORE	COORDINATOR IGNOU STUDY CENTRE G.R.D. COLLEGE OF ARTS & SCI. AVANASHI ROAD CIVIL AERODROME POST COIMBATORE 641014 TAMIL NADU
50.	CHENNAI	2504	TIRUCHIRAPALLY	COORDINATOR IGNOU STUDY CENTRE BISHOP HEBER COLLEGE P O BOX 615 TIRUCHIRAPALLY 620017 TAMIL NADU
51.	CHENNAI	2505	MYLAPORE	COORDINATOR IGNOU STUDY CENTRE RAMAKRISHNA MISSION VIDYAPITH VIVEKANAND COLLEGE 45, OLIVER RD, MYLAPORE CHENNAI 600004 TAMILNADU
52.	CHENNAI	2506	SALEM	COORDINATOR IGNOU STUDY CENTRE THYAGARAJAR POLYTECHNIC P B NO. 523 SALEM 636005 TAMIL NADU
53.	CHENNAI	2510R	CHENNAI	COORDINATOR IGNOU STUDY CENTRE SCS KOTHARI ACADEMY FOR WOMEN 17, VENKATAPATHI STREET KILPAUK CHENNAI 600010 TAMIL NADU
54.	CHENNAI	2532	THIRUVELLORE	COORDINATOR IGNOU STUDY CENTRE JAYA COLLEGE OF ARTS & SCIENCE MTH ROAD TIRUNINRAVUR THIRUVELLORE 602024 TAMIL NADU

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
55.	CHENNAI	2534	HOSUR	COORDINATOR IGNOU STUDY CENTRE ER. PERUMAL MANIMEKALAI P'NIC KRISHNAGIRI HIGHWAYS KONERIPALLI, HOSUR 635117 TAMIL NADU
56.	CHENNAI	2536 D	CHENNAI	COORDINATOR IGNOU SPL STUDY CENTRE-PH BHARATH POSTGRADUATE COLLEGE 8, KARPAGAMBAL STREET MYLAORE, CHENNAI 600004 TAMIL NADU
57.	CHENNAI	2543 D	NAMAKKAL	COORDINATOR IGNOU SPL STUDY CENTRE-SC/ST C.R.S.T.C. 4/38, DR. SANKARAN ROAD GANDHI NAGAR NAMAKKAL 637001 TAMIL NADU
58.	CHENNAI	2551	POLLACHI	COORDINATOR IGNOU STUDY CENTRE SREE RAMU COLLEGE OF ARTS & SC ALIYAR ROAD POLLACHI- 642007 DISTT. COIMBATORE TAMIL NADU
59.	CHENNAI	2564	THIRUCHENGODE	COORDINATOR IGNOU STUDY CENTRE K.S. RANGASAMY COLLEGE OF TECH KSR KALVI NAGAR THOKKAVADI POST (NAMAKKAL DT.) THIRUCHENGODE 637209 TAMIL NADU
60.	CHENNAI	2569	DINDIGUL	COORDINATOR IGNOU STUDY CENTRE R.V.S. COLLEGE OF ENGG & TECH. RVS NAGAR KARUR ROAD DINDIGUL 624005 TAMIL NADU
61.	CHENNAI	2570	PERAMBALUR	COORDINATOR IGNOU STUDY CENTRE THANTHAI HANS ROEVER COLLEGE PERAMBALUR 621212 TAMIL NADU

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
62.	CHENNAI	2572	THANJAVUR	COORDINATOR IGNOU STUDY CENTRE PERIYAR MANIAMMAI COLL OF TECH FOR WOMEN PERIYAR NAGAR, VALLAM THANJAVUR 613403 TAMIL NADU
63.	CHENNAI	2578	CHENNAI	COORDINATOR IGNOU STUDY CENTRE GURU NANAK COLLEGE VELACHERY ROAD CHENNAI 600042 TAMIL NADU
64.	CHENNAI	2593 R	VELLORE	COORDINATOR IGNOU STUDY CENTRE VOORHEES COLLEGE OFFICERS LINE VELLORE 632001 TAMILNADU
65.	CHENNAI	3101	PONDICHERRY	COORDINATOR IGNOU STUDY CENTRE ACADEMIC STAFF COLLEGE CENTRAL UNIVERSITY LAWSPET PONDICHERRY 605008 PONDICHERRY
66.	COCHIN	1401	TRIVANDRUM	COORDINATOR IGNOU STUDY CENTRE INSTITUTE OF MANAGEMENT VIKAS BHAWAN TRIVANDRUM 695033 KERALA
67.	COCHIN	1402	COCHIN	COORDINATOR IGNOU STUDY CENTRE SACRED HEART COLLEGE THEVARA COCHIN 682013 KERALA
68.	COCHIN	1403	CALICUT	COORDINATOR IGNOU STUDY CENTRE JDT ISLAM MARI KUNNU P.O. CALICUT 673012 KERALA
69.	COCHIN	1407	TRICHUR	COORDINATOR IGNOU STUDY CENTRE SREE KERALA VERMA COLLEGE TRICHUR 680001 KERALA

REGIONWISE LIST OF STUDY CENTRES – Contd.

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
70.	COCHIN	1435 D	ALLEPPEY	COORDINATOR IGNOU SPL STUDY CENTRE-RA IMPERIAL COLLEGE MICHEL JUNCTION MAVELIKKARA ALLEPPEY KERALA
71.	COCHIN	1464	THIRUVANTHAPURAM	COORDINATOR IGNOU STUDY CENTRE C. ACHYUTHA MENON STUDY CENTRE AND LIBRARY POOJAPPURA THIRUVANTHAPURAM 695012 KERALA
72.	COCHIN	1473	THIRUVANTHAPURAM	COORDINATOR IGNOUR STUDY CENTRE BIAR SAMSKRITHI BHAWAN GPO LANE THIRUVANTHAPURAM KERALA
73.	DARBHANGA	0504	MUZAFFARPUR	COORDINATOR IGNOU STUDY CENTRE BRA BIHAR UNIVERSITY LIBRARY CAMPUS MUZAFFARPUR 842001 BIHAR
74.	DARBHANGA	0557	MADHUBABNI	COORDINATOR IGNOU STUDY CENTRE RAMKRISHNA COLLEGE MADHUBANI-847211 BIHAR
75.	DEHRADUN	2705	DEHRADUN	COORDINATOR IGNOU STUDY CENTRE D.A.V. PG COLLEGE D A V COLLEGE ROAD DEHRADUN 248001 UTTRANCHAL
76.	DEHRADUN	2711	HALDWANI	COORDINATOR IGNOU STUDY CENTRE MB GOVERNMENT PG COLLEGE HALDWANI 263141 UTTRANCHAL
77.	DEHRADUN	2717	ALMORA	COORDINATOR IGNOU STUDY CENTRE KUMAON UNIVERSITY ALMORA 263601 UTTRANCHAL

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
78.	DEHRADUN	3715	PANT NAGAR	COORDINATOR IGNOU STUDY CENTRE GB PANT UNIVERSITY AGRICULTURE & TECHNOLOGY PANTNAGAR 263145 DIST. U.S. NAGAR UTTARAKHAND
79.	DELHI 1	0701	NEW DELHI	COORDINATOR IGNOU STUDY CENTRE SHYAMA PRASAD MUKHERJEE COLL. FOR WOMEN PUNJABI BAGH (WEST) NEW DELHI 110026 DELHI
80.	DELHI 1	0706	NEW DELHI	COORDINATOR IGNOU STUDY CENTRE SCH OF AVIATION SCIENCE & TECH DELHI FLYING CLUB LIMITED SAFDARJUNG AIRPORT NEW DELHI 110003 DELHI
81.	DELHI 1	0709	NEW DELHI	COORDINATOR IGNOU STUDY CENTRE RAMLAL ANAND COLLEGE BENITO JUAREZ ROAD NEW DELHI 110021 DELHI
82.	DELHI 1	0714	NEW DELHI	COORDINATOR IGNOU STUDY CENTRE DELHI COLL. OF ARTS & COMMERCE NETAJI NAGAR NEW DELHI 110023 DELHI
83.	DELHI 1	0719	NEW DELHI	COORDINATOR IGNOU STUDY CENTRE TIHAR CENTRAL JAIL NO. 3, TIHAR JAIL HARI NAGAR (ONLY FOR INMATES) NEW DELHI 110064 DELHI
84.	DELHI 1	0737	NEW DELHI	COORDINATOR IGNOU STUDY CENTRE ATMA RAM SANATAN DHARMA COLLEG UNIVERSITY OF DELHI DHAULA KHAN NEW DELHI 110021

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
85.	DELHI 1	0757	NEW DELHI	DELHI COORDINATOR IGNOU STUDY CENTRE AMITY INSTITUTE OF EDUCATION AMITY CAMPUS, 44 M-BLOCK SAKET, NEW DELHI 110017 DELHI
86.	DELHI 1	0762	NEW DELHI	COORDINATOR IGNOU STUDY CENTRE MAHARAJA SURAJMAL INSTITUTE C - 4, JANAKPURI, NEW DELHI 110058 DELHI
87.	DELHI 1	1006	GURGAON	COORDINATOR IGNOU STUDY CENTRE DRONACHARYA GOVERNMENT COLLEGE GURGAON 122001 HARYANA
88.	DELHI 1	1007	FARIDABAD	COORDINATOR IGNOU STUDY CENTRE PT. J.L. NEHRU GOVT. COLLEGE SECTOR - 16A, FARIDABAD 121001 HARYANA
89.	DELHI 1	1040P	GURGAON	COORDINATOR IGNOU PROG. STUDY CENTRE JILM INST. FOR HIGHER EDUCATION PLOT NO. 69, SECTOR 53 GURGAON 122003 HARYANA
90.	DELHI 1	1042	FARIDABAD	COORDINATOR IGNOU STUDY CENTRE GOVT. COLLEGE FOR WOMEN SECTOR 16-17 FARIDABAD HARYANA
91.	DELHI 1	07103	DELHI	COORDINATOR IGNOU STUDY CENTRE COLLEGE OF VOCATIONAL STUDIES SHEIKH SARAI, PHASE-II NEW DELHI 110017
92.	DELHI 1	07110	DELHI	COORDINATOR IGNOU STUDY CENTRE GLOBAL DEVELOPMENT CENTRE 62F, SUJAN SINGH PARK NEW DELHI 110003
93.	DELHI 2	0712	NEW DELHI	COORDINATOR IGNOU STUDY CENTRE VIVEKANAND MAHILA COLLEGE VIVEK VIHAR NEW DELHI 110032

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
94.	DELHI 2	0731	DELHI	COORDINATOR IGNOU STUDY CENTRE PC TRAINING INSTITUTE PCTI HOUSE, UU-11 NORTH PITAMPURA NEW DELHI 110034
95.	DELHI 2	2730R	GHAZIABAD	COORDINATOR IGNOU STUDY CENTRE NTPC, VIDYUT NAGAR GAUTAM BUDH NAGAR GHAZIABAD 201001 U.P.
96.	DELHI 2	0769	DELHI	COORDINATOR IGNOU STUDY CENTRE SHYAM LAL COLLEGE G.T. ROAD SHAHDARA DELHI 110032
97.	DELHI-2	0776 P	NEW DELHI	PROG. I/C IGNOU PROG. STUDY CENTRE UNIV. INSTT OF COMPUTERS & TEC 'A' BLOCK, UPS CAMPUS PREET VIHAR NEW DELHI 110092
98.	DELHI-2	0778 P	DELHI	PROG. I/C IGNOU PROG. STUDY CENTRE RUKMINI DEVI INST OF ADV STUDY 2A & 2B, PHASE I, MADHUBAN CHOWK, ROHINI DELHI 110085
99.	DELHI 2	2707	GHAZIABAD	COORDINATOR IGNOU STUDY CENTRE M.M.P.G. COLLEGE MODI NAGAR GHAZIABAD 201204
100.	DELHI 2	2718	GHAZIABAD	COORDINATOR IGNOU STUDY CENTRE M.M.H. COLLEGE GHAZIABAD 201001 UTTAR PRADESH
101.	DELHI 2	2728	MEERUT	COORDINATOR IGNOU STUDY CENTRE MEERUT COLLEGE MEERUT 250001 UTTAR PRADESH

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
102.	DELHI 2	2739	NOIDA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE SECTOR - 39 NOIDA UTTAR PRADESH
103.	DELHI 2	2761	HAPUR	COORDINATOR IGNOU STUDY CENTRE S.S.V. (P.G.) COLLEGE HAPUR DISTT. GHAZIABAD UTTAR PRADESH
104.	DELHI 2	2798	BAGHPAT	COORDINATOR IGNOU STUDY CENTRE J.V. POST GRADUATE COLLEGE BARAUT BAGHPAT 250611 UTTAR PRADESH 01234-262130
105.	DELHI 2	2799	MEERUT	COORDINATOR IGNOU STUDY CENTRE D.N. POST GRADUATE COLLEGE MEERUT 250005 UTTAR PRADESH
106.	GUWAHATI	0401	GUWAHATI	COORDINATOR IGNOU STUDY CENTRE GUWAHATI UNIVERSITY GUWAHATI 781014 ASSAM
107.	GUWAHATI	0404	BONGAIGAON	COORDINATOR IGNOU STUDY CENTRE BIRJHORA MAHAVIDYALAYA BONGAIGAON 783380 ASSAM
108.	GUWAHATI	0407	DIBRUGARH	COORDINATOR IGNOU STUDY CENTRE DIBRUGARH UNIVERSITY DEPT. OF APPLIED GEOLOGY DIBRUGARH 786004 ASSAM
109.	GUWAHATI	0410	JORHAT	COORDINATOR IGNOU STUDY CENTRE C.K.B. COMMERCE COLLEGE JORHAT 785001 ASSAM

REGIONWISE LIST OF STUDY CENTRES – Contd.

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
110.	GUWAHATI	0413	NORTH LAKHIMPUR	COORDINATOR IGNOU STUDY CENTRE LAKHIMPUR COMMERCE COLLEGE NORTH LAKHIMPUR 787001 ASSAM
111.	GUWAHATI	0455	SONITPUR	COORDINATOR IGNOU STUDY CENTRE DARRANG COLLEGE TEZPUR DISTRICT SONITPUR-784001 ASSAM
112.	HYDERABAD	0101	HYDERABAD	COORDINATOR IGNOU STUDY CENTRE PMR DEGREE COLLEGE CHINTALAKUNTA CHECK POST L.B. NAGAR HYDERABAD 500074 ANDHRA PRADESH
113.	HYDERABAD	0102	NELLORE	COORDINATOR IGNOU STUDY CENTRE V.R. COLLEGE NELLORE 524001 ANDHRA PRADESH
114.	HYDERABAD	0103	VIJAYAWADA	COORDINATOR IGNOU STUDY CENTRE KBN COLLEGE KOTHAPETA VIJAYAWADA 520001 ANDHRA PRADESH
115.	HYDERABAD	0104	GUNTUR	COORDINATOR IGNOU STUDY CENTRE TJPS COLLEGE RING ROAD GUNTUR 522006 ANDHRA PRADESH
116.	HYDERABAD	0105	WARANGAL	COORDINATOR IGNOU STUDY CENTRE LAL BAHADUR COLLEGE WARANGAL 506007 ANDHRA PRADESH
117.	HYDERABAD	0106	ANANTAPUR	COORDINATOR IGNOU STUDY CENTRE SHRI SAIBABA NAT. DEGREE COLL. ANANTAPUR 515001 ANDHRA PRADESH

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
118.	HYDERABAD	0109	VISAKHAPATNAM	COORDINATOR IGNOU STUDY CENTRE DR. L. BULLAYA COLLEGE VISAKHAPATNAM 530013 ANDHRA PRADESH
119.	HYDERABAD	0110	KAKINADA	COORDINATOR IGNOU STUDY CENTRE IDEAL COLLEGE OF ARTS & SCI. KAKINADA 533004 ANDHRA PRADESH
120.	HYDERABAD	0148	KHAMMAN	COORDINATOR IGNOU STUDY CENTRE KAVITHA MEMORIAL DEG. COLLEGE N.S.T. ROAD KHAMMAN 507002 ANDHRA PRADESH
121.	HYDERABAD	0157	HYDERABAD	COORDINATOR IGNOU STUDY CENTRE S.D. SIGNODIA COLLEGE OF ARTS & COMMERCE & PG CENTRE 21-2-723/21, RIKAB GANJ HYDERABAD 500002 ANDHRA PRADESH
122.	IMPHAL	1701	IMPHAL	COORDINATOR IGNOU STUDY CENTRE MANIPUR UNIVERSITY UNIVERSITY CAMPUS CANCHIPUR IMPHAL 795003 MANIPUR
123.	ITANAGAR	0301	ITANAGAR	COORDINATOR IGNOU STUDY CENTRE D.N. GOVERNMENT COLLEGE ITANAGAR 791113 ARUNACHAL PRADESH
124.	JABALPUR	1502	JABALPUR	COORDINATOR IGNOU STUDY CENTRE RANI DURGAWATI UNIVERSITY JABALPUR 482001 MADHYA PRADESH
125.	JAIPUR	2301	JAIPUR	COORDINATOR IGNOU STUDY CENTRE RAJASTHAN COLLEGE COLLEGE CAMPUS JAIPUR 302004 RAJASTHAN

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
126.	JAIPUR	2302	UDAIPUR	COORDINATOR IGNOU STUDY CENTRE VIDYA BHAWAN RURAL INSTITUTE BADGAON ROAD UDAIPUR 313004 RAJASTHAN
127.	JAIPUR	2303	KOTA	COORDINATOR IGNOU STUDY CENTRE KOTA ENGINEERING COLLEGE RAWAT BHATA ROAD KOTA 324010 RAJASTHAN
128.	JAIPUR	2304	JODHPUR	COORDINATOR IGNOU STUDY CENTRE ONKARMAL SOMANI COLLEGE OF COM JODHPUR 342008 RAJASTHAN
129.	JAIPUR	2305	BIKANER	COORDINATOR IGNOU STUDY CENTRE JODHPURBJS RAMPURIA JAIN COLLEGE J N VYAS NAGAR BIKANER 334003 RAJASTHAN
130.	JAIPUR	2306	AJMER	COORDINATOR IGNOU STUDY CENTRE DAYANANDA COLLEGE AJMER 305001 RAJASTHAN
131.	JAIPUR	2308	ALWAR	COORDINATOR IGNOU STUDY CENTRE RAJRISHI COLLEGE 3/389, ARAVALI VIHAR ALWAR 343001 RAJASTHAN
132.	JAIPUR	2312	LAKSHMANGARH	COORDINATOR IGNOU STUDY CENTRE SHRI BHAGWANDAS TODI PG COLLEGE (SIKAR) LAKSHMANGARH 332311 RAJASTHAN
133.	JAIPUR	2320 D	JAIPUR	COORDINATOR IGNOU SPL STUDY CENTRE-RA INDIA INT. INSTT. OF MGT. SECTOR-12, MAHAVEER MARG MANSAROVAR JAIPUR 302020 RAJASTHAN

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
134.	JAIPUR	2322 D	HANUMANGARH	COORDINATOR IGNOU SPL. STUDY CENTRE-RA NEHRU MEMORIAL LAW COLLEGE HANUMANGARH TOWN HANUMANGARH 335513 RAJASTHAN
135.	JAIPUR	2328 D	NAWALGARH	COORDINATOR IGNOU SPL. STUDY CENTRE-RA SETH G.B. PODAR COLLEGE RAMBILAS PODAR ROAD NAWALGARH 333042 RAJASTHAN
136.	JAMMU	1201	JAMMU TAWI	COORDINATOR IGNOU STUDY CENTRE UNIVERSITY OF JAMMU JAMMU TAWI 180001
137.	JAMMU	1206	KATHUA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE DEPARTMENT OF GEOGRAPHY KATHUA JAMMU & KASHMIR
138.	JAMMU	1207	RAJOURI	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE RAJOURI 185131 JAMMU & KASHMIR
139.	JAMMU	1208	POONCH	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE POONCH JAMMU & KASHMIR
140.	JAMMU	1250	UDHAMPUR	COORDINATOR IGNOU STUDY CENTRE GOVT. DEGREE COLLEGE (BOYS) UDHAMPUR JAMMU & KASHMIR
141.	KARNAL	1001	YAMUNA NAGAR	COORDINATOR IGNOU STUDY CENTRE MUKAND LAL NATIONAL COLLEGE YAMUNA NAGAR 135001 HARYANA
142.	KARNAL	1002	SONEPAT	COORDINATOR IGNOU STUDY CENTRE HINDU COLLEGE SONEPAT 131001 (HARYANA)

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
143.	KARNAL	1003	PANIPAT	COORDINATOR IGNOU STUDY CENTRE ARYA COLLEGE PANIPAT 132103 HARYANA
144.	KARNAL	1005	ROHTAK	COORDINATOR IGNOU STUDY CENTRE CHOTU RAM COLLEGE OF EDUCATION ROHTAK 124001 HARYANA
145.	KARNAL	1008	KARNAL	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE ARTS BLOCK, ROOM NO. 28-29 SECTOR - 14, URBAN ESTATE KARNAL 132001 HARYANA
146.	KARNAL	1009	HISSAR	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE HISSAR 125001 HARYANA
147.	KARNAL	1013	JIND	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE JIND 126102 HARYANA
148.	KHANNA	0601	CHANDIGARH	COORDINATOR IGNOU STUDY CENTRE PUNJAB UNIVERSITY DEPT. OF CORESPONDENCE COURSE CHANDIGARH 160017 CHANDIGARH
149.	KHANNA	0602	CHANDIGARH	COORDINATOR IGNOU STUDY CENTRE DAV COLLEGE SECTOR 10 CHANDIGARH 160011 CHANDIGARH
150.	KHANNA	2203	PATIALA	COORDINATOR IGNOU STUDY CENTRE PUNJABI UNIVERSITY ARTS BLOCK - III TOP FLOOR PATIALA 147002 PUNJAB

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
151.	KHANNA	2204	BHATINDA	COORDINATOR IGNOU STUDY CENTRE MGDAV COLLEGE BHILWADA ROAD BHATINDA 151001 PUNJAB
152.	KHANNA	2205	AMRITSAR	COORDINATOR IGNOU STUDY CENTRE DAV COLLEGE OF EDUCATION AMRITSAR 143001 PUNJAB
153.	KHANNA	2206	LUDHIANA	COORDINATOR IGNOU STUDY CENTRE GURU NANAK GIRLS COLLEGE MODEL TOWN LUDHIANA 141008 PUNJAB
154.	KHANNA	2211	LUDHIANA	COORDINATOR IGNOU STUDY CENTRE A.S. COLLEGE SAMRALA ROAD KHANNA LUDHIANA 141402 PUNJAB
155.	KHANNA	2212	JALANDHAR CITY	COORDINATOR IGNOU STUDY CENTRE LAYALLPUR KHALSA COLLEGE C.T. ROAD, JALANDHAR CITY 144001
156.	KHANNA	2225	MANSA	COORDINATOR IGNOU STUDY CENTRE NEHRU MEMORIAL GOVT. COLLEGE MANSA, DT. MANSA-151505 PUNJAB
157.	KOHIMA	2001	KOHIMA	COORDINATOR IGNOU STUDY CENTRE NAGALAND COLLEGE OF EDUCATION DEPARTMENT OF EDUCATION KOHIMA 797001 NAGALAND
158.	KOLKATA	2801	KOLKATA	COORDINATOR IGNOU STUDY CENTRE ISHWAR CHANDRA PATHABHAVAN 299 ACHARYA PRAFULA CHANDRA RD KOLKATA 700009 WEST BENGAL

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
159.	KOLKATA	2802	KOLKATA	COORDINATOR IGNOU STUDY CENTRE ST. XAVIER'S COLLEGE 30 PARK STREET KOLKATA 700016 WEST BENGAL
160.	KOLKATA	2803	PARGANAS	COORDINATOR IGNOU STUDY CENTRE RAILWAY TECHNICAL SCHOOL KANCHRAPARA 24 PARGANAS (N) 743145 WEST BENGAL
161.	KOLKATA	2804	KOLKATA	COORDINATOR IGNOU STUDY CENTRE ASWINI DATTA MEMORIAL COLLEGE 94/2, PARK CIRCUS KOLKATA 700017 WEST BENGAL
162.	KOLKATA	2814	KOLKATA	COORDINATOR IGNOU STUDY CENTRE DINABANDHU ANDREWS COLLEGE GARIA P.O. KOLKATA 700084 WEST BENGAL
163.	KOLKATA	2841	KOLKATA	COORDINATOR IGNOU STUDY CENTRE THE INDIAN INST OF PSYCHOMETRY EVERGREEN PLAZA, II TO V FLOOR 117, BARRACKPORE TRUNK ROAD KOLKATA 700035 WEST BENGAL
164.	KOLKATA	2854 D	DURGAPUR	COORDINATOR IGNOU SPL. STUDY CENTRE DURGAPUR SOCIETY OF MGT.SCIENC DR. ZAKIR HUSSAIN AVENUE BIDHANNAGAR DURGAPUR 713206 WEST BENGAL
165.	KOLKATA	2863	HALDIA	COORDINATOR IGNOU STUDY CENTRE INDIAN CENTRE FOR ADV. OF RES. EDU. ICARE COMPLEX P.O. HAIBERIA, HALDIA, DISTT. PURBA MDINIPUR-721657 WEST BENGAL

REGIONWISE LIST OF STUDY CENTRES – Contd.

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
166.	LUCKNOW	2701	LUCKNOW	COORDINATOR IGNOU STUDY CENTRE JAI NARAIN DEGREE COLLEGE LUCKNOW 226001 UTTAR PRADESH
167.	LUCKNOW	2703	ALLAHABAD	COORDINATOR IGNOU STUDY CENTRE ALLAHABAD DEGREE COLLEGE 15, KYADGANJ ALLAHABAD 211003 UTTAR PRADESH
168.	LUCKNOW	2706	KANPUR	COORDINATOR IGNOU STUDY CENTRE P.P.N. COLLEGE 96/12, MG MARG KANPUR 208001 UTTAR PRADESH
169.	LUCKNOW	2712	JHANSI	COORDINATOR IGNOU STUDY CENTRE BIPIN BIHARI PG COLLEGE JHANSI 284001 UTTAR PRADESH
170.	LUCKNOW	2710	SULTANPUR	COORDINATOR IGNOU STUDY CENTRE KAMALA INSTT. OF PHY. & SOCIAL SCIENCE SULTANPUR 228118 UTTAR PRADESH
171.	LUCKNOW	2720	LUCKNOW	COORDINATOR IGNOU STUDY CENTRE LUCKNOW CHRISTIAN COLLEGE DEPTT. OF CHEMISTRY LUCKNOW 226018 UTTAR PRADESH
172.	LUCKNOW	2724 R	MANAKAPUR	COORDINATOR IGNOU RECOG. STUDY CENTRE INDIA TELEPHONES INDIA LTD. E.S.S. PROJECT MANAKAPUR 271308 UTTAR PRADESH
173.	LUCKNOW	2742 R	RAIBARELI	COORDINATOR IGNOU RECOG. STUDY CENTRE NTPC LIMITED UNCHAHAAR RAIBARELI 229406 UTTAR PRADESH

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
174.	LUCKNOW	2793	FAIZABAD	COORDINATOR IGNOU STUDY CENTRE K.S. SAKET P.G. COLLEGE AYODHYA FAIZABAD 224123 UTTAR PRADESH
175.	MADURAI	2503	MADURAI	COORDINATOR IGNOU STUDY CENTRE AMERICAN COLLEGE MADURAI 625002 TAMIL NADU
176.	MADURAI	2507	TUTICORIN	COORDINATOR IGNOU STUDY CENTRE V.O.C. COLLEGE PALAYAMKOTAI ROAD TUTICORIN 628008 TAMIL NADU
177.	MADURAI	2511	NAGERCOIL	COORDINATOR IGNOU STUDY CENTRE S.T. HINDU COLLEGE NAGERCOIL 629002 TAMIL NADU
178.	MADURAI	2548 P	ERODE	COORDINATOR IGNOU PROG. STUDY CENTRE KONGU ENGINEERING COLLEGE PERUNDURAI, ERODE 638052 TAMIL NADU
179.	MADURAI	2568	THENI	COORDINATOR IGNOU STUDY CENTRE H.K. ROWTHER HOWDIA COLLEGE UTHAMAPALAYAM THENI 625533 TAMIL NADU
180.	MADURAI	2571	RAMANATHAPURAM	COORDINATOR IGNOU STUDY CENTRE MOHD. SATHAK ENGG. COLLEGE KILAKARAI RAMANATHAPURAM 623806 TAMIL NADU
181.	PATNA	0501	PATNA	COORDINATOR IGNOU STUDY CENTRE VANIJYA MAHAVIDYALAYA PATNA COLLEGE CAMPUS PATNA 800005 BIHAR

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
182.	PATNA	0535P	PATNA	PROG. I/C IGNOUR PROG. STUDY CENTRE I.I.M.I.T. B/194, BASAWAN PATH SOUTH S.K. PURI PATNA BIHAR
183.	PATNA	0587	KAHALGAON	COORDINATOR IGNOU STUDY CENTRE NTPC LTD. KAHLGAON SUPR THERMAL POWER PRJT P.O. DEEPTI NAGAR KAHALGAON DIST. BHAGALPUR-813214
184.	PUNE	1601	MUMBAI	COORDINATOR IGNOU STUDY CENTRE KJS COLLEGE OF EDUCATION T & R VIDYANAGAR, VIDYA VIHAR GHATKOPAR (E) MUMBAI 400077 MAHARASHTRA
185.	PUNE	1602	PUNE	COORDINATOR IGNOU STUDY CENTRE SYMBIOSIS INTERNATL. CUL & CEN SENAPATI BAPAT ROAD PUNE 411004 MAHARASHTRA
186.	PUNE	1603	MUMBAI	COORDINATOR IGNOU STUDY CENTRE SATHAYE COLLEGE DIXIT ROAD, VILE PARLE (E) MUMBAI 400057 MAHARASHTRA
187.	PUNE	1604	MUMBAI	COORDINATOR IGNOU STUDY CENTRE KET'S VG VAZE COLLEGE MITHAGAR ROAD, MILAND (E) MUMBAI 400081 MAHARASHTRA
188.	PUNE	1605	SATARA	COORDINATOR IGNOU STUDY CENTRE D.G. DEGREE COLL. OF COMMERCE LECTURER IN ECONOMICS SATARA 415001 MAHARASHTRA

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
189.	PUNE	1606	KOLHAPUR	COORDINATOR IGNOU STUDY CENTRE C.S. CENTRAL INST OF BUSINESS ECONOMICS & RESEARCH UNIVERSITY ROAD KOLHAPUR 416004 MAHARASHTRA
190.	PUNE	1607	NAGPUR	COORDINATOR IGNOU STUDY CENTRE NAGPUR UNIVERSITY GURU NANAK BHAWAN NAGPUR 440001 MAHARASHTRA
191.	PUNE	1608	NASIK	COORDINATOR IGNOU STUDY CENTRE KTHM COLLEGE GANGAPUR ROAD SHIVAJI NAGAR NASIK 422002 MAHARASHTRA
192.	PUNE	1610	AURANGABAD	COORDINATOR IGNOU STUDY CENTRE VIVEKANAND ARTS & SDS COM. COL SAMRAT NAGAR AURANGABAD 431001 MAHARASHTRA
193.	PUNE	1611	JALGAON	COORDINATOR IGNOU STUDY CENTRE NORTH MAHARASHTRA UNIVERSITY BLOCK NO. 125, ADMN. BLDG. P.B. NO. 80 JALGAON 425001 MAHARASHTRA
194.	PUNE	1614	CHANDRAPUR	COORDINATOR IGNOU STUDY CENTRE CHANDRAPUR ENGINEERING COLLEGE BABUPETH CHANDRAPUR 442403 MAHARASHTRA
195.	PUNE	1615 R	TARAPUR	COORDINATOR IGNOU RECOG. STUDY CENTRE SHRI G.A. LOKSEVA NIDHI P/17, MIDC TARAPUR 401506 MAHARASHTRA

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
196.	PUNE	1629 R	THANE DISTRICT	COORDINATOR IGNOU RECOG. STUDY CENTRE JINDAL IRON AND STEEL CO. LTD. VASIND VILLAGE SHAHPUR TALUK THANE DISTRICT 421604 MAHARASHTRA
197.	PUNE	1632	NEW PANVEL	COORDINATOR IGNOU STUDY CENTRE MAHATMA EDUCATION SOCIETY COMPOSITE COLLEGE CAMPUS, PLOT # 10, SECTOR 16, PODI # 2 NEW PANVEL 410206 MAHARASHTRA
198.	PUNE	1666	MUMBAI	COORDINATOR IGNOU STUDY CENTRE ICFAI BUSINESS SCHOOL 71, NIRLON COMPLEX WESTERN EXPRESS HIGHWAY GOREGAON (E), MUMBAI 400063 MAHARASHTRA
199.	RAIPUR	1503	DURG	COORDINATOR IGNOU STUDY CENTRE GOVT. ARTS & SCI. COLLEGE DURG 491002 CHHATTISGARH
200.	RAIPUR	1505	BILASPUR	COORDINATOR IGNOU STUDY CENTRE GMSPG COLLEGE SEEPAT ROAD BILASPUR 495001 CHHATTISGARH
201.	RAIPUR	1510	RAIPUR	COORDINATOR IGNOU STUDY CENTRE PT. RAVI SHANKAR SHUKLA UNIV. ARTS BLOCK EXTN. (RIGHT WING) RAIPUR 492010 CHHATTISGARH
202.	RAIPUR	1517 R	KORBA	COORDINATOR IGNOU RECOG. STUDY CENTRE N.T.P.C. TRAINING CENTRE PRAGATI NAGAR PO KORBA 495450 CHHATTISGARH

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
203.	RAIPUR	3504	DHMTARI	COORDINATOR IGNOU STUDY CENTRE GOVT POST GRADUATE COLLEGE DHMTARI 493773 CHHATTISGARH
204.	RAIPUR	3507	CHAMPA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE CHAMPA 495671 CHHATTISGARH
205.	RAIPUR	3510	RAJNANDGAON	COORDINATOR IGNOU STUDY CENTRE GOVT. DIGVIJAYA COLLEGE RAJNANDGAON 491441 CHATTISGARH
206.	RAIPUR	3514	KORBA	COORDINATOR IGNOU STUDY CENTRE GOVT. P.G. COLLEGE RAJGAMAR ROAD KORBA, CHATTISGARH
207.	RANCHI	0502	JAMSHEDPUR	COORDINATOR IGNOU STUDY CENTRE JAMSHEDPUR COOPERATIVE COLLEGE JAMSHEDPUR JHARKHAND
208 .	RANCHI	0503	DHANBAD	COORDINATOR IGNOU STUDY CENTRE P.K. ROY MEMORIAL COLLEGE SERAIDHELA DHANBAD 826001 JHARKHAND
209.	RANCHI	0506	RANCHI	COORDINATOR IGNOU STUDY CENTRE ST. XAVIER'S COLLEGE P B NO. 9 RANCHI 834001 JHARKHAND
210.	RANCHI	0507	BOKARO	COORDINATOR IGNOU STUDY CENTRE EDN. & RESEARCH TRUST (NIPM) NEW ADMN. BUILDING III/B SCHOOL BOKARO STEEL CITY BOKARO 827006 JHARKHAND
211.	RANCHI	0514 R	RANCHI	COORDINATOR IGNOU RECOG. STUDY CENTRE INDIAN INSTT. OF COAL MGT. KANKE RANCHI 834006 JHARKHAND

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
212.	RANCHI	0528	HAZARIBAGH	COORDINATOR IGNOU STUDY CENTRE ST. COLUMBA'S COLLEGE P.O. COLLEGE MORE HAZARIBAGH 825301 JHARKHAND
213.	SHILLONG	1801	SHILLONG	COORDINATOR IGNOU STUDY CENTRE NORTH EASTERN HILL UNIVERSITY BIJNI COMPLEX LAITUMKHAH SHILLONG 793003 MEGHALAYA
214.	SHIMLA	1102	MANDI	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE MANDI 175001 HIMACHAL PRADESH
215.	SHIMLA	1103	SOLAN	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE SOLAN 173212 HIMACHAL PRADESH
216.	SHIMLA	1104	HAMIRPUR	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE HAMIRPUR 177005 HIMACHAL PRADESH
217.	SHIMLA	1105	DHARAMSHALA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE DEPT. OF CHEMISTRY DHARAMSHALA 177005 HIMACHAL PRADESH
218.	SHIMLA	1106	CHAMBA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE CHAMBA 176310 HIMACHAL PRADESH
219.	SHIMLA	1108	NAHAN	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE NAHAN 173001 HIMACHAL PRADESH

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
220.	SHIMLA	1109	UNA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE UNA 174303 HIMACHAL PRADESH
221.	SHIMLA	1113	BILASPUR	COORDINATOR IGNOU STUDY CENTRE GOVT. P.G. COLLEGE BILASPUR 174001 HIMACHAL PRADESH
222.	SHIMLA	1114 P	SHIMLA	PROG. I/C IGNOU PROG. STUDY CENTRE H.P. UNIVERSITY ACADEMIC STAFF COLLEGE, IV FLR LIBRARY BLD, SUMMER HILL SHIMLA 171005 HIMACHAL PRADESH
223.	SHIMLA	1127 D	SOLAN	COORDINATOR IGNOU SPL. STUDY CENTRE-RA LORD MAHAVIRA STUDY CENTRE ROPAR ROAD NALAGARH SOLAN HIMACHAL PRADESH
224.	SILIGURI	2805	SILIGURI	COORDINATOR IGNOU STUDY CENTRE ADARSH MAHAVIDYALAYA SEVOKE ROAD SILIGURI 734401 WEST BENGAL
225.	SRINAGAR	1202	SRI NAGAR	COORDINATOR IGNOU STUDY CENTRE GOVT. AMAR SINGH COLLEGE GOGJI BAGH SRI NAGAR 190008 JAMMU & KASHMIR
226.	SRINAGAR	1209	SRI NAGAR	COORDINATOR IGNOU STUDY CENTRE SHRI PRATAP SINGH COLLEGE MAULANA AZAD ROAD SRI NAGAR 190001 JAMMU & KASHMIR
227.	SRINAGAR	1236	BARAMULLA	COORDINATOR IGNOU STUDY CENTRE GOVT. DEGREE COLLEGE (BOYS) KHOJABAGH TEHSIL BARAMULLA BARAMULLA 193101 JAMMU & KASHMIR

REGIONWISE LIST OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
228.	VARANASI	2709	GORAKHPUR	COORDINATOR IGNOU STUDY CENTRE GORAKHPUR UNIVERSITY DEPARTMENT OF PHYSICS GORAKHPUR 273009 UTTAR PRADESH
229.	VARANASI	2708	VARANASI	COORDINATOR IGNOU STUDY CENTRE UDAI PRATAP PG COLLEGE VARANASI 221002 UTTAR PRADESH
230.	VARANASI	2722 R	SHAKTINAGAR	COORDINATOR IGNOU RECOG. STUDY CENTRE N.T.P.C. SHAKTINAGAR 231222 UTTAR PRADESH
231.	VARANASI	2723 R	AZAMGARH	COORDINATOR IGNOU RECOG. STUDY CENTRE CHILDREN COLLEGE A I C C E D S C/O CHILDREN COLLEGE AZAMGARH 276001 UTTAR PRADESH
232.	VARANASI	2745	JAUNPUR	COORDINATOR IGNOU STUDY CENTRE VBS PURVANCHAL UNIVERSITY SHAHGANJ ROAD JAUNPUR 222002 UTTAR PRADESH

- (R) = Recognised Study Centre
(P) = Programme Study Centre
(D) = Special Study Centre

IGNOU—ARMY RECOGNIZED STUDY CENTRES
(For ARMY Personnel Only)

SL.NO.	RECOG. REGIONAL CENTRE	SC CODE	ADDRESS OF THE ARMY RECOGNIZED STUDY CENTRE
1.	HQ EASTERN COMMAND	5101	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE EASTERN COMMAND HRDC C/O 101 AREA, C/O 99 APO
2.	HQ EASTERN COMMAND	5102	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE HQ 3 CORPS HRDC C/O 99 APO
3.	HQ EASTERN COMMAND	5103	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE HQ 4 CORPS HRDC C/O 99 APO
4.	HQ EASTERN COMMAND	5104	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE HQ 33 CORPS HRDC C/O 56 APO
5.	HQ WESTERN COMMAND	5201	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE WESTERN COMMAND HRDC C/O HQ WESTERN COMMAND (EDN) CHANDIMANDIR
6.	HQ WESTERN COMMAND	5202	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE HQ 2 CORPS HRDC C/O 56 APO
7.	HQ WESTERN COMMAND	5203	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE HQ 10 CORPS HRDC C/O 56 APO
8.	HQ WESTERN COMMAND	5204	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE HQ 11 CORPS HRDC C/O 56 APO
9.	HQ WESTERN COMMAND	5205	COORDINATOR HQ 9 CORPS 32 HUMAN RESOURCE DEVELOPMENT 56, APO-908509 CHANDIGARH
10.	HQ CENTRAL COMMAND	5301	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE CENTRAL COMMAND HRDC-1 C/O HQ CENTRAL COMMAND (EDN) LUCKNOW - 226002.
11.	HQ CENTRAL COMMAND	5302	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE 1, SIGNAL TRAINING CENTRE JABALPUR - 482001

IGNOU—ARMY RECOGNIZED STUDY CENTRES – *Contd.*

SL.NO.	RECOG. REGIONAL CENTRE	SC CODE	ADDRESS OF THE ARMY RECOGNIZED STUDY CENTRE
12.	HQ CENTRAL COMMAND	5303	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE HQ I CORPS HRDC C/O 56 APO
13.	HQ CENTRAL COMMAND	5304	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE HRCD 33 ARMY, DIVISION
14.	HQ SOUTHERN COMMAND	5401	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE SOUTHERN COMMAND HRDC-II C/O HQ SOUTHERN COMMAND (EDN) PUNE
15.	HQ SOUTHERN COMMAND	5402	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE HQ 12 CORPS HRDC C/O 56 APO
16.	HQ SOUTHERN COMMAND	5403	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE HQ 21 CORPS HRDC C/O 56 APO
17.	HQ SOUTHERN COMMAND	5404	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE SOUTH ERN COMMAND HRDC-1 C/O BEG & CENTRE, KIRKEE, PUNE
18.	HQ SOUTHERN COMMAND	5405	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE BIRCHGUNT SOUTH ANDAMAN & NICOBAR, ISLANDS
19.	HQ NORTHERN COMMAND	5501	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE NORTHERN COMMAND HRDC C/O HQ NORTHERN COMMAND (EDN) C/O 56 APO
20.	HQ NORTHERN COMMAND	5502	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE 29 INF DIV HRDC C/O 56 APO
21.	HQ NORTHERN COMMAND	5503	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE HQ 15 CORPS HRDC C/O 56 APO
22.	HQ NORTHERN COMMAND	5504	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE HQ 16 CORPS HRDC C/O 56 APO
23.	HQ NORTHERN COMMAND	5505	COORDINATOR IGNOU - ARMY RECOG. STUDY CENTRE HQ 3 INF DIV HRDC C/O 56 APO

IGNOU—NAVY RECOGNIZED STUDY CENTRES
(For Navy Personnel Only)

SL. NO.	RECOG. REGIONAL CENTRE	SC CODE	ADDRESS OF THE ARMY RECOGNIZED STUDY CENTRE
1.	NAVAL HQ, NEW DELHI	7101	COORDINATOR IGNOU – NAVY RECOG. STUDY CENTRE NAU SENA BAUGH II NARAINA, DELHI CANTT. NEW DELHI – 110 010.
2.	HQ, WESTERN NAVAL COMMAND	7201	COORDINATOR IGNOU – NAVY RECOG. STUDY CENTRE 2ND FLOOR, TARANG NEW NAVY NAGAR MUMBAI - 400005.
3.	HQ, EASTERN NAVAL COMMAND	7301	COORDINATOR IGNOU – NAVY RECOG. STUDY CENTRE NAVY CHILDREN SCHOOL GANDHI GRAM P.O. VISAKHAPATNAM – 530005
4.	HQ, SOUTHERN NAVAL COMMAND	7401	COORDINATOR IGNOU – NAVY RECOG. STUDY CENTRE NAVAL CHILDREN SCHOOL NAVAL BASE KOCHI – 682004.

IGNOU—ASSAM RIFLES RECOGNIZED STUDY CENTRES
(For ASSAM RIFLES Personnel Only)

SL. NO.	RECOG. REGIONAL CENTRE	SC Code	ADDRESS OF THE ASSAM RIFLES RECOG STUDY CENTRE
1.	SHILLONG	8101	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE ARASU, HAPPY VALLEY C/O ASSAM RIFLES ADMINISTRATIVE UNIT HAPPY VALLEY SHILLONG – 07
2.	SHILLONG	8102	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE HQ AC & ASSAM RANGE ASSAM RIFLES C/O HQ AC & ASSAM RANGE ASSAM RIFLES C/O 99 APO

IGNOU—ASSAM RIFLES RECOGNIZED STUDY CENTRES – *Contd.*

SL. NO.	RECOG. REGIONAL CENTRE	SC Code	ADDRESS OF THE ASSAM RIFLES RECOG STUDY CENTRE
3.	SHILLONG	8103	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 7 ASSAM RIFLES C/O 7 ASSAM RIFLES C/O 99 APO
4.	SHILLONG	8104	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 6 ASSAM RIFLES C/O 6 ASSAM RIFLES C/O 99 APO
5.	SHILLONG	8105	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 29 ASSAM RIFLES C/O 29 ASSAM RIFLES C/O 99 APO
6.	SHILLONG	8106	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 26 ASSAM RIFLES C/O 26 ASSAM RIFLES C/O 99 APO
7.	SHILLONG	8107	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 27 ASSAM RIFLES C/O 27 ASSAM RIFLES C/O 99 APO
8.	SHILLONG	8108	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 31 ASSAM RIFLES C/O 31 ASSAM RIFLES C/O 99 APO
9.	SHILLONG	8109	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 2 ASSAM RIFLES C/O 2 ASSAM RIFLES C/O 99 APO
10.	SHILLONG	8110	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 14 ASSAM RIFLES C/O 14 ASSAM RIFLES C/O 99 APO
11.	SHILLONG	8111	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 34 ASSAM RIFLES C/O 34 ASSAM RIFLES C/O 99 APO
12.	SHILLONG	8112	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 9 ASSAM RIFLES C/O 9 ASSAM RIFLES C/O 99 APO

IGNOU—ASSAM RIFLES RECOGNIZED STUDY CENTRES – *Contd.*

SL. NO.	RECOG. REGIONAL CENTRE	SC CODE	ADDRESS OF THE ASSAM RIFLES RECOG STUDY CENTRE
13.	SHILLONG	8113	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 12 ASSAM RIFLES C/O 12 ASSAM RIFLES C/O 99 APO
14.	SHILLONG	8114	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 33 ASSAM RIFLES C/O 33 ASSAM RIFLES C/O 99 APO
15.	SHILLONG	8115	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 21 ASSAM RIFLES C/O 21 ASSAM RIFLES C/O 99 APO
16.	SHILLONG	8116	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE HQ B RANGE AR C/O HQ B RANGE ASSAM RIFLES C/O 99 APO
17.	SHILLONG	8117	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 25 ASSAM RIFLES C/O 25 ASSAM RIFLES C/O 99 APO
18.	SHILLONG	8118	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 8 ASSAM RIFLES C/O 8 ASSAM RIFLES C/O 99 APO
19.	SHILLONG	8119	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 1 ASSAM RIFLES C/O 1 ASSAM RIFLES C/O 99 APO
20.	SHILLONG	8120	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 19 ASSAM RIFLES C/O 19 ASSAM RIFLES C/O 99 APO
21.	SHILLONG	8121	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 18 ASSAM RIFLES C/O 18 ASSAM RIFLES C/O 99 APO

IGNOU—ASSAM RIFLES RECOGNIZED STUDY CENTRES – *Contd.*

SL. NO.	RECOG. REGIONAL CENTRE	SC Code	ADDRESS OF THE ASSAM RIFLES RECOG STUDY CENTRE
22.	SHILLONG	8122	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE HQ TRIPURA RANGE ASSAM RIFLES C/O HQ TRIPURA RANGE ASSAM RIFLES C/O 99 APO
23.	SHILLONG	8123	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 22 ASSAM RIFLES C/O 22 ASSAM RIFLES C/O 99 APO
24.	SHILLONG	8124	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 23 ASSAM RIFLES C/O 23 ASSAM RIFLES C/O 99 APO
25.	SHILLONG	8125	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE ARTC & S, DIMAPUR C/O ASSAM RIFLES TRAINING CENTRE & SCHOOL DIMAPUR NAGALAND
26.	SHILLONG	8126	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 30 ASSAM RIFLES C/O 30 ASSAM RIFLES C/O 99 APO
27.	SHILLONG	8127	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 4 ASSAM RIFLES C/O 4 ASSAM RIFLES C/O 99 APO
28.	SHILLONG	8128	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 24 ASSAM RIFLES C/O 24 ASSAM RIFLES C/O 99 APO
29.	SHILLONG	8129	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 16 ASSAM RIFLES C/O 16 ASSAM RIFLES C/O 99 APO
30.	SHILLONG	8130	COORDINATOR IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 3 ASSAM RIFLES C/O 3 ASSAM RIFLES C/O 99 APO

PARTNER INSTITUTIONS

SL. NO	REGIONAL CENTRE	CODE	ADDRESS OF THE PARTNER INSTITUTIONS	PROGRAMMES
1.	GUWAHATI	04A0	PI COORDINATOR - 04A0 NERIM PARUKUTTY BHAWAN, NABIN NGR. OPP. DOORDARSHAN R.G. BARUAH ROAD GUWAHATI – 781024. ASSAM Ph.Off. : 0361 – 453293/453641 Fax : 0361 - 264892	MP
2.	KHANNA	10A0	PI COORDINATOR - 10A0 D.A.V. COLLEGE OF COMMUNICATION & EDUCATION ADMINISTRATION SECTOR 8-C CHANDIGARH - 160018 CHANDIGARH Ph.Off. : 0172 - 41345	MP
3.	PATNA	05A0	PI COORDINATOR - 05A0 SCHOOL OF COMPUTER SCIENCES INDIAN INSTT OF BUSINESS MGT DR ZAKIR HUSAIN INSTT CAMPUS BAILEY ROAD, PATNA - 800001 BIHAR Ph.Off. : 0612 – 220647/222919 Fax : 0612 – 230347/229919	MP

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
1.	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799004 <u>TRIPURA</u> Ph.Off: 0381-2516715 / 2516266 Fax: 0381-2516714 Email: rd_agartala@rediffmail.com rd_agartala@rediffmail.com	STATE OF TRIPURA
2.	AIZWAL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMA OFF.) AIZAWL - 796001 <u>MIZORAM</u> Ph.Off: 0389-2311692 / 2311693 Fax: 0389-2311789 Email: rd_aizwal@rediffmail.com	STATE OF MIZORAM
3.	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI, AHMEDABAD - 382481 <u>GUJARAT</u> Ph.Off: 02717-242975-242976 Fax: 02717-241580 Email: rcignouahd@yahoo.com	STATE OF GUJARAT, UNION TERRITORY OF DAMAN, DIU, DADRA & NAGAR HAVELI
4.	BANGALORE	13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE N.S.S.S. KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 082 <u>KARNATAKA</u> Ph.Off: 080-26657376 /26641904 (TLC) /26654747 Fax: 080-26644848 Email: ignourc13@vsnl.com ignoublr@bgl.vsnl.net.in bprblr@rediffmail.com	STATE OF KARNATAKA, GOA

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – *Contd.*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
5.	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3 RD FLOOR OPP. BOARD OF SECONDARY EDN SHIVAJI NAGAR. BHOPAL - 462 016 <u>MADHYA PRADESH</u> Ph.Off: 0755-2578455 Fax: 0755-2578454 Email: ignoubhopal@rediffmail.com	STATE OF MADHYA PRADESH, EXCEPT DISTRICTS MENTIONED UNDER REGIONAL CENTRE JABALPUR
6.	BHUBANESHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 <u>ORISSA</u> Ph.Off: 0674-2301348 / 2301250 Fax: 0674-2300349 Email: igrd21@hotmail.com	STATE OF ORISSA EXCEPT DISTRICTS MENTIONED UNDER REGIONAL CENTRE KORAPUT
7.	CHENNAI	25	REGIONAL DIRECTOR (S/C) IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI - 600 113 <u>TAMILNADU</u> Ph.Off: 044-22541919 / 22542727 Fax: 044-22542828 Email: ignou_rc@dataone.in	STATE OF TAMIL NADU, UNION TERRITORY OF PONDICHERRY
8.	COCHIN	14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 <u>KERALA</u> Ph.Off: 0484-2340203 / 2348189 2330891 Fax: 0484-2340204 Email: igrcl4@vsnl.net	STATE OF KERALA, UNION TERRITORY OF LAKSHADWEEP
9.	DARBHANGA	46	IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CMPS KAMESHWARA NAGAR NEAR CENTRAL BANK. DARBHANGA-846004 <u>BIHAR</u> Ph.: 06272-253719 Fax : 06282-251833 E-mail : srcdarbhanga@yahoo.com	PASCHIM CHAMPARAN GOPAL GANJ, SIWAN SARAN, PURBI CHAMPARAN, SHEOHAR MOZAFFARPUR, VAISHALI SITAMARHI, MADHUBANI DARBHANGA, SAMASTIPUR BEGUSARAI, SUPAUL SAHARSA, KAGARIA, MAD

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – *Contd.*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
10.	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NAWOOR KHERA TAPOVAN, RAIPUR ROAD DEHRADUN - 248 001 <u>UTTARAKHAND</u> Ph.Off: 0135-2789180 Fax: 0135-2789190 Email: ignoudn@sancharnet.in	STATE OF UTTARAKHAND, STATE OF UTTAR PRADESH (DISTRICTS OF BIJNOR, MORADABAD, RAMPUR, SAHARANPUR & MUZAFFARNAGAR)
11.	DELHI-1	07	REGIONAL DIRECTOR - DELHI '1' IGNOU REGIONAL CENTRE 52, TUGHLAKABAD INSTITUTIONAL AREA NEAR BATRA HOSPITAL NEW DELHI - 110 062 <u>DELHI</u> Ph.Off: 011-29956015 / 29958078 / 26056834 Fax: 011-29053172 Email: redlignou_@rediffmail.com	UNION TERRITORY OF DELHI (SOUTH & WEST REGION), STATE OF HARYANA (DISTRICTS OF GURGAON & FARIDABAD)
12.	DELHI-2	29	REGIONAL DIRECTOR - DELHI '2' IGNOU REGIONAL CENTRE GANDHI SMRITI AND DARSHAN SAMITI RAJGHAT NEW DELHI - 110002 <u>DELHI</u> Ph.Off: 011-23392376/77 Fax: 011-23392375 Email: ignourd2@ndf.vsnl.net.in	UNION TERRITORY OF DELHI (NORTH & EAST REGION), STATE OF UTTAR PRADESH (DISTRICTS OF MEERUT, GHAZIABAD, GAUTAM BUDH NAGAR, BAGPAT, BULANDSHAHR)
13.	GANGTOK	24	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE GAIRIGAON TADONG POSHUMBUK HOUSE GANGTOK - 737102 <u>SIKKIM</u> Ph.Off: 03592-231375/270923 Fax: 03592-270696 Email: slg_nougkrc@sancharnet.in	STATE OF SIKKIM
14.	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NAVAGIRI ROAD 1 ST BYE-LANE CHANDMARI GUWAHATI - 781 003 <u>ASSAM</u> Ph.Off: 0361-2662831 / 2668409 Fax: 0361-2662879 Email: grcignou@sancharnet.in	STATE OF ASSAM

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – *Contd.*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
15.	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAHUL CHABER HOUSE NO. 3-5-909 HIMAYAT NAGAR MAIN ROAD HYDERABAD - 500 029 <u>ANDHRA PRADESH</u> Ph.Off: 040-23221254 /23221255 Fax: 040-23221260 Email: hyd2_ignourch@sancharnet.in	STATE OF ANDHRA PRADESH, EXCEPT DISTRICT SRIKAKULAM & VIJAYANAGARAM
16.	IMPHAL	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX POST NORTH AOC IMPHAL - 795001 <u>MANIPUR</u> Ph.Off: 0385-2421190/2421191 Fax: 0385-2421192 Email: ignouimp@rediffmail.com	STATE OF MANIPUR
17.	ITANAGAR	03	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCHOOL) NAHARLAGUN ITANAGAR -791110 <u>ARUNACHAL PRADESH</u> Ph.Off: 0360-2247536 / 2247538 Fax: 0360-2247537 Email: rd_itanagar@rediffmail.com	STATE OF ARUNACHAL PRADESH
18.	JABALPUR	41	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE IGNOU SC BUILDING 2nd FLOOR, RAJ SEKHAR BHAVAN ARTS BUILDING RANI DURGAWATI VISHWAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 <u>MADHYA PRADESH</u> Ph.Off: 0761-2609269 Fax: 0761-2600411 Email: ignoujabalpur@hotmail.com	JABALPUR, NARSIMHAPUR, CHHINDWARA, SEONI, BALAGHAT, MANDLA, DINDORI, SHAHNOL, URNAIA, KATNI, SIDHI (PART OF MP)
19.	JAIPUR	23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG, MANSAROVAR, JAIPUR - 302 020 <u>RAJASTHAN</u> Ph.Off: 0141-2785750 Fax: 0141-2784043 Email: ignou@raj.nic.in	STATE OF RAJASTHAN

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – *Contd.*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
20.	JAMMU	12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE S.P.M.R. COLLEGE OF COMMERCE CANAL ROAD JAMMU - 180 001 <u>JAMMU & KASHMIR</u> Ph.Off: 0191-2546529 Fax: 0191-2546995 Email: ignourcj@sancharnet.in	STATE OF JAMMU & KASHMIR (JAMMU REGION)
21.	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE (S/C) OLD GOVT. COLLEGE CAMPUS RAILWAY STATION ROAD KARNAL - 132 001 <u>HARYANA</u> Ph.Off: 0184-2271514 Fax: 0184-2255738 Email: ignourck10@sancharnet.in	STATE OF HARYANA (EXCEPT THE DISTRICTS OF GURGAON, FARIDABAD)
22.	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141401 <u>PUNJAB</u> Ph.Off: 01628-229994 / 229993 Fax: 01628-238284 Email: ignoukhanna@yahoo.co.in	STATE OF PUNJAB & UNION TERRITORY OF CHANDIGARH
23.	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NH-39, OPP. DZUVURU (MHON KHOLA) I.O.C. KOHIMA - 797001 <u>NAGALAND</u> Ph.Off: 0370-2241903 / 2241904 Fax: 0370-2247537 Email: rd_kohima@rediffmail.com	STATE OF NAGALAND
24.	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 <u>WEST BENGAL</u> Ph.Off: 033-23349850 Fax: 033-23347576 Email: ignourd28@yahoo.com	STATE OF WEST BENGAL

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – *Contd.*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
25.	KORAPUT	44	ASST. REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DIST. AGRICULTURE OFFICE ROAD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020 <u>ORISSA</u> Ph.Off: 06852-251535 /252982 Email: ignou_koraput@rediffmail.com	KORAPUT, NABRANGAPUR RAYAGADA, MALKANGIRI BOLANGIR, SONEPUR KALAHANDI, NUAPADA BOUDH, PHULBANI (PART OF ORS) GAJAPATI, SRIKAKULAM (PART OF AP) VIJAYANAGARAM (PART OF AP) DANTEWADA BASTAR (PART OF CG)
26.	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR – H ALIGANJ LUCKNOW - 226 024 <u>UTTAR PRADESH</u> Ph.Off: 0522-2364893 / 2762410 (TLC) Fax: 0522-2364889 Email: ignoulko@sancharnet.in	STATE OF UTTAR PRADESH (EXCEPT THE DISTRICTS OF MATHURA, MEERUT GHAZIABAD, GAUTAM BUDGH NAGAR, BAGPAT BULANDSAHAR, BIJNOR MORADABAD, RAMPUR SAHARANPUR & MUZAFFARNAGAR)
27.	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd FLOOR, BIS COMAUN TOWER WEST GANDHI MAIDAN PATNA - 800 001 <u>BIHAR</u> Ph.Off: 0612-2221541 / 2221538 Fax: 0612-2221539 Email: ignoupt@sancharnet.in	STATE OF BIHAR EXCEPT FOR THE DISTRICTS UNDER THE JURISDICTION OF RC-DARBHANGA
28.	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNR MAHAVIDYALAYA PORT BLAIR - 744104 <u>ANDAMAN & NICOBAR</u> Ph: 03192-242888/230111 Email: rc_portblair@rediffmail.com	ANDAMAN & NOCOBAR ISLANDS
29.	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, M.S.F.C. BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 <u>MAHARASHTRA</u> Ph.Off: 020-25651124 Fax: 020-25671864 Email: ignourcpune42@vsnl.net	STATE OF MAHARASHTRA

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – *Contd.*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
30.	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. HOUSE HALL SECTOR – I SHANKAR NAGAR RAIPUR-492007 CHHATTISGARH Ph.Off: 0771-2428285 / 5056508 Fax: 0771-2445839 Email: rrcignou@cg.nic.in	STATE OF CHHATTISGARH EXCEPT DISTRICTS OF DANTEWADA & BASTAR
31.	RANCHI	32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834002. <u>JHARKHAND</u> Ph.Off: 0651- 2244688/2244699 Fax: 0651-2244400 Email: ignouranchi@yahoo.com	STATE OF JHARKHAND
32.	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING KHALINI SHIMLA - 171 002 <u>HIMACHAL PRADESH</u> Ph.Off: 0177-2624613 Fax: 0177-2624611 Email: sml_ignoures@sancharnet.in	STATE OF HIMACHAL PRADESH
33.	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYAMMAI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA Ph.Off: 0364-2521117 Fax: 0364-2521271 Email: ignou18@sancharnet.in	STATE OF MEGHALAYA
34.	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH (NEAR MASJID AL-FAROOQ) SRINAGAR - 190 008 <u>JAMMU & KASHMIR</u> Ph.Off: 0194-2311258 Fax: 0194-2311259 Email: ignousgr@hotmail.com	STATE OF JAMMU & KASHMIR (SRINAGAR REGION AND LADAKH REGION)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – *Contd.*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
35.	ALIGARH	47	IGNOU REGIONAL CENTRE 4/1339A NEW SIR SYED NAGAR DODHPUR, CIVIL LINES ALIGARH-202002 UTTAR PRADESH Ph.Off: 0571-2700120 Email: ignousrcaligarh@yahoo.com	
36.	MADURAI	43	IGNOU REGIONAL CENTRE CORPORATION SCHOOL BUILDING PICHAI PILLAI CHAVADI THENI MAIN ROAD MADURAI-625016 <u>TAMILNADU</u> Ph.Off: 0452-2380387 Fax: 0452-2380733 Email: srcmadurai@sancharnet.in	
37.	RAJKOT	42	IGNOU REGIONAL CENTRE CONTINUING EDUCATION BUILDING, SAURASHTRA UNIVERSITY CAMPUS RAJKOT-360005 <u>GUJARAT</u> Ph.Off: 0281-2572988 Email: subrcrajkot@yahoo.com.in	
38.	SILIGURI	45	IGNOU REGIONAL CENTRE EAST VIVEKANANDA PALLYRAJA RAMMOHAN ROY ROAD SILIGURI-734006 <u>WEST BENGAL</u> Ph.Off: 0353-2594600 Fax: 0353-2594601 Email: siligurisubrc@yahoo.co.in	
39.	VARANASI	48	IGNOU REGIONAL CENTRE GANDHI BHAWAN BHU CAMPUS VARANASI-221005 <u>UTTAR PRADESH</u> Ph.Off: 0542-2368022/2368622 Email: ignousrc.vns@gmail.com	

IGNOU – ARMY RECOGNIZED REGIONAL CENTRES

(For ARMY Personnel Only)

SL. No	REGIONAL CENTRE	CODE	ADDRESS OF THE IGNOU-ARMY RECOGNIZED REGIONAL CENTRE	OPERATIONAL AREA
1.	CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU - ARMY RECOG. REGIONAL CENTRE COL. EDUCATION HQ WESTERN COMMAND CHANDIMANDIR-134107 HARYANA Ph.Off: 0172-2589423 Email: iaeprc52wc@rediffmail.com	HQ WESTERN COMMAND
2.	KOLKATA	51	REGIONAL DIRECTOR IGNOU - ARMY RECOG REGIONAL CENTRE HQ EASTERN COMMAND COL. EDUCATION FORT WILLIAM KOLKATA - 700 021 WEST BENGAL Ph.Off: 033-22222668 Email: rcsiarmg_ec@yahoo.co.in	HQ EASTERN COMMAND
3.	LUCKNOW	53	REGIONAL DIRECTOR IGNOU - ARMY RECOG. REGIONAL CENTRE BRIG. EDUCATION HQ CENTRAL COMMAND LUCKNOW - 226002 UTTAR PRADESH Ph.Off: 0522-2482968/296254 Email: iaeprcc@yahoo.com	HQ CENTRAL COMMAND
4.	PUNE	54	REGIONAL DIRECTOR IGNOU - ARMY RECOG. REGIONAL CENTRE COL. EDUCATION HQ SOUTHERN COMMAND SC HRDC-1 C/O BEG & CENTRE KIRKEE PUNE-1 MAHARASHTRA Ph.Off: 020-266165 Fax: 020-26102670	HQ SOUTHERN COMMAND

IGNOU – ARMY RECOGNIZED REGIONAL CENTRES – *Contd.*

SL. No	REGIONAL CENTRE	CODE	ADDRESS OF THE IGNOU-ARMY RECOGNIZED REGIONAL CENTRE	OPERATIONAL AREA
5.	UDHAMPUR	55	REGIONAL DIRECTOR IGNOU - ARMY RECOG. REGIONAL CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA C/O 56 APO HQ NORTHERN COMMAND JAMMU JAMMU & KASHMIR Ph.Off: 01992-242486	HQ NORTHERN COMMAND

IGNOU – AIRFORCE RECOGNIZED REGIONAL CENTRES (For AIRFORCE Personnel Only)

SL. No	REGIONAL CENTRE	CODE	ADDRESSE OF IGNOU-AIRFORCE RECOGNIZED REGIONAL CENTRE	OPERATIONAL AREA
1.	ALLAHABAD	64	REGIONAL DIRECTOR IGNOU – AIRFORCE RECOG. REGIONAL CENTRE HQ CAC, IAF BAMRAULI ALLAHABAD - 211012 UTTAR PRADESH Ph.Off: 0522-2233261 / 5406 Fax: 0522-2364889	CENTRAL AIR COMMAND
2.	BANGALORE	67	REGIONAL DIRECTOR IGNOU – AIRFORCE RECOG. REGIONAL CENTRE HQ TC, IAF POST: JC NAGAR BANGALORE - 560006 KARNATAKA Ph.Off: 080-23411061 / 4335 / 4336 Fax: 080-23417468	TECHNICAL AIR COMMAND
3.	GANDHI NAGAR	62	REGIONAL DIRECTOR IGNOU – AIRFORCE RECOG. REGIONAL CENTRE HQ SWAC, IAF SECTOR - 9 GANDHI NAGAR - 382009 GUJARAT Ph.Off: 079-22221200 / 22225535 Fax: 079-6569245	SOUTH-WESTERN AIR COMMAND

IGNOU – AIR FORCE RECOGNIZED REGIONAL CENTRES – *Contd.*

SL. No	REGIONAL CENTRE	CODE	ADDRESSE OF IGNOU-AIRFORCE RECOGNIZED REGIONAL CENTRE	OPERATIONAL AREA
4.	NAGPUR	66	REGIONAL DIRECTOR IGNOU – AIRFORCE RECOG. REGIONAL CENTRE HQ MC, IAF, VAYUSENA NAGAR NAGPUR - 440007 MAHARASHTRA Ph.Off: 0212-489086/489211 Fax: 0212-353225	MAINTENANCE AIR COMMAND
5.	NEW DELHI	61	REGIONAL DIRECTOR IGNOU – AIRFORCE RECOG. REGIONAL CENTRE COMMAND EDUCATION OFFICE HQ WAC, IAF SUBROTO PARK NEW DELHI - 110010 DELHI Ph.: 011-25695211 Ext. 7358 / 7361 Fax: 011-26989078	WESTERN AIR COMMAND
6.	NEW DELHI	68	REGIONAL DIRECTOR IGNOU – AIRFORCE RECOG. REGIONAL CENTRE 68, RACE COURSE AIRFORCE STATION, NEW DELHI – 110003. DELHI Ph.Off: 011-23377671 Ext. 7654 Fax: 0364-222486	AIR HQS.
7.	SHILLONG	63	REGIONAL DIRECTOR IGNOU – AIRFORCE RECOG. REGIONAL CENTRE HQ EAC, IAF UPPER SHILLONG C/O - 99 APO SHILLONG, MEGHALAYA Ph.Off: 0364-2223900/Ext.: 2422 Fax: 0364-222486	EASTERN AIR COMMAND
8.	TRIVANDRUM	65	REGIONAL DIRECTOR IGNOU – AIRFORCE RECOG. REGIONAL CENTRE HQ SAC, IAF POST: ARKUNUM TRIVANDRUM - 695011 KERALA Ph.Off: 0484-2551361 Fax: 0484-2340204	SOUTHERN AIR COMMAND

IGNOU – NAVY RECOGNIZED REGIONAL CENTRES
(For NAVY Personnel Only)

SL. No	REGIONAL CENTRE	CODE	ADDRESSE OF IGNOU-NAVY RECOGNIZED REGIONAL CENTRE	OPERATIONAL AREA
1.	NEW DELHI	71	REGIONAL DIRECTOR IGNOU - NAVY RECOG. REGIONAL CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS. MINISTRY OF DEF. IIND FLOOR, II – WING WEST BLOCK – 5, SECTOR - 1 R.K. PURAM NEW DELHI - 110066 DELHI Ph.Off: 011-26194686 Fax: 011-26105067	NAVAL HEAD QUARTERS
2.	MUMBAI	72	REGIONAL DIRECTOR IGNOU - NAVY RECOG. REGIONAL CENTRE HQ WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - MAHARASHTRA Ph.Off: 022-22687223 Fax: 022-22665458 Email: inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
3.	VISAKHAPATNAM	73	REGIONAL DIRECTOR IGNOU - NAVY RECOG. REGIONAL CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530014 ANDHRA PRADESH Ph.Off: 0891-2812284 Fax: 0891-2515834 Email: inepu@hotmail.com	HQ EASTERN NAVAL COMMAND
4.	KOCHI	74	REGIONAL DIRECTOR IGNOU - NAVY RECOG. REGIONAL CENTRE HQ SOUTHERN NAVAL COMMAND NAVAL BASE KOCHI - 682004 KERALA Ph.Off: 0484-2667434, 2662210 Fax: 0484-2666194 Email: inepk@rediffmail.com	HQ SOUTHERN NAVAL COMMAND

IGNOU – ASSAM RIFLES RECOGNIZED REGIONAL CENTRES
(For ASSAM RIFLES Personnel Only)

SL. No	REGIONAL CENTRE	CODE	ADDRESSE OF IGNOU-ASSAM RIFLES RECOGNIZED REGIONAL CENTRE	OPERATIONAL AREA
1.	SHILLONG	81	REGIONAL DIRECTOR IGNOU – ASSAM RIFLES RECOG. REGIONAL CENTRE DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG – 793003 MEGHALAYA Ph.Off: 0364-705530 / 705564 Fax: 0364-705564 Email: hqdgar@hotmail.com	COMMAND AREA

List of State Codes

State or UT	Code
Andhra Pradesh	01
Andaman & Nicobar Islands (UT)	02
Arunachal Pradesh	03
Assam	04
Bihar	05
Chandigarh (UT)	06
Delhi	07
Goa	08
Gujarat	09
Haryana	10
Himachal Pradesh	11
Jammu & Kashmir	12
Karnataka	13
Kerala	14
Madhya Pradesh	15
Maharashtra	16
Manipur	17
Meghalaya	18
Mizoram	19
Nagaland	20
Orissa	21
Punjab	22
Rajasthan	23
Sikkim	24
Tamil Nadu	25
Tripura	26
Uttar Pradesh	27
West Bengal	28
Dadra & Nagar Haveli, Daman & Diu (UT)	29
Lakshadweep (UT)	30
Pondicherry (UT)	31
C/o 56 APO	32
C/o 99 APO	33
Learners Abroad	34
Chhattisgarh	35
Jharkhand	36
Uttarakhand	37

CODES FOR QUALIFICATION, SEX, CATEGORY, TERRITORY, MARITAL STATUS, SOCIAL STATUS AND EMPLOYMENT STATUS

QUALIFICATION CODE

Code	Description
001	Matriculation/SSC
002	10+2 or Equivalent
003	Graduation or Equivalent
004	Post Graduation or Equivalent

MARITAL STATUS CODE

Code	Description
1	Married
2	Divorced
3	Widowed
4	Unmarried

EMPLOYMENT STATUS CODE

Code	Description
B2	Unemployed
A1	Employed
C3	IGNOU Regular Employee
D4	K.V.S. Employee

SOCIAL STATUS CODE

Code	Description
1	Ex-Service Man
2	War-Widow
3	Not Applicable

CATEGORY CODE

Code	Description
B2	SC
C3	ST
D4	OBC
E5	PH
A1	General

TERRITORY CODE

Code	Description
A1	Urban
B2	Rural
C3	Tribal
D4	Kashmiri Migrant

SEX CODE

Code	Description
A1	Male
B2	Female

MODALITIES OF SUBMISSION OF ASSIGNMENTS AND TERM-END EXAMINATION

ASSIGNMENT

Assignments constitute the continuous evaluation. The submission of assignments is compulsory. The Grade that you get in your assignment will be counted in your final result. Assignment of a course carry 30% weightage while 70% weightage is given to the term-end examination. Therefore, you are advised to take your assignment seriously. You will not be allowed to appear for the term-end examination for any course if you do not submit the specified number of assignments in time for that course.

The main purpose of assignment is to test your comprehension of the learning material you receive from us and also to help you get through the courses. The information given in the printed course material should be sufficient for answering the assignment. Please do not worry about the non-availability of extra reading material for working on the assignments. However, if you have easy access to other books, you may make use of them. But the assignments are designed in such a way as to help you concentrate mainly on the printed course material and exploit your personal experience.

In case of any discrepancy regarding the set of material and assignment, contact Material Production & Distribution Division, IGNOU, Maidan Garhi, New Delhi-110 068.

The assignment responses should be complete in all respects. The tutor marked assignments, are to be submitted on response sheets to the Coordinator of the Study Centre assigned. After evaluation these tutor marked assignments will be sent back with comments and grade.

The University/Co-ordinator of the Study Centre has the right not to entertain or reject the assignments submitted after the due date. You are, therefore, advised to submit the assignments before the due date.

Do not forget to get back your duly evaluated assignments alongwith a copy of the assessment sheets containing comments of the evaluator on your performance from your Study Centre. This may help you in preparing for term-end examination.

For your own record retain a copy of all assignment responses which you submit. If you do not get back your duly evaluated tutor marked assignments alongwith copy of assessment sheet containing comments of evaluator on your assignment within a month after submission, please try to get it personally from your Study Centre. Also maintain an account of all these corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises.

If you do not get pass grade in any assignment, you have to submit it again. For this, you have to ask for/obtain a fresh assignment for that course, applicable to that particular semester. However, once you get the pass grade in an assignment, **you cannot re-submit it for improvement of grade**. Assignments are not subject to re-evaluation except for factual errors, if any, committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the coordinator of the Study Centre, so that the correct score is forwarded by him/her to the Student Registration & Evaluation Division at Headquarters.

In case you find that the score indicated in the assessment sheet of your assignments has not been correctly reflected or is not entered in your grade cards; you are advised to contact the coordinator of your Study Centre with a request to forward correct award list to the SR & E Division at the Headquarters.

Do not enclose or express doubt for clarification, if any, alongwith the assignment. Send your doubts in a separate cover. Give your complete enrolment number, name, address, title of the course and the number of the unit or the assignment, etc. on top of your letter. If you want to draw our attention to something of an urgent/important nature, write to us separately.

INSTRUCTIONS FOR ASSIGNMENTS

1. Write your Enrolment Number, Name, Full Address, Signature and Date on the top left hand corner of the first page of your response sheet.
2. Write the Programme Title, Course Code, Course Title, Assignment Code and Name of your Study Centre on the left hand corner of the first page of your response sheet.

Course Code and Assignment Code may be reproduced from the assignment.

The top of the first page of your response sheet should look like this:

	ENROLMENT NO.
PROGRAMME TITLE	NAME
	ADDRESS
COURSE CODE
COURSE TITLE
ASSIGNMENT CODE	SIGNATURE
(as printed on assignments)	
STUDY CENTRE	DATE

3. Read the assignments carefully and follow the specific instructions, if any, given on the assignment itself about the subject matter or its presentation.
4. Go through the units on which assignments are based. Make some points regarding the question and then rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question, give adequate attention to introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to the question. Make sure that the answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasise. While solving numericals, use proper format and give working notes wherever necessary.
5. Use only fullsize paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margins at appropriate places.
6. Responses should be handwritten. Do not copy your answer from the units/ blocks sent to you by the University. If you copy, you will get zero marks for the respective question.
7. Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
8. Write each assignment separately. All the assignments should not be written in continuity. Write the question number with each answer.
9. The completed assignment should be sent to the Coordinator of the Study Centre allotted to you. Under any circumstances do not send the response sheets to the SR & E Division at Headquarters for evaluation.
10. After submitting the assignment at the Study Centre get the acknowledgment from the coordinator on the prescribed assignment remittance-cum-acknowledgment card.
11. In case you have requested for a change of Study Centre, you should submit your assignments only to the original Study Centre until the change of Study Centre is notified by the University.

TERM-END EXAMINATION

As stated earlier, term-end examination is another component of the evaluation system. Term-end examination carries 70% weightage in the final result.

The University conducts term-end examinations twice a year i.e., in June and in December. You can take the examination after the completion of the course.

In case you fail to get 'D' Grade in the Term End Examination, you will be eligible to reappear in the next Term End Examination for the course. In case you have secured Grade 'D' in an assignment and term end examination of a course, but fail to secure overall qualifying grade 'C' you have an option either to re-do assignment for the course or re-appear in term end examination.

To be eligible to appear at the term-end examination in any course, you are required to fulfil the following four conditions:

- 1. You should have paid the course fee. Also ensure that your registration of the courses is valid.**
- 2. You should have opted and pursued the prescribed course.**
- 3. You should have submitted the assignment for the respective course.**
- 4. You should have submitted the examination form in time (which is explained later).**

Examination date sheet (schedule which indicates the date and time of examination for each course) is sent to all the study centres approximately 5 months in advance. The same is also notified through IGNOU News Letter from time to time. Normally, the date sheet for June examinations are sent in the month of January and those for December examinations in the month of July. The date sheet is also available on the IGNOU website www.ignou.ac.in.

It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. Copies of the examination forms are available at Study Centers/Regional Centres/Evaluation Division at Headquarters. A copy is also enclosed here in this prospectus. You can take photocopy of this form and use it. Only one form is to be submitted for all the courses in one term-end examination.

After receiving the examination form from you, the University will send Intimation Slip to you before the commencement of examinations. If you do not receive the intimation slip 15 days before the commencement of examinations, you may contact your Study Centre or Regional Centre or S.R. & E. Division at the Headquarters. If your name is registered for examinations in the list sent to the study centre, you can take the examination by showing your Identify Card (Student Card) to the examination centre superintendent, even if you have not received intimation slip or misplaced the intimation slip.

Your study centre is normally your examination centre. Change of examination centre is permissible in exceptional cases for which you have to make a request to the Registrar, SR & E at least one month before the commencement of examinations, against payment of prescribed fee.

Your enrolment number is your Roll Number for examinations. Be careful in writing it. Any mistake in writing the Roll Number will result in non-declaration of your result.

It is your duty to check whether you are registered for that course and whether you are eligible to appear for that examination or not. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

Although all efforts are made to declare the result in time, there will be no binding on the University to declare the results of the last examination before commencement of next examination. You are, therefore, advised to fill up the examination form without necessarily waiting for the result and get it cancelled at a later date if so required.

The students can apply in the prescribed form for re-evaluation of term-end examination script against payment of Rs. 300/- by means of demand draft drawn in favour of IGNOU, New Delhi within 45 days of the date of declaration of result. Requests received after 45 days from the date of declaration of result will not be entertained. Study Centre is the contact point for you. The University cannot send communications to all the students individually. All the important communications are sent to the coordinators of the study centres and Regional Directors. The coordinators would display a copy of such important circular/notification on the notice board of

the study centre for the benefit of all the students. You are, therefore, advised to get in touch with your Coordinator for day-to-day information about assignments.

While communicating with the University regarding examination, clearly write your enrolment number and complete address. In the absence of such details, the University will not be able to attend to your problems.

Early Declaration of Result

In order to facilitate the students, who have got offer of admission for higher study and or selected for employment etc. are required to produce statement of marks/ grade cards by a specified given date, may apply for early processing of their answer scripts and declaration of result. The students are required to apply in prescribed application form with fee of Rs.500/- per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi alongwith attested photocopy of offer of admission/ employment. The student can submit their request for early declaration before the commencement of the term-end examination i.e. before 1st June and 1st December respectively. The University in such cases will make arrangement for early processing of answer scripts and declare the result as a special case possibly within a month time from the date of conduct of examination.

Early declaration of result is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar etc.

A sample prescribed application form with rules and regulations in detail for this purpose is enclosed in the student hand book & prospectus and also made available at University's website www.ignou.ac.in

Re-evaluation of Answer Script(s)

The students, who are not satisfied with the marks/ grade awarded to them in Term-end Examination may apply for re-evaluation before 31st March for result of December term-end examination and 30th September for result of June term-end examination or within one month from the date of declaration of results i.e. the date on which the results are made available on the University's website on payment of Rs. 300/- per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi in the prescribed application form. The better of the two scores of original marks/grades and marks/ grades after re-evaluation will be considered and updated in students' record.

Re-evaluation is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar etc.

A sample prescribed application form with rules and regulations in detail for this purpose is enclosed in the student hand book & prospectus and also made available at University's website www.ignou.ac.in

Improvement in Division/Class

The students of Bachelor's /Master's degree programme, who fall short of 2% marks to secure 2nd and 1st division.

- (a) The students of Bachelor's/ Master's degree programme, who have completed the programme and wish to improve their Division/ Class may do so by appearing in term-end examination. The eligibility is as under:
- (b) The students of Master's degree programme only, who fall short of 2% marks to secure overall 55% marks.

Students may apply in the prescribed application form from 1st to 30th April for June term-end examination and from 1st to 31st October for December term-end examination alongwith fee @ Rs. 300/- per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi.

The improvement is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar etc.

A sample prescribed application form with rules and regulations in detail for this purpose is enclosed in the student hand book & prospectus and also made available at University's website www.ignou.ac.in

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/ CLASS

1. **The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:**
 - a) The students of Bachelor's/Master's degree programmes who fall short of 2% marks to secure 2nd and 1st division.
 - b) The students of Master's degree programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement. However, the students who have completed the programme as on the date of issue of this notification, wishing to improve can apply for improvement in the Term-end Examination as per following criteria:
 - a) The students mentioned at 1 (a) above in June 2008.
 - b) The students mentioned at 1(b) above in June 2008 or December 2008.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered. In such cases, the improved marks/grade can be incorporated only on surrender of the statement of marks/ Grade Card, Provisional Certificate and Degree Certificate already issued to the student.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term- end examination, in which students appeared for Improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve is being conducted by the University at that time.
10. Students wishing to improve their performance should submit the application in the prescribed format alongwith fee @ Rs. 300/- per course by means of Demand Draft drawn in favour of IGNOU payable at New Delhi and send within the prescribed dates to the following address:

Registrar,
Student Registration & Evaluation Division,
Indira Gandhi National Open University,
Maidan Garhi,
New Delhi-110068
11. On the top of the envelope containing the prescribed application form, please mention 'APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS'

Term-end Examination

The University conducts Term-end Examination twice a year in the month of June and December every year. Students will be permitted to appear in Term-end Examination subject to the condition that registration for the courses in which they wish to appear is valid. Maximum time to pursue the programme is not elapsed and they have also submitted the required number of assignment(s), if any, in those courses by the due date.

● Examination Fee

Examination fee of Rs.50/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in

● Examination Centre

Normally the study centre is the examination centre. However, a student is required to fill the exam centre code in the examination form. For the purpose you are advised to go through the list of study centres available in the Student Handbook and Prospectus/Programme Guide. In case any student wish to take examination at a particular centre, the code of the chosen centre be filled up as examination centre code. However, examination centre chosen by a student if is not activated, the university will allot another examination centre under the same Region.

● Date of Submission of Examination Forms

JUNE, TEE	DECEMBER, TEE	LATE FEE	WHERE TO SUBMIT THE FORM
1st March to 31st March 1st April to 20th April	1st Sept to 30th Sept 1st Oct to 20th Oct	NIL Rs. 100/-	IGNOU, Maidan Garhi, New Delhi-110068 or at the concerned Regional Centre
21st April to 15th May 16th May to 28th May	21st Oct to 15th Nov. 16th Nov. to 26th Nov.	Rs.500/- Rs.1000/-	For outside Delhi students (Concerned Regional Centre) For Delhi students (IGNOU, Maidan Garhi, New Delh i- 110068 or concerned Regional Centre)

To avoid discrepancies in filling up the examination form/hardship in appearing in the term-end examination students are advised to :

1. remain in touch with your Study Centre/Regional Centre/SRE Division for change in schedule of submission of examination form fee if any;
2. fill up the examination form for next term-end examination without waiting for the result of the previous term-end examination and also filling up the courses, for which result is awaited;
3. fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
4. retain proof of mailing/submission of examination form till you receive examination hall ticket;

● Issue of Examination Hall Ticket

University issues Examination Hall Ticket to the student's atleast two weeks before the commencement of Term-end Examination the same could also be downloaded from the University's website www.ignou.ac.in. In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination the students can download the hall ticket from the website and approach the exam centre for appearing in the exam.

PLEASE DO NOT MISTAKE ADMISSION/RE-REGISTRATION FORM FOR EXAMINATION FORM

Filling up of re-registration form and the examination form are two separate activities: one may not be taken for the other. While the re-registration form is required to be sent to the concerned Regional Director along with requisite fee for pursuing the courses in the next semester, the examination form is to be sent only to Registrar, SR&E Division at the Headquarters (Students are advised to retain a photocopy of the form).

The University sends study materials and assignments, wherever prescribed, to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that.

In case a student wants to have assignments, s/he can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website, www.ignou.ac.in.

The students are specifically instructed to send Examination Forms to Registrar (SRE) only and to no other place and are also advised to submit the Registration/Re-registration Forms only at the respective Regional Centres and nowhere else. If any student sends the Registration/Re-registration Forms, Examination Forms at wrong places and thereby misses the scheduled date and consequently a semester/year, s/he will have no claim on the University for regularization.

**GENERAL POLICY GUIDELINES FOR TRANSFER OF CREDITS
OF THE COURSES QUALIFIED BY THE STUDENTS
IN MANAGEMENT PROGRAMME (Direct Entry)**

1. The student who desires transfer of credits earned by him/her in PGSDM (Direct Entry) earlier should opt for two additional courses (not done earlier) prescribed from the same specialisation area for Post Graduate Specialisation Diplomas in Management under sequential stream in lieu of the two basic courses qualified by him/her in PGSDM (Direct Entry). Credit of two such basic courses will only be counted towards DIM & PGDIM in sequential stream of MBA. The said two additional courses should be registered under the enrolment no. of PGSDM (Direct Entry).
2. Such a student should opt for the PGSDM s/he has done under Direct Entry otherwise s/he shall have to do seven additional courses from PGSDM stream, two to validate the PGSDM done under Direct Entry as indicated above and five for claiming the new PGSDM.
3. Comprehensive grade card containinig score of the courses qualified by a student in DIM, PGDIM, PGSDM (Direct Entry) and two additional courses from the same specialisation area qualified in lieu of the basic courses prescribed in Post Graduate Specialisation Diploma in Management (Direct Entry) will be issued to the student. The enrolment number of the student will be the one which was allotted to him for MBA. An indication through an asterix mark against the credit transfer courses from Direct Entry PGSDM with enrolment number in MBA will be made in the comprehensive grade card at the bottom.
4. The student should make specific request to the Registrar (Student Registration and Evaluation Division) for transfer of credit of PGSDM. In cases where basic courses qualified by a student in Post Graduate Specialisation Diplomas are required to be transferred to MBA, the student should opt for equal number of courses in the same specialisation area to complete the requirement of five courses. In such cases application for credit transfer should be submitted only after qualifying such additional courses from concerned specialisation area.
5. In case a student registered for Management Programme through Entrance Test fails to qualify some of the courses prescribed in DIM, PGDIM & PGSDM as per normal rules but wishes to get PGSDM only by transfer of credits of the courses qualified by him/her in DIM & PGDIM, credit transfer may be allowed to the extent the courses prescribed for PGSDM under normal rules subject to the condition that s/he surrenders in writing his/her registration of MBA and opt for specific PGSDIM as per rules applicable to Direct Entry admission to the PGSDM. Similarly, credit transfer may be allowed for courses qualified by a student in PGSDM (Direct Entry) to DIM, PGDIM and IM on surrendering registration for PGSDM also. Registration of a programme once surrendered will not be revived.
6. The credit of a qualified course will not be counted in two programmes. Similarly, the student shall not repeat the same course in two or more Diploma Programmes of Management of this University.
7. The student admitted to management programme through Entrance Test should opt for one Specialisation Diploma Programme to be indicated in MBA Degree at the time s/he registers for any one course from SDM stream. **Conversion of one Specialisation Diploma Programme to other Specialisation Diploma Programme or indication of two or more Specialisation Programmes in MBA degree shall not be permissible. Option once exercised shall be final.**



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(Students Registration & Evaluation Division)

Maidan Garhi, New Delhi - 110 068

APPLICATION FOR INTERNAL CREDIT TRANSFER OF MANAGEMENT PROGRAMME

Enrolment No. of
Direct Entry PGSDM

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Enrolment No. of
DIM/PGDIM / PGSDM/ (MBA)

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Study Centre Code

--	--	--	--

Regional Centre Code

--	--

1. Name of the Student : _____
(in Capital Letters)

2. Father's/Husband Name : _____

3. Complete Postal Address _____

_____ Pin _____

4. Details of Courses Opted for Credit Transfer :

Programme from:

--

Programme To :

--

Course Code	Score Obtained			AECG	TEE	Overall Grade
	TMA-I	TMA-II	TMA-III			

5. Details of additional courses opted/qualified in lieu of courses offered for credit transfer :

Course Code	Course Title	Semester	Year	Overall Score Obtained

6. Details of incomplete Programmes & Courses surrendered :

Programme Title	Course Code	Course Title	Overall Course Grade

7. Option of PGSDM to be reflected in MBA Degree :

8. Details of Fee being paid for Credit Transfer :

Additional Course Fee @ Rs.800/- per course* : _____ Rs.

Credit Transfer Fee @ Rs.100/- per course : _____ Rs.

Total _____

Demand Draft No. _____ Date _____ Amount Rs. _____

Name of the Bank _____ Place _____

UNDERTAKING

I _____ a student of Management Programme of IGNOU request for Credit Transfer of the Courses as detailed above. I undertake not to revive the registration of these courses for credit transfer to any other programme. The registration of programme surrendered in Column No.6 shall not be revived at any later date. Option exercised herein is firm and final. Certified copies of Marksheets / Grade Card / Degree / Diploma are enclosed. Signed this _____ day _____ of _____ 200__

Signature of Student

To
The Registrar (SR & E)
IGNOU, Maidan Garhi
New Delhi - 110 068.

Name : _____

Encl. : As above.

**In case you are required to register for additional courses for completing the requirements of the specialisation, you will need to pay the registration fee for all courses that you are registering for. This applies to students registering before 1997.*

(Please use the photocopy of this proforma)

Course Components of Management Programme

MS-1 : MANAGEMENT FUNCTIONS AND BEHAVIOUR

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		ROLE OF A MANAGER		
	1	Task of a Professional Manager	Professional Management Task and Responsibilities Part I & II	
	2	Responsibilities of a Professional Manager		
	3	Management Systems and Processes		
	4	Managerial Skills		
II		DECISION MAKING		
	5	Organisational Context of Decisions	Problem Solving	
	6	Decision Making Models		
	7	Decision Making-Techniques and Processes		
	8	Management by Objectives		
III		ORGANISATIONAL CLIMATE AND CHANGE		
	9	Organisational Structure and Managerial Ethos		
	10	Management of Organisational Conflicts		
	11	Managing Change		
IV		ORGANISATIONAL STRUCTURE AND PROCESSES		
	12	Organisational Structure and Design	Communication Process	
	13	Managerial Communication		
	14	Planning Process		
	15	Controlling		
	16	Delegation and Interdepartment Coordination		
V		BEHAVIOURAL DYNAMICS		
	17	Analysing Interpersonal Relations	Leadership Styles	
	18	Leadership Styles and Influence Process		
	19	Group Dynamics		

MS-2 : MANAGEMENT OF HUMAN RESOURCES

BLOCK UNIT NOs.	UNIT TITLE
I	HUMAN RESOURCE MANAGEMENT: CONTEXT, CONCEPT AND BOUNDARIES
1	The Changing Social Context and Emerging Issues
2	The Concept and Functions of Human Resource Management
3	Structuring Human Resource Management
II	GETTING HUMAN RESOURCE
4	Job Analysis and Job Design
5	Human Resource Planning
6	Attracting the Talent: Recruitment, Selection, Outsourcing
7	Socialisation, Mobility and Separation
III	PERFORMANCE MANAGEMENT AND POTENTIAL ASSESSMENT
8	Competency Mapping
9	Performance Planning and Review
10	Potential Appraisal, Assessment Centres and Career and Succession Planning
11	HR Measurement and Audit
IV	HUMAN RESOURCE DEVELOPMENT
12	Human Resource Development System
13	Training
14	Mentoring and Performance Coaching
15	Building Roles and Teams
V	COMPENSATION AND REWARD MANAGEMENT
16	Laws Covering Wages, Welfare and Benefits
17	Compensation Strategy, Structure, Composition
18	Reward Management
VI	EMPLOYER-EMPLOYEE RELATIONS
19	Regulatory Mechanisms in Industrial Relations
20	Dealing with Unions and Associations
21	Industrial Democracy
22	Grievance Handling and Discipline

MS-3 : ECONOMIC AND SOCIAL ENVIRONMENT

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		ECONOMIC AND SOCIAL ENVIRONMENT		
	1	Economic Environment of Business		India's National
	2	Socio-cultural and Politico-legal Environment		Socio-economic
	3	Changing Role of Government		Scenario
II		STRUCTURE OF THE INDIAN ECONOMY		
	4	Structural Dimensions of Indian Economy		
	5	Structure of Indian Industry		
	6	Public Sector in India	Management	Business and
	7	Private Sector in India	of Public	Government - The
	8	Small Sector in India	Sector	emerging Scenario
	9	Sickness in Indian Industry		
III		PLANNING AND POLICIES		
	10	Planning Goals and Strategies		National Planning
	11	Evolution of Industrial Policy		Process
	12	Regulatory and Promotional Framework		Controls and Regu- lations : The Business view Part I and Part II
IV		EXTERNAL SECTOR		
	13	India's Foreign Trade		
	14	India's Balance of Payments		
	15	Export and Import Policy		
	16	Foreign Capital and Collaborations		
	17	India's External Debt		
V		ECONOMIC REFORMS SINCE 1991		
	18	Industrial Policy of 1991		
	19	Economic Reforms: Liberalisation, Globalisation and Privatisation		
	20	Financial Sector Reforms		Fiscal System
	21	Fiscal Sector Reforms		and Policy
	22	Economic Reforms and Social Justice		

MS-4 : ACCOUNTING AND FINANCE FOR MANAGERS

BLOCK	UNIT NOS.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		ACCOUNTING FRAMEWORK		
	1	Accounting and its Functions	Introduction to Course	Understanding Financial Statements Part-I
	2	Accounting Concepts and Standards	Role of Accounting and Finance Function in different types of Organisations	
	3	Accounting Information and its Applications	Emerging Horizons in Accounting and Finance (EHIAF) – Human Resource Accounting	
II		UNDERSTANDING FINANCIAL STATEMENTS		
	4	Construction and Analysis of Balance Sheet	EHIAF–Inflation Accounting	Understanding Financial Statements Part-II
	5	Construction and Analysis of Profit and Loss Account		
	6	Construction and Analysis of Funds Flow and Cash Flow Statement		
III		COST MANAGEMENT		
	7	Understanding and Classifying Costs	EHIAF–Cost	Accounting in decision making (CVP/BE analysis)
	8	Absorption and Marginal Costing	Audit in India	
	9	Cost-Volume-Profit Analysis		
	10	Variance Analysis		
IV		FINANCIAL AND INVESTMENT ANALYSIS		
	11	Financial Management : An Introduction	Role and Regulation of Stocks Markets	Project Appraisal: An Institutional viewpoint
	12	Ratio Analysis		
	13	Leverage Analysis		
	14	Budgeting and Budgetary Control		
	15	Investment Appraisal Methods		
V		FINANCIAL DECISIONS		
	16	Management of Working Capital	EHIAF–Lease Financing	Management of Working Capital
	17	Capital Structure		
	18	Dividend Decisions	EHIAF– Financial Services & their Marketing	Unique Enterprises – Case Study

MS-5 : MANAGEMENT OF MACHINES AND MATERIALS

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		OPERATIONS MANAGEMENT	Introduction to the Course	Management of Technology
	1	Operations Management - An Overview		- Problems and Perspectives - Planning and Policy - Implementation
II		FACILITIES PLANNING		
	2	Product Selection		
	3	Process Selection		Facilities Layout
	4	Facilities Location		
	5	Facilities Layout and Materials Handling		
	6	Capacity Planning		
III		WORK AND JOB DESIGN		
	7	Work Design		
	8	Job Design		
IV		OPERATIONS PLANNING AND CONTROL		
	9	Planning and Control for Mass Production		Planning and
	10	Planning and Control for Batch Production		Control of
	11	Planning and Control for Job Shop Production		Projects
	12	Planning and Control of Projects		Maintenance
	13	Maintenance Management		Management
V		VALUE ENGINEERING AND QUALITY ASSURANCE		
	14	Value Engineering		Quality Control
	15	Quality Assurance		
VI		MATERIALS MANAGEMENT		
	16	Purchase System and Procedure		
	17	Inventory Management		
	18	Stores Management		
	19	Standardisation, Codification and Variety Reduction		Materials Management
	20	Waste Management		

MS-6 : MARKETING FOR MANAGERS

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		MARKETING AND ITS APPLICATIONS		
	1	Introduction to Marketing	Introduction to the Course	- Marketing Approach
	2	Marketing in a Developing Economy		- Marketing of Services
	3	Marketing of Services		- Marketing and Public Policy
II		MARKETING PLANNING AND ORGANISATION		
	4	Planning Marketing Mix		- Marketing in Action
	5	Market Segmentation		
	6	Marketing Organisations		- Marketing Management and Planning
	7	Marketing Research and its Applications		
III		UNDERSTANDING CONSUMERS		
	8	Determinants of Consumer Behaviour		Indian Consumer and Marketing Environment
	9	Models of Consumer Behaviour		
	10	Indian Consumer Environment		
IV		PRODUCT MANAGEMENT		
	11	Product Decisions and Strategies		
	12	Product Life Cycle and New Product Development		ITDC-A Case Study
	13	Branding and Packaging Decisions		
V		PRICING AND PROMOTION STRATEGY		
	14	Pricing Policies and Practices		Marketing Strategy - A Case Study of Moulded Luggage Industry
	15	Marketing Communications		
	16	Advertising and Publicity		
	17	Personal Selling and Sales Promotion		
VI		DISTRIBUTION AND PUBLIC POLICY		
	18	Sales Forecasting		Effective Selling
	19	Distribution Strategy		
	20	Managing Sales Personnel		
	21	Marketing and Public Policy		
	22	Cyber Marketing		

MS-7 : INFORMATION SYSTEMS FOR MANAGERS

BLOCK	UNIT NOs.	UNIT TITLE
I		INFORMATION TECHNOLOGY FOR MANAGERS
	1	Information Technology : An Overview
	2	Computer Systems
	3	Computer Software
	4	Networking Technologies
II		INFORMATION SYSTEMS - I
	5	In MIS Perspectives
	6	Information Systems Economics
	7	Management Information and Control Systems
	8	Information Systems Security
III		INFORMATION SYSTEMS - II
	9	Information Systems and Functional Area Applications
	10	Transaction Processing Systems-I: Human Resource and Marketing Management
	11	Transaction Processing Systems-II: Operations and Financial Management
	12	Integrated Applications
IV		SYSTEM ANALYSIS AND COMPUTER LANGUAGES
	13	Building Information Systems
	14	System Analysis and Design
	15	Computer Programming and Languages
V		SUPPORT SYSTEMS FOR MANAGEMENT DECISIONS
	16	Database Resource Management
	17	Data Ware Housing and Data Mining
	18	Tactical and Strategic Information Management: DSS and ESS
	19	Intelligent Support Systems
	20	Emerging Trends in IT

MS-8 : QUANTITATIVE ANALYSIS FOR MANAGERIAL APPLICATIONS

BLOCK	UNIT NOS.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		BASIC MATHEMATICS FOR MANAGERS		
	1	Quantitative Decision Making – An Overview		
	2	Function and Progressions		
	3	Basic Calculus and Applications		
	4	Matrix Algebra and Applications		
II		DATA COLLECTION AND ANALYSIS		
	5	Collection of Data		
	6	Presentation of Data		
	7	Measures of Central Tendency		
	8	Measures of Variation and Skewness		
III		PROBABILITY AND PROBABILITY DISTRIBUTIONS		
	9	Basic Concepts of Probability		Probability Fundamentals
	10	Discrete Probability Distribution		
	11	Continuous Probability Distributions		
	12	Decision Theory		Probability Applications
IV		SAMPLING AND SAMPLING DISTRIBUTIONS		
	13	Sampling Methods		
	14	Sampling Distributions		
	15	Testing of Hypotheses		
	16	Chi Square Tests		
V		FORECASTING METHODS		
	17	Business Forecasting		
	18	Correlation		Applications of Regression
	19	Regression		
	20	Time Series Analysis		

MS-9 : MANAGERIAL ECONOMICS

BLOCK	UNIT NOs.	UNIT TITLE
I		INTRODUCTION TO MANAGERIAL ECONOMICS
	1	Scope of Managerial Economics
	2	The Firm : Stakeholders, Objectives & Decision Issues
	3	Basic Techniques
II		DEMAND AND REVENUE ANALYSIS
	4	Demand Concepts and Analysis
	5	Demand Elasticity
	6	Demand Estimation and Forecasting
III		PRODUCTION AND COST ANALYSIS
	7	Production Function
	8	Cost Concepts and Analysis I
	9	Cost Concepts and Analysis II
	10	Estimation of Production and Cost Functions
IV		PRICING DECISIONS
	11	Market Structure and Barriers to Entry
	12	Pricing Under Pure Competition and Pure Monopoly
	13	Pricing Under Monopolistic and Oligopolistic Competition
	14	Pricing Strategies
V		COMPREHENSIVE CASE
		Competition in Telecommunication Service Provision

MS-10 : ORGANISATIONAL DESIGN, DEVELOPMENT AND CHANGE

BLOCK	UNIT NOs.	UNIT TITLE
I		UNDERSTANDING ORGANISATIONS
	1	Approaches to Understanding Organisations
	2	Factors Affecting Organisation Structures
II		ORGANISATIONAL DESIGN
	3	Typology of Organisation Structures
	4	Some Basic Organisation Design and Restructuring Strategies
III		APPROACHES TO WORK DESIGN
	5	Organising and Analysing Work
	6	Job Design
	7	Emerging Issues of Work Organisation and Quality of Working Life
IV		ORGANISATIONAL ANALYSIS
	8	Organisational Diagnosis: Tools and Techniques
	9	Questionnaire as a Diagnostic Tool
	10	Interview as a Diagnostic Tool
	11	Workshops, Task-forces and other Methods
V		ORGANISATIONAL DEVELOPMENT AND CHANGE
	12	Organisational Development (OD)
	13	Alternative Interventions
	14	Process of Change
	15	Change Agents: Roles and Competencies
	16	Institution Building

MS-11 : STRATEGIC MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE
I		INTRODUCTION TO STRATEGIC MANAGEMENT
	1	Concept of Strategy
	2	Process of Strategy
	3	Strategic Framework
II		STRATEGIC ANALYSIS
	4	Environmental Analysis
	5	Competitive Forces
	6	Internal Analysis
III		BUSINESS LEVEL STRATEGY
	7	Cost
	8	Differentiation and Focus
IV		CORPORATE LEVEL STRATEGY
	9	Growth Strategies-I
	10	Growth Strategies-II
	11	Strategic Alliances
	12	Turnaround
V		IMPLEMENTATION AND CONTROL
	13	Structural Dimensions
	14	Behavioural Dimensions
	15	Control
	16	Evaluation of Strategy

MS-21 : SOCIAL PROCESSES AND BEHAVIOURAL ISSUES

BLOCK	UNIT NOs.	UNIT TITLE
I		SOCIAL PROCESSES AND ISSUES
	1	Indian Environment: The Changing Scenario
	2	Social Issues and Organizational Relevance
	3	Organisational Values and Work Ethics
II		INTRA PERSONAL PROCESSES
	4	Understanding Human Behaviour
	5	Perception
	6	Learning
	7	Motivation
	8	Human Emotions at Work
III		INTERPERSONAL PROCESSES
	9	Interpersonal Issues, Communication and Conflict
	10	Counseling Processes
	11	Behavioural Modification
	12	Persuasion
IV		GROUP AND INTER-GROUP PROCESSES
	13	Group Formation and Group Processes
	14	Group Dynamics
	15	Leading and Building Teams
	16	Conflict Resolution
V		ORGANISATIONAL PROCESSES
	17	Power Dynamics
	18	Political Processes
	19	Learning Organisations
	20	Cross Cultural Issues
	21	Organisational Culture

MS-22 : HUMAN RESOURCE DEVELOPMENT

BLOCK	UNIT NOs.	UNIT TITLE
I		HRD : CONCEPT AND SYSTEM
	1	The Process and System of HRD
	2	Career System
	3	Competency Mapping
	4	Performance Management System
	5	Coaching and Mentoring
	6	Development System
II		HRD SYSTEMS AND PROFESSION
	7	Reward System
	8	Self Renewal System
	9	HRD for Workers
	10	Professionalisation of HRD
	11	HRD Strategies and Experiences
III		COMPARATIVE HRD
	12	HRD in the Government and Public Systems
	13	HRD in Health Sector
	14	HRD in other sectors (Defence, Police, Voluntary Organisations and Panchayati Raj Institutions)
	15	International Experiences in HRD
IV		HRD ISSUES AND EXPERIENCES
	16	HRD Audit
	17	Multi Source Feedback System
	18	Knowledge Management
	19	Technology and HRD
	20	Diversity Management
	21	Managing Globalization

MS-23 : HUMAN RESOURCE PLANNING

BLOCK	UNIT NOs.	UNIT TITLE
I		BASICS OF HUMAN RESOURCE PLANNING
	1	Introduction to HRP System – The Emerging Context
	2	Process and Functions of Human Resource Planning
	3	Methods and Techniques : Demand Management
	4	Methods and Techniques : Supply Management
	5	Contemporary Trends in Managing Demand and Supply
II		APPROACHES TO ANALYSING JOB
	6	Job Analysis
	7	Changing Nature of Roles
	8	Job Evaluation : Concepts and Methods
	9	Competency Approaches to Job Analysis
III		KEY HR PRACTICES
	10	Recruitment
	11	Selection
	12	Dislocation and Relocation of Employees
	13	Orientation
	14	Career and Succession Planning
	15	Performance and Potential Appraisal
IV		INTELLECTUAL CAPITAL ACCOUNTING
	16	Human Resource Information System
	17	Human Resource Audit
	18	Human Resource Accounting

MS-24 : EMPLOYMENT RELATIONS

BLOCK	UNIT NOS.	UNIT TITLE
I		CONCEPTUAL FRAMEWORK OF EMPLOYMENT RELATIONS
	1	Concept, Scope and Approaches to Industrial Relations
	2	Evolution of Industrial Relations and Current Developments
	3	Constitutional and Legal Framework of Industrial Relations : Conventions, ID Act, Trade Union Act
II		TRADE UNIONISM
	4	Trade Union Development and Functions
	5	Trade Union Structure and Recognition
	6	Managing Trade Unions
	7	Managerial Unionism
	8	Employers' Organisations
III		COLLECTIVE BARGAINING
	9	Nature and Content of Collective Bargaining
	10	Negotiation Skills
	11	Issues and Trends in Collective Bargaining
IV		EMPLOYEE INVOLVEMENT
	12	Evolution, Structure and Process
	13	Design and Dynamics of Participative Forums
	14	Strategies for Implementing Participation
V		GRIEVANCE HANDLING AND DISCIPLINE
	15	Grievance Function in Industrial Relations
	16	Conciliation, Arbitration and Adjudication
	17	Discipline in Industry
VI		TRENDS IN EMPLOYMENT RELATIONS
	18	Strategic Employee Relations : Emerging Trends
	19	Cultural Aspects of Employment Relations

MS-25 : MANAGING CHANGE IN ORGANISATIONS

BLOCK	UNIT NOs.	UNIT TITLE
I		CONCEPT OF MANAGING CHANGE
	1	Understanding Change
	2	Types of Change
	3	Factors Critical to Change
	4	Organisational Culture and Change — Cross Cultural Experiences
II		FORMS OF ORGANISATIONAL CHANGE
	5	Emerging Organisational Forms and Structures
	6	Mergers and Acquisitions
	7	Turn Around Management
	8	Process Based Change
	9	Group Based Approaches to Change
III		DIAGNOSIS AND INTERVENTION
	10	Organisational Diagnosis – Issues and Concepts
	11	Diagnostic Methodology – Quantitative and Qualitative
	12	Interventions in Organisational Change
	13	Evaluation of Organisational Change
IV		ROLE OF CHANGE AGENT
	14	Key Roles in Managing Change
	15	Skills for Managing Change
	16	Managing Resistance to Change
	17	Role of Leadership in Managing Change
	18	Managing Transition

MS-26 : ORGANISATIONAL DYNAMICS

BLOCK	UNIT NOs.	UNIT TITLE
I		GROUP DYNAMICS
	1	Understanding Groups
	2	Phases of Group Development
	3	Group Cohesion and Alienation
	4	Conformity and Obedience
II		ROLE DYNAMICS
	5	The Concept and Systems of Roles
	6	Role Analysis
	7	Organisational Stress and Burnout
	8	Coping with Stress and Burnout
III		POWER DYNAMICS
	9	Bases of Power
	10	The Process of Empowerment
	11	Decentralisation & Delegation
	12	Transformational Leadership
IV		ORGANISATIONAL DYNAMICS
	13	Organisational Culture
	14	Social Responsibilities of Organisations
	15	Organisational Ethics and Values
	16	Process of Learning Organisations
V		INTER-ORGANISATIONAL DYNAMICS
	17	Cross Cultural Dynamics
	18	Management of Diversity
	19	Strategic Alliances and Coalition Formation

MS-27 : WAGE AND SALARY ADMINISTRATION

BLOCK	UNIT NOs.	UNIT TITLE
I		COMPENSATION — CONCEPT AND CONTEXT
	1	Role of Compensation and Rewards in Organisation
	2	Economic and Behavioural Issues in Compensation
	3	Framework of Compensation Policy
II		LEGAL FRAMEWORK OF WAGE AND SALARY ADMINISTRATION
	4	Wage Concepts and Definition of Wages Under Various Labour Legislation
	5	Constitutional Perspective, International Labour Standards, and Norms for Wage Determination
	6	Law relating to Payment of Wages and Bonus
	7	Regulation of Minimum Wages and Equal Remuneration
	8	Law Relating to Retiral Benefits
III		COMPENSATION STRUCTURE AND DIFFERENTIALS
	9	Pay Packet Composition
	10	Institutional Mechanism for Wage Determination
	11	Job Evaluation and Internal Equity
	12	External Equity and Pay Surveys
IV		REWARD SYSTEM, INCENTIVES AND PAY RESTRUCTURING
	13	Design of Performance-linked Reward System
	14	Incentives for Blue and White Collars
	15	Bonus, Profit Sharing and Stock Options
	16	Allowances and Benefits
	17	Downsizing and Voluntary Retirement Scheme
V		EMERGING ISSUES AND TRENDS
	18	Tax Planning
	19	Comparative International Compensation
	20	Overview of Future Trends in Compensation Management

MS-28 : LABOUR LAWS

BLOCK	UNIT NOS.	UNIT TITLE
I		INDUSTRIAL JURISPRUDENCE
	1	Industrial Jurisprudence–An Overview
	2	Principles of Industrial jurisprudence
	3	Constitutional Aspects of Industrial Jurisprudence
II		LAWS ON WORKING CONDITIONS
	4	The Factories Act, 1948
	5	The Mines Act, 1952
	6	The Shops and Establishments Law
	7	The Plantation Labour Act, 1951
	8	The Contract Labour (Regulation and Abolition Act, 1970)
	9	The Child Labour (Prohibition and Regulation Act, 1986)
III		LAWS ON INDUSTRIAL RELATIONS
	10	The Trade Union Act, 1926
	11	The Industrial Disputes Act, 1947
	12	The Industrial Employment (Standing Orders) Act, 1946
	13	Domestic Enquiry
IV		LAWS ON WAGES
	14	The Minimum Wages Act, 1948
	15	The Payment of Wages Act, 1936
	16	The Payment of Bonus Act, 1965
	17	The Equal remuneration Act, 1976
V		LAWS ON SOCIAL SECURITY
	18	The Workmen’s Compensation Act, 1923
	19	The Employees’ State Insurance Act, 1948
	20	The Maternity Benefit Act, 1961
	21	The Employee’s Provident Fund and Miscellaneous Provisions Act, 1952
	22	The Payment of Gratuity Act, 1972
VI	23	The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959
	24	The Apprentices Act, 1961
		APPENDIX A
		Recommendations of the Second National Commission on Labour, 2002
		APPENDIX B
		Selected Legal Terms
		APPENDIX C
		Glossary of Latin and French Words

MS-41 : WORKING CAPITAL MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE
I		CONCEPTS AND DETERMINATION OF WORKING CAPITAL
	1	Conceptual Framework
	2	Operating Environment of Working Capital
	3	Determination of Working Capital
	4	Theories and Approaches
II		MANAGEMENT OF CURRENT ASSETS
	5	Management of Receivables
	6	Management of Cash
	7	Management of Marketable Securities
	8	Management of Inventory
III		FINANCING OF WORKING CAPITAL NEEDS
	9	Bank Credit – Basic Principles and Practices
	10	Bank Credit – Methods of Assessment and Appraisal
	11	Other Sources of Short Term Finance
IV		WORKING CAPITAL MANAGEMENT : AN INTEGRATED VIEW
	12	Liquidity vs Profitability
	13	Payables Management
	14	Short-Term International Financial Transactions
	15	Integrating Working Capital and Capital Investment Process

MS-42 : CAPITAL INVESTMENT AND FINANCING DECISIONS

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		OVERVIEW OF FINANCIAL DECISIONS		
	1	Nature of Long Term Financial Decisions		
	2	Cost of Capital		
	3	Capital Structure Decisions Strategic Decisions		Optimal Level of Corporate Debt
II		INVESTMENT DECISIONS UNDER CERTAINTY		
	4	Project Designing/Planning		
	5	Project Appraisal Social Cost-benefit Analysis		Project Evaluation Perceptions and Practices
	6	Project Implementation and Control		
III		INVESTMENT DECISIONS UNDER UNCERTAINTY		
	7	Project Evaluation under Risk and Uncertainty - I		
	8	Project Evaluation under Risk and Uncertainty - II		
IV		FINANCING DECISIONS		
	9	Financing through Domestic Capital Market		
	10	Financing through Global Market		
	11	Financing through FIs		Role of Financial Services
	12	Other Modes of Financing		
V		STRATEGIC FINANCING DECISIONS		
	13	Management of Earnings		
	14	Financial Engineering		
	15	Investor Relations		
	16	Financial Restructuring		

MS-43 : MANAGEMENT CONTROL SYSTEMS

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		MANAGEMENT CONTROL: CONCEPTS AND CONTEXT		
	1	Management Control Systems: An Introduction		
	2	Strategies and Management Control		
	3	Designing Management Control Systems		
II		MANAGEMENT CONTROL STRUCTURE		
	4	Responsibility Centres	Human Problems of Transfer Pricing	Management Control Systems Part I & II
	5	Profit Centres		
	6	Transfer Pricing		
	7	Investment Centres		
III		MANAGEMENT CONTROL PROCESS		
	8	Budgeting and Reporting	Performance Budgeting in Banks	Organisational View of Budgeting-I & II
	9	Performance Measurement		
	10	Reward and Compensation		
	11	New Development/Techniques of Management and Management Control		
IV		MANAGEMENT CONTROL IN SOME SPECIAL ORGANISATIONS		
	12	Service Organisations		
	13	Multinational and Export Organisations		
	14	Management Control of Projects		
	15	Other Organisations		
V		CASE STUDIES		
	1	Brooke Bond (India) Ltd. (A)		
	2	Dakshin Rasayan Nigam Ltd.		
	3	Bengal Steel Ltd.		
	4	Sun Cellular Ltd.		
	5	Thana District Co-operative Fisheries Project (B)		
	6	Christian Medical College and Hospital, Vellore		

MS-44 : SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		AN OVERVIEW		
	1	Nature and Scope of Investment Decisions		
	2	Components of Investment Risk		
	3	Valuation of Securities		
II		SECURITIES MARKET IN INDIA		
	4	Organisation and Functioning		Credit Rating Services
	5	Regulation		A Case study of ICRA
III		ANALYSIS FOR EQUITY INVESTMENT		
	6	Economy and Industry Analysis		
	7	Company Level Analysis		
	8	Technical Analysis		
	9	Efficient Market Hypothesis Case : Tata Tea Ltd.		
IV		PORTFOLIO THEORY		
	10	Portfolio Analysis		Individual
	11	Portfolio Selection		Portfolio
	12	Capital Market Theory		Management
	13	Portfolio Revision		
V		INSTITUTIONAL AND MANAGED PORTFOLIO		
	14	Performance Evaluation of Managed Portfolios		
	15	Investment Companies		
	16	Mutual Funds		

MS-45 : INTERNATIONAL FINANCIAL MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		INTERNATIONAL FINANCIAL ENVIRONMENT		
	1	International Financial Management: An Introduction		
	2	International Economics		
	3	International Monetary System		
	4	International Flow of Fund		
II		FOREIGN EXCHANGE MARKET AND RISK MANAGEMENT		
	5	Foreign Exchange Market		
	6	Parity Condition in International Finance and Currency Forecasting		
	7	Currency Futures, Options and Swaps		
	8	Management of Accounting and Economic Exposures		
	9	Foreign Exchange Regulation and Taxation Issues		
III		INTERNATIONAL FINANCING DECISIONS		
	10	Raising Funds from International Markets		
	11	Financing Foreign Trade		
	12	Cost of Capital		
IV		INTERNATIONAL INVESTMENT DECISIONS AND WORKING CAPITAL MANAGEMENT		
	13	Capital Budgeting for MNCs		
	14	Working Capital Management for MNCs		
	15	Foreign Direct Investment		
	16	International Portfolio Investment		

MS-46 : MANAGEMENT OF FINANCIAL SERVICES

BLOCK	UNIT NOs.	UNIT TITLE
I		FINANCIAL SYSTEM MARKETS & SERVICES
	1	Financial System
	2	Financial Markets & Institutions
	3	Financial Services : An Introduction
	4	Management of Risk in Financial Services
	5	Regulatory Framework
II		FINANCIAL MARKET: OPERATIONS AND SERVICES
	6	Stock Exchange : Functions and Organizations
	7	Broking and Trading in Equity
	8	Broking and Trading in Debt
	9	Depositories
III		FEE BASED SERVICES
	10	Issue Management
	11	Corporate Advisory Services
	12	Credit Rating
	13	Mutual Funds
	14	Debt Securitisation
IV		FUND BASED SERVICES
	15	Leasing and Hire Purchase
	16	Housing Finance
	17	Credit Cards
	18	Venture Capital
	19	Factoring, Forfeiting and Bill Discounting
V		INSURANCE SERVICES
	20	Life Products
	21	Non-Life Products
	22	Broking Services

MS-51 : OPERATIONS RESEARCH

BLOCK	UNIT NOs.	UNIT TITLE
I		INTRODUCTION TO OPERATION RESEARCH
	1	Operation Research — An Overview
	2	Review of Probability and Statistics
II		PROGRAMMING TECHNIQUES — LINEAR PROGRAMMING AND APPLICATIONS
	3	Linear Programming-Graphical Method
	4	Linear Programming-Simplex Method
	5	Transportation Problem
	6	Assignment Problem
III		PROGRAMMING TECHNIQUES — FURTHER APPLICATIONS
	7	Goal Programming
	8	Integer Programming
	9	Dynamic Programming
	10	Non-Linear Programming
IV		INVENTORY AND WAITING LINE MODELS
	11	Inventory Control-Deterministic Models
	12	Inventory Control-Probabilistic Models
	13	Queueing Models
V		GAME THEORY AND SIMULATION
	14	Corporative Situations: Game Theory
	15	Simulation
VI		CASE STUDIES

MS-52 : PROJECT MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE
I		PROJECT FORMATION AND APPRAISAL
	1	Project Management - An Overview
	2	Feasibility & Technical Analysis
	3	Market and Demand Analysis
	4	Economic and Financial Analysis
	5	Formulation of Detailed Project Reports
II		PROJECT PLANNING AND SCHEDULING
	6	Planning Time Scales — Network Analysis
	7	Material and Equipment
	8	Human Resource
	9	Project Costing and Financing
	10	Project Organisation
III		IMPLEMENTATION AND CONTROL
	11	Project Management Information System
	12	Material and Equipment
	13	Human Resource
	14	Financial Aspects
IV		PROJECT COMPLETION AND EVALUATION
	15	Integrated Project Management Control System
	16	Managing Transition from Project to Operations
	17	Project Review

MS-53 : PRODUCTION/OPERATIONS MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE
I		ISSUES IN PRODUCTION/OPERATIONS MANAGEMENT
	1	Production/Operations Management — An Overview
	2	Production System: Issues & Environment
	3	Total Quality Management (TQM)
II		FORECASTING
	4	Need & Importance of Forecasting
	5	Qualitative Methods of Forecasting
	6	Quantitative Methods of Forecasting
III		PRODUCTION SYSTEM DESIGN
	7	Capacity Planning
	8	Facilities Planning
	9	Work System Design
	10	Managing Information for Production System
IV		PRODUCTION PLANNING & SCHEDULING
	11	Aggregate Production Planning
	12	Just-In-Time (JIT)
	13	Scheduling & Sequencing
V		MATERIALS PLANNING
	14	Issues in Materials Management
	15	Independent Demand System
	16	Dependent Demand System
VI		EMERGING ISSUES IN PLANNING/OPERATIONS MANAGEMENT
	17	Total Productive Maintenance
	18	Advanced Manufacturing System
	19	Computers in Planning/Operations Management

MS-54 : MANAGEMENT INFORMATION SYSTEM

BLOCK	UNIT NOs.	UNIT TITLE
I		INFORMATION FOR DECISION MAKING
	1	Decision Making
	2	Conceptual Foundations of Information Systems
	3	Information Resources Management
II		SYSTEM DEVELOPMENT
	4	Overview of Systems Analysis & Design
	5	System Development Life Cycle
	6	Designing On Line & Distributed Environments-Design Consideration
	7	Implementation and Control of Projects
III		COMPUTER NETWORKS & DATA COMMUNICATIONS
	8	Trends in Information Technology-Hardware, Software
	9	Data Communication Concepts
	10	Computer Networks
IV		MANAGING CORPORATE DATA RESOURCES
	11	Organising Data
	12	Relational Data Base Management Systems
	13	Query Languages Including DSS
	14	Applications and Illustrations
V		SOCIO-LEGAL ASPECTS OF COMPUTERISATION
	15	Social Dimensions of Computerisation
	16	Computer Viruses
	17	Legal Dimensions of Computerisation
VI		CASE STUDIES
	1	A Case Study on Computer Applications
	2	Aspects of Information Technology and Policy Making and the Caribbean Community
	3	Computerisation at IFFCO

MS-55 : LOGISTICS AND SUPPLY CHAIN MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE
I		LOGISTICS AND SCM - AN OVERVIEW
	1	Logistics and SCM - An Introduction
	2	Principles of SCM
	3	Customer Focus in SCM
II		DESIGN AND MANAGEMENT OF SCM
	4	Logistics - Inbound and outbound
	5	Models of SCM Integration
	6	Strategic Supply Chain Management
	7	Organising for Global Markets
III		IT ENABLED SCM
	8	Information Technology: A Key Enabler of SCM
	9	Intelligence Information System
	10	IT Packages in SCM
IV		COST AND PERFORMANCE MEASUREMENT IN SCM
	11	Cost Analysis and Measurement
	12	Best Practices and Benchmarking for SCM
	13	Performance Measurement and Evaluation of SCM
V		DISTRIBUTION NETWORK PLANNING
	14	Transportation Mix
	15	Locational Strategy
	16	Logistics and SCM Environment
VI		EMERGING TRENDS
	17	Future Trends and Issues
	18	Design for SCM and Greening the Supply Chain
	19	SCM in Service Organisation/Non-Manufacturing Sector

MS-56 : MATERIALS MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE
I		MATERIAL MANAGEMENT :AN OVERVIEW
	1	Materials Flow Systems
	2	Strategic Role of Materials Management
	3	Linkage with other Functional Areas of Management
II		SOURCING OF MATERIALS
	4	Issues and Overview
	5	Domestic vs International Purchase
	6	Vendor Network
	7	Buyers-Sellers Relationship
III		MATERIALS PLANNING AND CONTROL
	8	Materials Planning and Budgeting
	9	Pull vs Push System
IV		INVENTORY POLICIES AND SYSTEMS
	10	Inventory Systems and Modelling
	11	Process Inventory
	12	Spare Parts Management
	13	Stores Accounting
V		WAREHOUSING
	14	Codification and Standardisation of the Materials
	15	Location and Structure of Warehouse
	16	Incoming Material Receipts
	17	Retrieval and Transaction Processing System
	18	Security and Loss Prevention
VI		ORGANIZATION AND APPRAISAL OF MATERIALS MANAGEMENT
	19	Materials Management and its Organisation
	20	Materials Information System
	21	Control of Material Management and Performance Appraisal

MS-57 : MAINTENANCE MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE
I		MAINTENANCE OVERVIEW AND MANAGEMENT SYSTEM
	1	Maintenance Management and Terotechnology: An Overview
	2	Maintenance Objectives and Strategies
	3	Preparation of Maintenance Planning and Scheduling
	4	Planned Maintenance Management System and Control
II		MAINTENANCE RESOSURCE MANAGEMENT AND COSTING
	5	Maintenance Organisation
	6	Maintenance Costing and Budgeting
	7	Spare Parts Inventory Management
	8	IT enabled Maintenance Management
III		KEY ISSUES IN MAINTENANCE MANAGEMENT
	9	Reliability, Availability and Maintainability Concepts
	10	Safety and Environmental Aspects in Maintenance Management
	11	Human Resource Development in Maintenance Management
	12	TQM and Maintenance Management
IV		ANALYTICAL METHODS IN MAINTENANCE MANAGEMENT
	13	Failure Statistics, Data Analysis and Methods of Qualitative Analysis
	14	Economics of Repair and Replacement of Equipment
	15	Planning and Scheduling of Plant and Overhauling Shutdown
V		TRENDS IN MAINTENANCE MANAGEMENT
	16	Condition Based Maintenance (CBM
	17	Reliability Centered Maintenance (RCM)
	18	Total Productive Maintenance (TPM)
	19	Maintenance Audit

MS-58 : MANAGEMENT OF R & D AND INNOVATION

BLOCK	UNIT NOs.	UNIT TITLE
I		TECHNOLOGICAL INNOVATIONS AND CREATIVITY
	1	Nature, Process and Importance of Technological Innovation
	2	R & D and Economic Development
	3	Product Design, Marketing and Consumer
	4	Innovation and Creativity
II		STRATEGIC CONSIDERATIONS
	5	R & D as a Corporate Function
	6	R & D Resources
	7	Partnerships in Innovation
III		ORGANISATION FOR R & D AND INNOVATION
	8	HRM Issues in Innovation and R & D
	9	Leadership and R & D Management
	10	Organisation Design and Structure for R & D
	11	R & D Project Management
	12	Measurement, Evaluation and Assessment of R & D
IV		MICRO CONSIDERATIONS
	13	National R & D Infrastructure and Institutional Framework
	14	Fiscal and other Incentives and Promotional/Support Measures
	15	Industry, Institutions and Government Cooperation
V		OTHER IMPORTANT ISSUES IN R & D MANAGEMENT
	16	Commercialisation of R & D
	17	Management of Intellectual Property Rights
	18	Financing of R & D Projects
	19	Role of Consultants in R & D

MS-61 : CONSUMER BEHAVIOUR

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		CONSUMER BEHAVIOUR — ISSUES AND CONCEPTS		
	1	Consumer Behaviour-Nature, Scope and Application		Consumer Behaviour
	2	Consumer Behaviour and Life-style Marketing	An Introduction to Course MS-61	Life Style Marketing
	3	Organisational Buying Behaviour		
II		INDIVIDUAL INFLUENCES ON BUYING BEHAVIOUR		
	4	Perceptions		Perceptual applications in advertising
	5	Consumer Motivation and Involvement		
	6	Attitude and Attitude Change		
	7	Learning and Memory		
	8	Personality and Self-concept		
III		GROUP INFLUENCES ON CONSUMER BEHAVIOUR		
	9	Reference Group Influence & Group Dynamics		
	10	Family Buying Influences, Family Life-cycle and Buying Roles		
	11	Cultural and Sub-cultural influences		
IV		THE BUYING PROCESS		
	12	Problem Recognition & Information Search Behaviour		
	13	Information Processing		
	14	Alternative Evaluation		
	15	Purchase Process & Post-purchase Behaviour		
V		MODELLING BUYER BEHAVIOUR		
	16	Early Models		
	17	Howard Sheth Model		
	18	Recent Developments in Modelling Buyer Behaviour		

MS-62 : SALES MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		SALES MANAGEMENT FUNCTIONS		
	1	Introduction to Sales Management		
	2	Personal Selling		Personal Selling
	3	Sales Process		
	4	Computer Applications in Sales Management		
II		SELLING SKILLS		
	5	Communication Skills		
	6	Sales Presentation		
	7	Negotiation Skills		
	8	Retail Communication : Sales Displays		Sales Displays
III		SALES FORCE MANAGEMENT		
	9	Job Analysis, Recruitment and Selection		
	10	Training the Sales Force		
	11	Compensation and Motivation of Sales Force		
	12	Monitoring and Performance Evaluation		
IV		PLANNING AND CONTROL OF THE SALES EFFORT		
	13	Sales Planning		
	14	Sales Organisation		
	15	Sales Forecasting and Sales Quotas		
	16	Sales Budgeting and Control		
V		CASE STUDIES		

MS-63 : PRODUCT MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		PRODUCT MANAGEMENT — INTRODUCTION		
	1	The Product Management – Basic Concepts	Introduction to MS-63	
	2	The Product Management Process		
	3	The Product Planning System		
II		MANAGING PRODUCTS - 1		
	4	Product Line Decisions		
	5	Product Life Cycle		
	6	Product Portfolio		
	7	Product Pricing		
III		BRANDING AND PACKAGING DECISIONS		
	8	Branding Decisions		Packaging as a tool of market cultivation
	9	Positioning Decisions		
	10	Brand Equity		
	11	Packaging Decisions		
IV		NEW PRODUCT DEVELOPMENT		
	12	Organising for New Product Development		
	13	Generation, Screening and Development of New Product Ideas		
	14	Economic Analysis		
V		IMPLEMENTING NEW PRODUCT DECISION		
	15	Concept Development and Testing	New Product Launch	
	16	Physical Development of the Product		
	17	Pretest Marketing and Test Marketing		
	18	Product Launch		

MS-64 : INTERNATIONAL MARKETING

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		INTERNATIONAL MARKETING : AN INTRODUCTION		
	1 .	Scope and Size of International Markets	An Introduction to MS-64	Institutional Infrastructure to Export Promotion
	2	Conceptual Framework		
	3	Institutional Framework		
II		ENVIRONMENT OF INTERNATIONAL BUSINESS		
	4	Cultural Environment	Global Marketing Environment	
	5	Political and Legal Environment		
	6	Economic Environment		
III		POLICY FRAMEWORK AND PROCEDURAL ASPECTS		
	7	India's Export-Import Policy		
	8	Export-Import Documentation		
IV		INTERNATIONAL MARKETING MIX		
	9	International Product Policy and Planning		
	10	International Advertising		
	11	International Pricing Policy		
	12	International Distribution and Sales Policy		
V		INTERNATIONAL MARKETING PLANNING		
	13	International Market Selection		
	14	International Marketing Research		
	15	International Marketing Planning and Control		

MS-65 : MARKETING OF SERVICES

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		SERVICES MARKETING —AN INTRODUCTION		
	1	Services Marketing - Conceptual Framework		
	2	Role of Services in Economy		
	3	International Trade in Services, The WTO and India		
	4	Consumer Behaviour for Services		
II		SERVICES MARKETING MIX		
	5	Product and Price		
	6	Place and Promotion		
	7	Extended Marketing Mix		
III		STRATEGIC ISSUES		
	8	Service Quality		Destination India
	9	Managing Capacity/Demand		
	10	Retaining Customers		
IV		SECTORAL APPLICATIONS - I		
	11	Financial Services	Issues in Social Marketing	Destination India
	12	Hospitality and Tourism Services		
	13	Health Services	Marketing of Health Services	
	14	Case Study on Financial Services Marketing		
V		SECTORAL APPLICATIONS - II		
	15	Educational Services		
	16	Professional Services		
	17	Telecommunication Services		
	18	Product Support Services		
	19	Case Studies		

MS-66 : MARKETING RESEARCH

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		MR CONCEPTS AND DESIGN		
	1	M R Meaning and Importance, Research Process		
	2	Organisation of Marketing Research In India		
	3	Research Design		
II		DATA COLLECTION		
	4	Data Collection	Marketing Research: Techniques and Developments	
	5	Sampling		
	6	Questionnaire Design and Development		
	7	Attitude Measurement and Scaling		
III		DATA PROCESSING AND ANALYSIS		
	8	Qualitative Research - Meaning, Scope and Methodologies		
	9	Data Processing - Coding, Tabulation Data Presentation		
	10	Description and inference from Sample Data		
	11	Analysis of Association		
IV		MULTIVARIATE ANALYSIS		
	12	Regression Analysis, Discriminant Analysis and Factor Analysis		
	13	Conjoint Analysis		
	14	Cluster Analysis and Multi-dimensional Scaling		
	15	Applications of Marketing Research in India — Some Case Studies		

MS-68 : MANAGEMENT OF MARKETING COMMUNICATION AND ADVERTISING

BLOCK	UNIT NOs.	UNIT TITLE
I		MARKETING COMMUNICATION AND ADVERTISING — BASIC CONCEPTS
	1	Marketing Communication in Marketing
	2	Communication-Key Concepts
	3	Indian Media Scene
II		ADVERTISING CAMPAIGN PLANNING AND EXECUTION
	4	Planning Communication Strategy
	5	Advertising Campaign Planning — Strategic Consideration, Creative Consideration
	6	Advertising Creativity : Campaign Planning and Execution
	7	Advertising Research - Role and Trends
	8	Measuring Ad Effectiveness - Definitions and Techniques
III		MEDIA PLANNING CONCEPTS
	9	Media Concepts, Characteristics and Issues in Media Planning
	10	Media Selection, Planning and Scheduling
	11	Internet as an Emerging Advertising Media
IV		MARKETING COMMUNICATION FORM
	12	Managing Sales Promotion
	13	Direct Marketing
	14	Publicity and Public Relation
	15	Social Marketing Communication
V		STRATEGIES FOR ADVERTISING AGENCIES
	16	Function and Structure of Ad Agencies
	17	Managing Client Agency Relationship
	18	Strategies for Account Management
	19	Legal and Ethical Issues in Advertising
VI		CASE STUDIES

MS-611 : RURAL MARKETING

BLOCK	UNIT NOs.	UNIT TITLE
I		RURAL MARKETS –AN OVERVIEW
	1	Rural Markets in India
	2	Understanding Rural Environment
II		UNDERSTANDING THE RURAL CONSUMER
	3	Differential Aspects of Buying Behaviour, Major influential, Buyer Behaviour, Reference Groups
	4	Trends in Consumer Behaviour
	5	Rural Marketing Research
III		PRODUCT AND PRICING DECISIONS FOR THE RURAL MARKETS
	6	Product Development, Product adoption process, product modification decision – including package decision, branding decisions
	7	Product Augmentation for the rural market, pricing decision
IV		MANAGING THE PROMOTION
	8	Understanding Rural Media (Traditional Media and Current Opportunities)
	9	Message Design & Development for Rural Market
	10	Rural Promotion Effort Building Relationship, Diversity of Rural Promotion event
V		ACCESSING RURAL MARKETS
	11	Physical Infrastructure, Institutions, Dynamics of Distribution process
	12	Participants in the rural distribution process, type of intermediaries, behavioural dimensions
	13	Physical Distribution Processes
VI		UNDERSTANDING RURAL MARKETING PROCESS – CASE STUDIES

MS-612 : RETAIL MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE
I		AN OVERVIEW OF RETAILING ENVIRONMENT
	1	Introduction to Retailing
	2	Evolution of Retail Environment
	3	Formats of Retailing Environment
II		RETAIL PLANNING AND DEVELOPMENT
	4	Understanding the Retail Customer
	5	Marketing Research for Retailing
	6	Strategic Retail Planning Process
	7	Locational Decisions
	8	Growth Strategies
III		RETAIL MIX
	9	Product Merchandise
	10	Pricing
	11	Promotions and Communication Mix
	12	Atmospherics
IV		RETAIL OPERATIONS
	13	Sourcing
	14	Financial Management Issues in Retailing
	15	Organisation Structure and Management of Human Resources
	16	C R M
	17	Monitoring and Controlling Retail Operations
V		ISSUES IMPACTING RETAIL BUSINESS IN INDIA
	18	Legal and Security Issues in Retail
	19	Ethical Dimensions
	20	Technology in Retailing
	21	Non-Store Retailing

MS-91 : ADVANCED STRATEGIC MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE
I		ISSUES IN CORPORATE MANAGEMENT
	1	Corporate Management : An Overview
	2	Introduction to Corporate Strategy
	3	Corporate Policy
II		CORPORATE GOVERNANCE
	4	Historical Perspective
	5	Top Management and Corporate Governance
	6	Code and Laws for Corporate Governance
III		COMPETITIVE SCENARIOS AND STRATEGY
	7	Strategies for Dynamic and Stable Markets
	8	Strategies for Domestic and Global Markets
	9	Market Structures and Network Externalities
IV		STRATEGIC ENABLERS
	10	IT and Strategy
	11	Technology and R & D
	12	Knowledge Management
	13	Innovation
V		CORPORATE SOCIAL RESPONSIBILITY
	14	Strategy and Social Responsibility
	15	Ethics and Values
	16	Social Audit
	17	Philanthropy as a Strategic Choice

MS-92 : MANAGEMENT OF PUBLIC ENTERPRISES

BLOCK	UNIT NOs.	UNIT TITLE
I		PUBLIC ENTERPRISE : AN OVERVIEW
	1	Public Enterprise: Concept and Policy
	2	Public Enterprise Scenario – National and International
	3	Nature and Scope of Public Enterprise
	4	Forms of Public Enterprises
II		PUBLIC ENTERPRISE : ACCOUNTABILITY AND GOVERNANCE
	5	Concept and Policy of Accountability and Autonomy
	6	Government-Public enterprise – Interface
	7	Accountability of Legislature
	8	Relationship with other Agencies
	9	Corporate Governance and Corporate Social Responsibility
III		PUBLIC ENTERPRISE – PERFORMANCE AND EVALUATION
	10	Appraisal of Public Enterprise Performance I
	11	Appraisal of Public Enterprise Performance II
	12	Sickness and Public Enterprises and Turnaround Strategy
	13	Dimensions and Methods of Evaluating Public Enterprise Performance
IV		ORGANISATION AND MANAGEMENT
	14	Board of Directors – Constitution and Functioning
	15	Personnel Management Issues in Public Enterprises
	16	Project Management
	17	Management of Finance, Marketing and Production, Issues
V		PRIVATISATION AND DISINVESTMENT
	18	Concept, Policy and Dimensions
	19	Privatisation : International Experience
	20	Disinvestment : Experience and Strategies
	21	Implications and Disinvestment
VI		CASE STUDIES

MS-93 : MANAGEMENT OF NEW AND SMALL ENTERPRISES

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		ENTREPRENEUR AND ENTREPRENEURSHIP		
	1	Entrepreneurship: Small Scale Enterprises (SSE)	Introduction to MS-93	Policy and Institutional Infrastructure for Small Enterprises
	2	Entrepreneurial Competencies		Entrepreneurial Competencies
	3	Institutional Interface		
II		ESTABLISHING SMALL SCALE ENTERPRISES		
	4	Opportunities Scanning—Choice of Enterprise		
	5	Market Assessment for SSE		
	6	Choice of Technology and Selection of Site		
III		SMALL SCALE ENTERPRISES — GETTING ORGANISED		
	7	Financing the New/Small Enterprise		
	8	Preparation of the Business Plan		
	9	Ownership Structure and Organisation Framework		
IV		OPERATING THE SMALL SCALE ENTERPRISE		
	10	Financial Management Issues in SSE		
	11	Operations Management Issues in SSE		
	12	Marketing Management Issues in SSE		
	13	Organisational Relations in SSE		
V		PERFORMANCE APPRAISAL AND GROWTH STRATEGIES		
	14	Management Performance Assessment and Control	Lessons from	Growth and Stabilisation
	15	Strategies for Stabilisation and Growth	Successful Entrepreneurs	Strategies of Small Enterprises
	16	Managing Family Enterprises		

MS-94 : TECHNOLOGY MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		TECHNOLOGY : ISSUES AND IMPLICATIONS		
	1	Concepts and Definitions		
	2	Aspects and Issues		
	3	Implications of Technological Change		
II		TECHNOLOGY DEVELOPMENT AND ACQUISITION		
	4	Forecasting		Technology Transfer
	5	Generation and Development		
	6	Transfer		
III		TECHNOLOGY ABSORPTION AND DIFFUSION		
	7	Absorption		
	8	Assessment and Evaluation		
	9	Diffusion		
IV		TECHNOLOGY ENVIRONMENT		
	10	Science & Technology in India		
	11	Policies	Technology policy in India	Intellectual Property Rights-I & II
	12	Linkages	I & II	
V		TECHNOLOGY SUPPORT SYSTEMS		
	13	Financing		
	14	Information Systems		
	15	Organising at Enterprise Level		
VI		CASE STUDIES		

MS-95 : RESEARCH METHODOLOGY FOR MANAGEMENT DECISIONS

BLOCK	UNIT NOs.	UNIT TITLE
I		INTRODUCTION TO RESEARCH METHODOLOGY
	1	Importance of Research in Decision Making
	2	Defining Research Problem and Formulation of Hypothesis
	3	Experimental Designs
II		DATA COLLECTION AND MEASUREMENT
	4	Methods and Techniques of Data Collection
	5	Sampling and Sampling Designs
	6	Attitude Measurement and Scales
III		DATA PRESENTATION AND ANALYSIS
	7	Data Processing
	8	Statistical Analysis and Interpretation of Data — Non-Parametric Tests
	9	Multivariate Analysis of Data
	10	Model Building and Decision Making
IV		REPORT WRITING AND PRESENTATION
	11	Substance of Reports
	12	Report Writing and Presentation
	13	Presentation of a Report

MS-96 : TOTAL QUALITY MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE
I		PHILOSOPHY AND BASIC CONCEPTS
	1	Introduction: Basic Concepts and Approach
	2	Quality Management: Leading thinkers
	3	Building Blocks of TQM
II		STRATEGIC CONSIDERATIONS
	4	TQM and Business Strategy
	5	Quality Centred Strategic Planning
	6	Economics of Quality
III		TOOLS AND TECHNIQUES
	7	Statistical Quality Control
	8	Other Concepts, Tools and Techniques - I
	9	Other Concepts, Tools and Techniques - II
IV		ORGANISATION AND LEADERSHIP
	10	Organisation for Quality
	11	Quality Culture and Leadership
	12	Motivation and Commitment
V		MANAGEMENT SYSTEMS FOR TQM
	13	ISO 9000 Quality Management Systems
	14	Environmental Management Systems (EMS)
	15	Management Systems for Safety and Health
VI		QUALITY APPRAISAL AND AUDITING SYSTEMS
	16	Auditing and Certification
	17	Awards and Certification

MS-97 : INTERNATIONAL BUSINESS MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		INTRODUCTION TO INTERNATIONAL BUSINESS		
	1	Dynamics of International Business		
	2	International Trade Theories and its Business Implications		
	3	Process of Globalization		
II		INTERNATIONAL BUSINESS ENVIRONMENT		
	4	PESTEL		
	5	WTO Agreements and its Implications		
	6	Regional Trade Blocks		
	7	Risk Analysis		
III		STRATEGIES AND STRUCTURES OF INTERNATIONAL BUSINESS		
	8	International Business Strategies		
	9	Organisational Structures and Strategies of International Business		
	10	International Entry Strategies		
	11	Strategic Alliances		
IV		INTERNATIONAL BUSINESS FUNCTIONS		
	12	International HRM		
	13	International Finance		
	14	International Marketing		
	15	International Operations Management		
V		EMERGING ISSUES		
	16	Business Ethics and Corporate Social Responsibility		
	17	Emerging Economies		
	18	E-business		
	19	Operating in a Borderless World		

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

APPLICATION FORM FOR OPENMAT XXIV, XXV & XXVI ENTRANCE TEST

INSTRUCTIONS

1. Please read the instructions in the information brochure before filling up this form.
2. Use BALL POINT PEN in boxes using English capital letters or English numerals.
3. Do not make any stray marks on this sheet.
4. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the Sample below.

0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
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FORM NO.:

CONTROL NUMBER:

Refer Prospectus for codes

1. (a) Study Centre Code

 (b) Regional Centre Code

 (c) State Code
2. Name
3. Name of Father/Mother/Husband
(Strike out whichever not applicable)
4. Date of Birth

 /

 /

 5. Nationality

 6. Sex

 7. Category

A1 - Indian A1 - Male A1 - GEN D4-OBC
B2 - Others B2 - Female B2 - SC ES-PH
C3 - St C3 - St
8. Territory

 9. Employment Status

A1 - URBAN A1 - Employed
B2 - RURAL B2 - Unemployed
C3 - TRIBAL C3 - IGNOU Regular Employee
D4 - KASHMIRI MIGRANT D4 - KVS Employed

DECLARATION BY APPLICANT

Fold from here

I hereby declare that I have read and understood the conditions of eligibility for the Programme for which I seek admission. I fulfill the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to any claim for admission.

GENERAL INSTRUCTIONS FOR CANDIDATES

1. Please send your Application form by Registered/Speed Post to the following Address :
Registrar, SR & E Division, IGNOU, Maidan Garhi, New Delhi - 110 68
2. Last date for receipt of filled in application form for XXIV OPENMAT is 15th July 2008, for XXV OPENMAT is 15th December 2008 and for XXVI OPENMAT is 15th July 2009.
3. Application form received after the due date will not be accepted.
4. Please retain photo copy of the filled application form for future reference.
5. For detailed instructions please see page No. 133 & 134 of Student's Handbook & Prospectus.

10. Write name & complete Mailing Address
(in BLACK BALL Point Pen only)

12. Photograph

Name:									
Address:									
Pin Code									

11. Candidate's Signature

Affix your latest
passport size photograph
(4 cm x 5 cm) duly
attested by
Gazetted Officer

Note: Envelope is not attached. Please use your own envelope to post this application form.

INSTRUCTIONS FOR FILLING THE APPLICATION FORM FOR THE ENTRANCE TEST (OPENMAT) FORM-1

A) General Instructions

1. **Application form (Form 1) for OPENMAT XXIV, XXV & XXVI Entrance Test has been provided in a separate envelope alongwith the Student Handbook & Prospectus. Please read these instructions before filling up Form 1.**
2. You are responsible for the accuracy of information and indicating the information in the desired manner. You should ensure that you fulfil the admission criteria as prescribed by the University as on the last date for submission of Application form for Admission to Management Programme.
3. Admission is open only to candidates residing in India.

Please send your Application Form for Entrance Test (OPENMAT) by Registered/Speed Post at the following address:

Registrar
SR & E Division, Block 12, IGNOU
Maidan Garhi
New Delhi - 110 068

4. Applications received after the due date will not be accepted.
5. Do not send any certificate/document with the OPENMAT Form. These are required to be submitted with the Admission Form, in case you qualify in the OPENMAT.
6. There would be some relaxation in qualifying standards to SC/ST category and female candidates.
7. In case the number of candidates for Entrance Test at a center is ten or less, the candidates will be allotted nearest possible center. No request for change of test centre will be entertained.
8. **No fee is to be sent with OPENMAT Form, except in case where the form has been downloaded from the website. In case the form has been downloaded from the website, a demand draft of Rs.550/- drawn in favour of IGNOU, payable at New Delhi has to be sent alongwith OPENMAT form. Prospectus will be sent to such candidates after receipt of the form along with the demand draft.**

B) Test Dates

1. The Entrance Test for Admission to Management Programmes would be conducted on the following Sundays:
 - (1) 17-08-2008 — OPENMAT - XXIV
 - (2) 01.02.2009 — OPENMAT - XXV
 - (3) 16.08.2009 — OPENMAT - XXVI

C) Non-Receipt of Hall Ticket

1. On the basis of the information indicated in the Application Form you would be sent hall ticket for the Entrance Test. In case you do not receive the hall ticket by the date indicated below you should contact the Registrar (SR & E Division). The Hall Ticket can also be downloaded from the IGNOU website.

If You Do Not Receive Your Hall Ticket by

- | | |
|---|------------|
| a) For the Entrance Test (OPENMAT XXIV) of 17.8.2008 | 08.08.2008 |
| b) For the Entrance Test (OPENMAT XXV) of 01.02.2009 | 22.01.2009 |
| c) For the Entrance Test (OPENMAT XXVI) of 16.08.2009 | 07.08.2009 |

2. You should retain photocopy of filled-in Application Form for Entrance Test.
3. Duplicate Hall Ticket will be issued only to those candidates who have not received the Hall Ticket but their name appears in the finalised list provided to Regional Centre. If your name does not appear in the list, you will not be issued duplicate Hall Ticket.

Your record may not be included in the finalised list for any of the reasons like non-receipt of Application Form, or delay in receiving the Form, or not indicating the information correctly on the Form.

4. When you come for enquiry for issue of duplicate Hall Ticket you should bring a photocopy of the form.

D) Reporting of Test Results

All the candidates who appear for the Entrance Test (OPENMAT) shall be sent the result cards indicating their status as regards to qualifying or not qualifying. Only those who are indicated as qualifying would be eligible for applying for Admission to the Management Programme 2009-2010. In case you do not receive your result card within one week of the probable date of dispatch of result card, you may contact the Regional Centre under which your test center falls. No request for duplicate result card will be entertained after the last date for Submission of Admission Form. The qualified candidates can also download the result card from IGNOU website.

INSTRUCTIONS FOR FILLING APPLICATION FORM FOR ADMISSION TO MANAGEMENT PROGRAMME (FORM-2)

1. Application Form for admission to Management Programme (Form 2) is to be sent to the Regional Centre with required testimonials, Identity Card and fee as listed in CHECKLIST given below.
2. It may please be noted that no request for change of your address will be entertained till admissions are finalised.
3. **Please Fill up the form and Mail or Send in Person** alongwith the following documents to your **REGIONAL CENTRE**, so as to reach on or before the last date. Incomplete application/applications received after the last date as notified, would be summarily rejected without giving any information to the candidate thereof.
4. Please note that this handbook and prospectus is applicable only to candidates residing in India.
5. Attention is drawn to the sections regarding eligibility to the programme. Please submit attested copies of relevant documents to establish your eligibility.

Proforma of Category Certificate and Experience certificate are printed with this form. You may either photocopy these forms or get them typed.

Some instructions for filling-up of Application Form are given below:

1. For Item No. 1 Programme code (Please refer to Appendix-1)
2. At Item No. 4 please fill up the code of the Study Centre from where you would like to take counselling, and under item 3, the Region Code under which it falls and the state code to which you belong (see appendices 2,3,4).
3. For Item No. 21(a), see Appendix-5 for qualification codes.
4. You should be careful in selecting courses for study in each semester. A course once opted should not be repeated. Though change of option of a course is permissible, it should be avoided as far as possible.

CHECK LIST: Please check before sending the form to IGNOU whether you have:

- a) Affixed your photograph and signed over it.
- b) Enclosed the following documents,
 - i) Attested copies of Certificates in support of your educational qualification(s).
 - ii) Original score card of qualifying OPENMAT
 - iii) OPENMAT Original Hall Ticket
 - iv) Experience Certificate wherever required
 - v) Category Certificate for SC/ST/OBC candidates
 - vi) Identity Card duly filled up
- c) Enclose Demand Draft for fee of programme @ Rs 800/- per course. Please ensure that you have written your name, programme code and address on the back of the demand draft.

The fee can be paid by way of Demand Draft drawn in the name of IGNOU and payable at the city where your Regional Centre is located. The fee can also be paid through bank challan (details given on p.15).



INDIRA GANDHI NATIONAL OPEN UNIVERSITY, NEW DELHI

APPLICATION FORM FOR ADMISSION TO MANAGEMENT PROGRAMME

Write in English and CAPITALS. Use only Blue/Black Ball point Pen. One character in one Box. Do not write outside the boxes. DO NOT USE PHOTOCOPY OF THIS FORM. Use of Green/Red Pen or Pencil is prohibited. Forms sent to any other office of the University other than the concerned **Regional Centre** will not be entertained.

FORM 2

IMPORTANT

Complete Form alongwith certificates/details mentioned in the checklist and the prescribed programme fee should be sent to the **Regional Centre** concerned so as to reach on or before the last dates as given below. Forms received after the last date or by any other office of IGNOU than the Regional Centre concerned will be summarily rejected.

The Lst Dates are:

OPENMAT XXIV

30.11.2008 (1st Sem. 2009)
31.05.2009 (2nd Sem. 2009)

OPENMAT XXV

31.05.2009 (2nd Sem. 2009)
30.11.2009 (1st Sem. 2010)

OPENMAT XXVI

30.11.2009 (1st Sem. 2010)
31.05.2010 (2nd Sem. 2010)

Form No.

PASTE
YOUR LATEST
PASSPORT SIZE
PHOTOGRAPH
DULY ATTESTED
BY YOU

DO NOT STAPLE

Enrolment No.: Affix enrolment number label (for office use only)

1. Programme Code

2. D/D Details

D/D Number

D/D Date

D/D Amount

Bank Name

Date

Month

Year

3. Regional Centre Code

4. Study Centre Code

5. State Code

6. Enrolment No. If already registered in IGNOU 7. Programme Code, if already registered in IGNOU

8. Name

9. Father's/Husband's Name (do not write Shri/Mr./Dr. etc.).

10. (a) Address for Correspondence: House/Flat No. Building, Street/Village/Mohalla (Do not write Father's OR your name here)

City

District

State

Pin Code

10. (b) Telephone Number (if any) with STD Code

10. (c) Fax Number (if any) with STD Code

10. (d) E-mail No. if any

11. Sex: Cross (X) the Appropriate Box only

☐ Male ☐ Female

12. Date of Birth

☐ / ☐ / ☐
Date Month Year

13. Nationality: Cross (x) Appropriate Box only

☐ Indian ☐ Other

14. Category: Cross (X) the Appropriate Box only

☐ General ☐ SC ☐ ST ☐ OBC

15. Whether physically handicapped:

Cross (X) if applicable ☐

16. Religion: Cross (X) the appropriate Box only									
<input type="checkbox"/> Hindu	<input type="checkbox"/> Muslim	<input type="checkbox"/> Christian	<input type="checkbox"/> Sikh	<input type="checkbox"/> Jain	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Parsi	<input type="checkbox"/> Jew	<input type="checkbox"/> Others (please specify _____)	

17. Territory: Cross (X) any one of the Appropriate Box only					18. Social Status: Cross (X) any one of the Appropriate Box only				
<input type="checkbox"/> Urban	<input type="checkbox"/> Rural	<input type="checkbox"/> Tribal	<input type="checkbox"/> Kashmiri Migrant		<input type="checkbox"/> Ex-Serviceman	<input type="checkbox"/> War-Widow	<input type="checkbox"/> Not Applicable		

19. Marital Status: Cross (X) any one of the Appropriate Box only					20. Employment status: Cross (X) any one of the Appropriate Box only				
<input type="checkbox"/> Married	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed	<input type="checkbox"/> Un-married		<input type="checkbox"/> Unemployed	<input type="checkbox"/> Employed	<input type="checkbox"/> IGNOU Regular Employee	<input type="checkbox"/> KVS Employee	

21. (a) Educational Qualifications (which makes you eligible for the programme):											
Qualification Code		<input type="text"/> <input type="text"/>		Year of Passing		<input type="text"/> <input type="text"/>		Percentage of Marks		<input type="text"/> <input type="text"/>	
21. (b) Stream: Cross (X) any one of the Appropriate Box only											
	Science	Arts	Commerce	Engineering	Others						
GRADUATE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
POST GRADUATE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

22. Work Experience									
Duration		Years <input type="text"/>		Months <input type="text"/>					
Employed in (cross (X) any one of the Appropriate Box only)									
<input type="checkbox"/> Govt./Public Sector			<input type="checkbox"/> Semi Govt.			<input type="checkbox"/> Pvt. Sector		<input type="checkbox"/> Self Employed	
Annual Income (Cross (X) any one of the Appropriate Box only)									
<input type="checkbox"/> Upto Rs. 50000/-			<input type="checkbox"/> Rs. 50000 to 1 lac			<input type="checkbox"/> Rs. 1 lac to 1.5 lac			
<input type="checkbox"/> Rs. 1.5 lac to 2 lac			<input type="checkbox"/> Above Rs. 2 lacs						

23. Courses Opted:									
Course Code		<input type="text"/> M <input type="text"/> S <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> M <input type="text"/> S <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> M <input type="text"/> S <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> M <input type="text"/> S <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Course Fee		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Total Fees Rs.		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>							

DECLARATION BY APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. I fulfil the minimum eligibility criteria and have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University.

I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in future over the same rules.

Date: / /
Date Month Year

Signature of the Candidate

EXPERIENCE CERTIFICATE

This is to certify that Mr/Ms/Mrs _____ is a Bachelor's degree holder, employed with this organisation as _____ since _____ and has more than 3 years of Supervisory/Managerial/Professional experience. _____ (number) persons have been working under his/her supervision

OR

Is a non-graduate employed with this organisation as _____ since _____ and has more than 6 years of Supervisory/Managerial/Professional experience. _____ (number) persons have been working under his/her supervision.

	Signature _____
Place _____	Name (in Block Letters) _____
Date _____	Designation _____
Seal _____	Name of the Organisation _____ with official Seal.

(Self-employed professionals may certify on their own behalf but they should attach attested copies of their Registration Certificates.)

CATEGORY CERTIFICATE (for SC/ST candidates)

This is to certify that Mr/Ms/Mrs _____ son/daughter/wife of Shri _____, of Village _____, Town _____, Distt. _____, State/U.T. _____ belong to _____

Caste, which is recognised as Scheduled Caste/Scheduled Tribe under the Constitution (Scheduled Caste part C States) Order 1951 read with the SC/ST Lists (Modification) Order, 1956.

Mr/Mrs./Ms. _____ and his/her family reside in Village/Town _____
District _____ State/U.T. _____ .

	Signature of Tahsildar/Commissioner/District Magistrate
Place : _____	Name _____
Date : _____	Seal/Stamp

(Please use the photocopy of this proforma.)



School of Management Studies
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
GUIDELINES FOR PROJECT COURSE (MS-100)

Student can take up Project Course only after registering for MS-1 to MS-11 and MS-95 courses. For registration purposes the project course is treated as one course, and the fee is Rs. 1600/- (equivalent to two courses).

1) *Objective*

The objective of the project is to help the student develop ability to apply multi disciplinary concepts, tools and techniques to solve organisational problems.

2) *Type of Project*

The project may be from any one of the following types and preferably from your area of specialisation:

- i) Comprehensive case study (covering single organisation/multifunctional area problem, formulation, analysis and recommendations).
- ii) Inter-organisational study aimed at inter-organisational comparison/validation of theory/survey of management practices.
- iii) Field study (empirical study).

PROJECT PROPOSAL (SYNOPSIS)

3) *Proposal Formulation*

Synopsis of the project should be prepared in consultation with the supervisor and be sent to THE CO-ORDINATOR (PROJECTS), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110068. The synopsis should clearly state the objectives and research methodology of the proposed project to be undertaken. It should have full detail of the rationale, sampling, instruments to be used, limitations if any, and future directions for further research etc.

4) *Eligible Project Supervisor*

- i) Faculty at the Headquarters (School of Management Studies).
- ii) Academic Counsellors of Management Programme having relevant experience.
- iii) Teacher in Management having 5 years of PG teaching experience / Professionals holding Masters' degree in Management or allied disciplines having a minimum of 5 years of experience in the relevant area. [In exceptional cases, a supervisor with a B.E. degree and 5 years of relevant experience may also be approved].

Students are advised to send their project synopsis and bio-data of the supervisor (in case of (ii) and (iii) above, which must be duly signed by the guide) to the Co-ordinator (Projects), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110068.

In case the proposed supervisor is not acceptable to the Faculty, the student shall be advised so, and in such cases the student should change the supervisor and resubmit the proposal. Hence the student will submit project proposal afresh with the signature of the new supervisor, as it will be considered as a new proposal. Similarly if a student wants to change his/her supervisor for any reason, s/he would be required to submit the project proposal alongwith the signature of the new supervisor on a new project proposal proforma, as it would be considered as a new proposal.

In case of academic counsellors, it should be clearly mentioned as to which are the courses he/she is counselling for, and since when, alongwith the name and code of the study centre, he/she is attached with. The project supervisor will be paid a token honorarium of Rs.300/- by the University for guiding the student.

At any given point of time a supervisor cannot guide more than five students.

Note : Students are advised to select supervisors who are active professionals in the relevant area of the selected topic, i.e. if the topic is in the area of Finance, the supervisor should be a specialist in Finance and so on. Project Supervisors are also advised to restrict guiding projects in their core specialisation area only.

5) *Project Proposal Submission and Approval*

After selection of the supervisor and finalising the topic, student should send the Project Proposal Proforma alongwith one Copy of the synopsis and Bio-data of the supervisor to The Coordinator (Projects), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110068 for approval. **Proposals incomplete in any respect will straight away be rejected. Students are advised to retain a copy of the synopsis. Proposals not accompanying a complete and signed Bio-Data of supervisor will not be considered for approval.** Project Proposal can be submitted throughout the year.

6) *Communication of Approval*

A written communication regarding the approval/non-approval of the project will be sent to the student within eight weeks of the receipt of the proposal in the School.

7) *Resubmission of Project Proposal*

In case of non-approval of the proposal the comments/suggestions for reformulating the project will be communicated to the student. In such case the revised project synopsis should be submitted with revised project proposal proforma and a copy of the rejected synopsis and project proposal proforma bearing the comments of the evaluator and P.P. No. (Project Proposal Number) allotted by the School of Management Studies.

PROJECT REPORT

8) *Formulation*

- i) The length of the report may be about 50 to 60 double spaced typed pages not exceeding approximately 18,000 words (excluding appendices and exhibits). However 10% variation on either side is permissible.
- ii) Each project report must adequately explain the research methodology adopted and the directions for future research.
- iii) The project report should also contain the following:
 - a) Copy of the Project Proposal proforma and synopsis
 - b) Certificate of originality duly signed by the student and the supervisor

9) *Submission of Project Report*

One typed copy of the project report is to be submitted to the Registrar (SR & E), IGNOU, Maidan Garhi, New Delhi-110 068. As soon as you submit the Project Report, a P.R. No. would be allotted which will be communicated to the student. Student should quote this P.R.No. while corresponding with SR & E Division regarding Project Report.

Project Report can be submitted any time throughout the year.

- Note:**
- 1) If a Project Report is submitted between **1st December to 31st May** then the result will be declared along with **June Term-end examinations**.
 - 2) If a Project Report is submitted between **1st June to 30th November** then the result will be declared along with **December Term-end examinations**.

10) Viva-Voce

A student may be asked to appear for a Viva-Voce, if the evaluator so recommends. In that case, student will be duly intimated about it.

11) Enquiries

Enquiries regarding the approval of Project synopsis should be addressed to The Coordinator (Projects), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110 068 and regarding Project Reports, it should be addressed to the Registrar (SR & E), IGNOU, Maidan Garhi, New Delhi-110068.

SOME IMPORTANT NOTES WHILE PREPARING THE PROJECT PROPOSAL

1. Send only one copy of the Project Proposal, and retain a copy with you.
2. "MS-100" should be written prominently on the envelope and should be addressed to The Coordinator (Projects), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110 068.
3. Ensure the inclusion of the following while submitting the Proposal:
 - a) Proforma for Approval of Project Proposal, duly filled and signed by both, the student and the supervisor
 - b) Detailed Bio-data of the supervisor duly signed by him/her. (Bio-data of the guide should include his/her detailed office address with Telephone No.).
 - c) Synopsis of the Project
4. The Synopsis of your Project Proposal should include the following:
 - a) Rationale for the study
 - b) Objectives of the study
 - c) Research Methodology to be used for carrying out the study (detailing nature of data, data sources, collection methods, tools and techniques of analysis, sampling etc.)
 - d) The expected contribution from the study
 - e) Limitations, if any, and the direction of future research

SOME IMPORTANT NOTES WHILE PREPARING THE PROJECT REPORT

1. The Project Work should be submitted in original in A-4 Size (29 x 20 cm), typed in double space, in a bound volume to the Registrar (SR&E) of the University by Registered insured post.
2. Before binding the Project report the student should ensure that it contains the following:
 - i) Approved Project Proposal Proforma (original)
 - ii) Original Approved Synopsis, and
 - iii) An originality certificate duly signed by the Student and Supervisor (Proforma enclosed)

If any Project Report is received in the absence of the above, the same will be returned to the students for compliance.
3. Kindly mention on the top of the envelop "PROJECT REPORT-MP". This will facilitate sorting out Project Reports received in SR & E Division for various Programmes.
4. Students should keep a copy of the Project Report with them. The Project Report will not be returned to the student.

IMPORTANT

The Biodata of the guide must be duly signed by him/her in original and must contain the following information:

1. Date of Birth.
2. Full office and residential addresses alongwith contact telephone numbers.
3. Academic qualifications including year of passing.
4. Work experience alongwith designation and name of the organisation and period.

CERTIFICATE OF ORIGINALITY

This is to certify that the project titled “_____”
_____” is an original work of the
Student and is being submitted in partial fulfillment for the award of the Master’s Degree in Business
Administration of Indira Gandhi National Open University. This report has not been submitted earlier
either to this University or to any other University/Institution for the fulfillment of the requirement of
a course of study.

SIGNATURE OF SUPERVISOR

Place :

Date :

SIGNATURE OF STUDENT

Place :

Date :

Project Proposal No. _____
(To be assigned by the School)



MBA

School of Management Studies
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi - 110 068

PROFORMA FOR APPROVAL OF PROJECT PROPOSAL (MS-100)

Enrolment No. _____ Study Centre _____

Regional Centre _____

Name and Address of the Student : _____

Title of the Project : _____

Subject Area : HRM & OB/Accounting & Finance/Operations Mgt. & Information System/Marketing/Corporate Mgt./Any Other (Specify)

Name and Address of the Supervisor : _____

Is the Supervisor an Academic Counsellor : Yes _____ No _____
of Management Programme of IGNOU?

If Yes Name and Code of Study : _____
Centre and the courses he/she is _____
counselling for and since when

No. of the Students currently working: _____
under the supervisor for MS-100

Signature of Student

Signature of Supervisor

Date

Date :

Please do not forget to enclose the synopsis of the project and the Bio-data of the Supervisor. In case the complete and signed Bio-Data of the Supervisor (Even if the proposed supervisor is an academic counsellor of IGNOU's Management Programme) is not enclosed, the proposal will not be entertained.

SYNOPSIS	SUPERVISOR
APPROVED	APPROVED
NOT APPROVED	NOT APPROVED

For Office Use only

(SIGNATURE OF MANAGEMENT FACULTY)

Comments/Suggestions for reformulation of the Project.

Date

(Please use the photocopy of this proforma)



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Management Programme
Re-registration/Re-admission Form

Dates for Submission of this Form are:

First Semester (Jan. - June)

1st August to 1st October

31st Oct. with a late fee of Rs. 200.00

Second Semester (July. - Dec.)

1st February to 31st March

30th April with a late fee of Rs. 200.00

I opt for the following courses and enclose a Demand Draft towards the course fee as per details given below:
 (For courses on offer, please see page no.10 of Prospectus)

1. Name of Student : _____
2. Enrolment No. :
3. Region Code :
4. Programme Code :

Draft No. : _____
 Issuing Bank & Branch : _____
 Payable at : _____
 Date : _____
 Amount Rs. : _____

Sl.No.	Course Title	Course Code	Course Fee (Rs.800/- per course)*
1.			Rs.
2.			Rs.
3.			Rs.
4.			Rs.
* Rs 1400/- for MS-100			Total Fee
			Rs.

- Note :**
1. A student should opt for and indicate the Specialisation Diploma of his/her choice if not already done as soon as s/he registers for the first course of specialisation stream and should indicate the programme code in item No.4 above. The option once exercised would be final. If no specialisation is indicated in item 4 above, University shall register you for specialisation area on the basis of first course opted from specialisation stream. No change would be permissible at subsequent stage.
 2. A student can opt upto four courses in each semester. Courses already opted need not be repeated, unless otherwise the validity of registration of such a course has already expired. For registration purposes MS-100 is treated as one course. The fee for MS-100 is Rs. 1,600.
 3. A course once selected for study, must be completed within 4 semesters. In case of failure to do so, the student will be required to seek Re-admission by paying fees of Rs. 800 per course (Rs. 1,600 for MS-100).
 4. Students are also required to furnish the statistical information in the enclosed proforma (Annexure to Re-Registration Form)

- Mail this form to the **Regional Director** concerned alongwith requisite fee so as to reach him/her by the due date. Forms received after the last date or by any other office of IGNOU than the Regional Centre concerned will be summarily rejected.

Signature of the Student

ADDRESS : _____

DATE : _____

(Please use the photocopy of this proforma)

**INFORMATION FOR STATISTICAL PURPOSE STUDENTS ARE
REQUIRED TO FILL-UP THIS ANNEXURE COMPULSORILY**

1. Name of Student:

2. Enrol. No. :

--	--	--	--	--	--	--	--	--

3. Programme Code:

--	--	--	--	--	--

4. Category: (Cross (X) the appropriate Box only)

General

 SC

 ST

 OBC

5. Whether Kashmiri Migrant: (Cross (X) if applicable)

6. Whether Physically handicapped: (Cross (X) if applicable)

7. Whether minority: (Cross (X) if applicable)

8. Social Status: (Cross (X) the appropriate Box only)

Ex-service man

 War-widow

 Not applicable

9. Employment Status: Cross (X) the appropriate Box only

Unemployed Employed IGNOU Employee KVS Employee

10. Religion: Cross (X) the appropriate Box only

Hindu Muslim Christian Sikh Jain Buddhist Parsi Jews Ohter
(Please specify _____)

11. Details of Scholarship being received, if any

(a) Amount (annually) (b) Govt./Deptt. (c) Family income (yearly)

(Please use the photocopy of this proforma)



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
NEW DELHI**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment Number

--	--	--	--	--	--	--	--	--

Study Centre Code

--	--	--

Write in BLOCK CAPITAL LETTERS only.

Name : Shri/Smt./Km.

Please indicate course code, assignment code and course title for which you need the assignments in the following columns. The assignments of the course which you have already passed should not be mentioned.

Sl. No.	Course Code	Assignment Code	Course Title
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Complete Address _____

Signature _____

Date _____

PIN _____

Please mail this Form to :

Registrar (MPDD)

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi - 110 068

For Official Use Only:

Date of Despatch of Assignments to the Student

Note: The assignments can also be downloaded from the website: www.ignou.ac.in

(Please use the photocopy of this proforma)

INSTRUCTIONS FOR DOING ASSIGNMENTS

1. Read instructions for submission of assignments given in your Programme Guide carefully.
2. Assignments should be demanded only if your registration for that course (subject) is valid.
3. Please ensure that you have mentioned your correct Enrolment No. (it consists of 9 digits), Name, Course Code, and Course Title, Semester/year, wherever applicable, and Study Centre Code on your assignment responses before submitting to the concerned authorities.
4. Submission of assignments within due dates is a pre-requisite for appearing in the term-end examination. You are, therefore, advised to submit your **Assignments at your Study Centre** within the prescribed dates. Assignments received after due dates will be summarily rejected.
5. In case you have failed to get the overall qualifying grade for a course; you may choose to either appear in the term end examination or attempt the assignments for that course again.
6. Assignments should not be demanded to improve your score if you have secured minimum qualifying score in a course (subject).
7. Please do not submit your assignment responses twice either at the same Study Centre or at different Study Centres for evaluation.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT REGISTRATION & EVALUATION DIVISION

MAIDAN GARHI, NEW DELHI-110068

TERM-END EXAM JUNE / DECEMBER - 200 ____

EXAM FORM

Serial
No.

Control No.

INSTRUCTIONS

1. Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals.
2. Do not staple. Only **Clip** the documents along with it.
3. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the Sample below.

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Programme Code

Study Centre Code

Enrolment No.

Exam Centre Code

(Where you wish to appear in exam)

Name of the Candidate (Leave one box empty between First Name, Middle Name and Sumame)

Address for correspondence (Do not give Post Box No. address. Leave a blank box between each unit of address like house No., Name, P.O., etc.)

City

District

State

Pide

COURSE OPTION:

Course codes for which appearing for
the First time OR failed in the earlier Tees including
Practical Courses for BCA, MCA, BIT / ADIT/ PGDLAN / BLIS Programmes
FEE @ Rs. 50/- PER Course

Course Codes (Exam already taken in last TEE
but result awaited on the date of submission of
the exam form) (For result please visit IGNOU site
www.ignou.ac.in) NO EXAM FEE TO BE PAID

S.No.	Course Code	S. No.	Coourse Code	S.No.	Course Code
1.	<input type="text"/>	9.	<input type="text"/>	1.	<input type="text"/>
2.	<input type="text"/>	10.	<input type="text"/>	2.	<input type="text"/>
3.	<input type="text"/>	11.	<input type="text"/>	3.	<input type="text"/>
4.	<input type="text"/>	12.	<input type="text"/>	4.	<input type="text"/>
5.	<input type="text"/>	13.	<input type="text"/>	5.	<input type="text"/>
6.	<input type="text"/>	14.	<input type="text"/>	6.	<input type="text"/>
7.	<input type="text"/>	15.	<input type="text"/>	7.	<input type="text"/>
8.	<input type="text"/>	16.	<input type="text"/>	8.	<input type="text"/>

FEE DETAILS (Please write your Name & enrolment No. at the back of the Draft)

Total No. of			Total Amt.
Courses		X 50	<input type="text"/>
Practical Courses		X 50	<input type="text"/>
Late Fee			<input type="text"/>
TOTAL			<input type="text"/>

SIGNATURE OF THE STUDENT
(within the Box only)

ISSUING BANK

1. Draft No.

Amount

2. Draft No.

Amount

Date

Issuing Branch

Payable at

Declaration

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation, I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date: _____

(Signature of the Student)

Dates for Submission of Exam Forms

For June TEE	Late Fee	For Dec TEE	Late Fee
1 March to 31 March	Nil	1 sept to 30 Sept.	Nil
1 April to 20 April	Rs. 100/-	1 Oct. to 20 Oct.	Rs. 100/-
21 April to 15 May*	Rs. 500/-	21 Oct. to 15 Nov.*	Rs. 500/-
16 May to 28 May*	Rs. 1000/-	16 Nov. to 28 Nov.*	Rs. 1000/-

* During these dates submit the examination form with late fee to concerned Regional Centre (For outside Delhi), For Delhi, submit to the Registrar (SRE),
Exam for these students will be conducted at Regional Centre city only.

Examination form without late fee can be submitted by Regd. Post/Speed Post alongwith the requisite fee (in the form of demand draft) at SR&E division, IGNOU, Maidan Garhi, New Delhi - 110068 or at the concerned regional Centre within the stipulated dates.

INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by registered Post/Speed post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end examination.
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favor of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.
5. Term-end Examination result is also available on the university website i.e., www.ignou.ac.in. Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website www.ignou.ac.in and download Hall Ticket report to Examination Centre with your Identity Card.
7. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted another Examination Centre under the same Region.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination. (For example ECO-01/MS-02)
10. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

Name

Enrolment No.

--	--	--	--	--	--	--	--	--

Address

.....

.....

Pin

--	--	--	--	--	--

Programme

Month and Year of the Exam.

Name of Exam. Centre

Centre Code

Courses in which
Re-evaluation is sought

Course Code

Name of the Course

.....

.....

.....

.....

.....

.....

.....

.....

Total amount paid Rs.:
(Rs 300/- per course/paper)

Bank Draft No. (Issuing Bank).....

Date:.....

.....

Signature

Note : The request for re-evaluation by the students must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results whichever is later. The date of declaration of results will be calculated from the date on which the results are placed on the IGNOU website.

After re-evaluation, the better of the two scores of original marks/grade and re-evaluated marks will be considered.

The revised marks after the re-evaluation shall be incorporated in the students record and the revised Grade card/Mark sheet shall be sent to the students within one month from the receipt of the application.

Re-evaluation is not permissible for the Projects, Practicals, Assignments, Seminar etc.

The filled in form with the requisite fee is to be sent to:

Deputy Registrar (Exam. III)

(S.R. & E. Division)

Indira Gandhi National Open University

Maidan Garhi, New Delhi-110 068



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

(Rules & regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form).

Prescribed dates for submission of form: 1st to 30th April for June Term-end Exam.
1st to 31st October for December Term-end Exam.

1. Name

2. Programme: Enrolment No.

3. Address

.....

..... Pin Code:

4. Term-end examination, in which programme completed June/December.....

Total marks/Overall point grade obtained Percentage obtained

.....

(Please enclose photocopy of the statement of marks/grades card)

5. Course(s), in which improvement is sought: Course Code Course Code
1. 4.
2. 5.
3.

6. Fee details:
(The fee for this purpose is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi).

No. of Course(s)..... X Rs. 300/- = Total Amount.....

Demand Draft No..... Date

Issuing Bank.....

7. Term-end examination, in which you wish to appear: June/December.....

8. Examination centre details, where you wish to appear in term-end examination:

Exam. Centre Code..... City/Town:.....

.....

UNDERTAKING

I hereby undertake that I shall abide by the rules & regulations prescribed by the University for improvement in division/Class.

Date:.....

Signature:.....

Place:.....

Name:.....



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Registration & Evaluation Division

APPLICATION FORM FOR EARLY DECLARATION OF RESULT OF TERM-END EXAMINATION

1. Name
2. Programme: Enrolment No.
3. Reason for early declaration of result:
.....
(enclose a copy of the documentary evidence specifying the reason for early declaration)
4. Courses(s) detail for early evaluation:

S.No.	Course Code	Date of Examination
1.
2.
3.
4.
5. Exam. Centre details, from where you have to appear/appeared at Term-end examination:
Exam. Centre Code: Address of Exam. Centre:
.....
.....
.....
6. Total Amount paid Rs.:..... Bank DD No..... Date:.....
(Rs. 500/- per course)
Issuing Bank.....

Signature.....
Name & address.....
Date:..... of the Student.....

1. Request for early declaration of result will be entertained for final semester/year or maximum of 4 backlog courses only.
2. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
3. Application form must reach at the following address before the date of the examination for the course(s) for which early evaluation is sought:

Registrar (SR & ED)
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068

4. The prescribed fee for early declaration of result is Rs. 500/- per course in form of demand draft issued in favour of 'IGNOU' and payable at 'New Delhi'.

Control No.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi - 110 068

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK-SHEET

Name of the Candidate

Enrolment No.

--	--	--	--	--	--	--	--	--

Address

.....
.....
.....

Pin

--	--	--	--	--	--

Programme

Month and Year of the Exam.

Centre from where appeared at the
last examination

Bank Draft / IPO No.dated
for Rs. 25/- in favour of IGNOU, New Delhi

.....

Signature

Date :

Note : Fee for duplicate grade card is Rs 25/-. The duplicate grade card/mark sheet will be sent by Registered post.

The filled in form with the requisite fee is to be sent to :

Registrar (SR & E)
Indira Gandhi National Open University
Block 12, Maidan Garhi
New Delhi-110 068

(You are advised to use the photocopy of this proforma)

To
The Registrar
Material Production & Distribution Division
Indira Gandhi National Open University
Maidan Garhi, New Delhi - 110 068

SUBJECT : NON-RECEIPT OF STUDY MATERIAL / ASSIGNMENT

Enrolment No.

--	--	--	--	--	--	--	--	--

Programme

--

Medium of Study

--

I have not received the Study Material / Assignments in respect of the following :

Sl.No.	Course Code	Blocks	Assignments

I have remitted all the dues towards the course fee and there is NO CHANGE in my address given as follows :

Name and Address _____

Signature : _____

Date : _____

For Office Use

Date of despatch of study material/assignments to students _____

(You are advised to use the photocopy of this proforma)



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
CHANGE/CORRECTION OF ADDRESS/STUDY CENTRE

All correspondence to be sent at the following address and change of Study Centre be recorded.

Enrolment Number

--	--	--	--	--	--	--	--

Date of Change effective from

--	--	--	--

Write in BLOCK LETTERS only

Name: Shri/Smt./Km.	
---------------------	--

New Address

Town									
State	Pin <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								
State Code	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> (See Appendix-4)								

Medium of Study

Programme of Study

New Study Centre Code

--	--	--	--

 (See Appendix-2)

Signature _____

Date _____

The filled-up form should be mailed to :

**The Regional Director concerned who
will forward the request after verifying
the student's signature to SR&E Division,
IGNOU, Maidan Garhi, New Delhi-110068.**

(You are advised to use the photocopy of this proforma)



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted to the concerned Regional Director)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

(To be filled-in by the Applicant. Before filling in the form see instructions on reverse)

1. Name
2. Father's Name
3. Address PIN.....
4. Particulars of last examination

Examination Passed (Programme)	Year of Passing	Enrolment No.	Marks Obtained	Grades Obtained

5. Name of the Regional Centre and Study Centre to which the Candidate attached
.....
6. Name of the University to which the candidate wants to migrate
.....

Draft Details	
Amount Rs.	D.D. No. Date
Bank Name	& Place of Issue

1. I hereby declare that the information provided is correct to the best of my knowledge and have paid all the fee due to the University.
2. I have not taken any migration certificate from the University before this.
3. I further certify that I have not enrolled with any other University/Institution after passing out from IGNOU up to this date.
4. In the event of any of the above information being found incorrect, the the Certificate shall be liable for cancellation by the Univerity.

Signature of the Applicant

(To be filled in by the Regional Centre/SRE Division)

1. The information furnished by Shri./Smt./Km.....
is correct as per Grade Card.
2. He/She may be issued the Migration Certificate applied for

Dated Dealing Assistant Section Officer

INSTRUCTIONS

1. A fee of Rs. 100/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the city of the Regional Centre or New Delhi, as the case may be.
2. At the time of submission of the application for the issue of Migration Certificate the applicant should attach xerox copy of consolidated Statement of Marks or Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 100/- only in case the same has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 2/- to be sworn before a Magistrate on the following format.

“I, son/daughter of..... resident of
..... hereby solemnly declare that the
Migration Certificate No. dated issued
to me by the to enable me to join University has been lost and
did not join any other University on the basis of the same nor have I submitted the Migration Certificate
for joining any other University”.

**BANKS DESIGNATED TO COLLECT THE FEE
IN CASH FROM IGNOU STUDENTS**

A) INDIAN BANK

1.	106 & 107 Aurobindo Place, Hauz Khas, New Delhi-110016 Ph: 011-26963543, 26563973	12.	288, M.G. Road Pondicherry-605001 Ph: 0413-336403, 221299
2.	G-27, DDA Community Centre, Near Sonia Cinema, Vikas Puri New Delhi-110018 Ph: 011-2597250	13.	P.B. No. 257, Mission Road, Bhadra Ahmedabad-380001 Ph: 0795506641, 5506583
3.	13/36, Arya Samaj Road, Karol Bagh, New Delhi-110007 Ph: 011-25721486, 25739821	14.	Mirza Ismail Road Jaipur, Rajasthan-302001 Ph: 0141-2366603, 2368204
4.	D-1/1, Rana Partap Bagh New Delhi-110007 Ph: 011-27002540, 27231401	15.	SCO 38-39, Madhya Marg Sector-7-C Chandigarh-160019 Ph: 0171-793225
5.	33, Partap Nagar Mayur Vihar, Phase-I New Delhi-110092 Ph: 011-22250845, 22257391	16.	11/21, Madhav Nagar S.V. Road, Andheri (West) Mumbai, Maharashtra-400058 Ph: 022-26205900, 26205800
6.	41-42, First Main Road Gandhi Nagar, Adyar Chennai-600020 Ph: 044-24912616, 24413430	17.	S.S. Road, Lakhotia Guwahati, Kamrup Distt., Assam-781001 Ph: 0361-2540529, 2548805
7.	3-6-943/2A, Ist Floor, Narayanguda Hyderabad Andhra Pradesh-500029 Ph: 040-23224575, 23225373	18.	1-2, Ashok Marg Lucknow, Uttar Pradesh-462001 Ph: 0522-280496, 280098
8.	495, Mantri Heights Shaniwar Peth Pune, Maharashtra-411030 Ph: 020-24452673, 24450907	19.	473, Hamidia Road Bhopal, Madhya Pradesh-462001 Ph: 0755-2730045
9.	P.B. No. 627 Jhauganj Patna City, Bihar-800008 Ph: 0612-642480	20.	17, The Mall Shimla Himachal Pradesh-171001 Ph: 2658133
10.	Guru Tegh Bahadur Market G.T. Road Karnal, Haryana-132001 Ph: 0184-2272139	21.	P.B. No. 717 3/1, R.N. Mukherjee Road Shree Ram Chambers Kolkata, West Bengal-700001 Ph: 033-2482597, 2484325
11.	P.B. No. 45, Indian Bank Towers M.G. Road Thiruvanthapuram Kerala-695001 Ph: 0471-461058, 471378	22.	32, Janpath, Ashok Nagar, Unit-II Bhubneshwar, Khurda Distt. Orissa-751009 Ph: 0674-2531645
		23.	P.B. No. 9725, 10 Kempe Gowda Road Bangalore-560009 Ph: 080-2263162, 2263163, 2263164

B) IDBI BANK

1.	Lal Bungalow Off. C.G. Road Ahmedabad-380006 Ph: 079-6431902/1296	12.	59/4, Rajpur Road Dehradun-248001 Uttanchal Ph: 0135-744477/741225-27	23.	IFCI Tower, 61, Nehru Place P.B. No. 4499 New Delhi-110019 Ph: 011-6231169/3415
2.	23-25, Rudra Square Nr. Judges Bungalow, Bodakdev Ahmedabad-380015 Ph: 079-6872345, 68730024	13.	Mahavir House Basheerbagh Square Hyderabad-500029 Ph: 040-3260000 3228517, 3222688	24.	Khasra No. 550 Vasant Kunj Road Mahipalpur, New Delhi Ph: 011-6787116-6787118
3.	Aishwarya Complex Yash Kunj Society Pradhat Chowk, Ghatlodia Ahmedabad-380061 Ph: 079-7430337, 7430344	14.	Plot No.-9, Near L.V. Prasad Eye Hospital, J.R. House Road No. 2 Banjara Hills Hyderabad-500034 Ph: 040-3548762/79/83	25.	Ground Floor SCO-99 Sector 16 Faridabad Ph: 0129-5225128/29, 5225027
4.	26/1 Sowbhagya Complex 24th Main, 5th Phase J.P. Nagar, Sarraiki Lake Bangalore-560078 Ph: 080-6595111 6595777, 6595800	15.	D-24, Durlabh Niwas C-Scheme, Jaipur Ph: 0141-367929/30/379/955	26.	C-78, Raj Nagar District Centre Raj Nagar Ghaziabad-201001 Ph: 01204753000, 4755408/09
5.	IDBI House 59, Mission Road Bangalore-560027 Ph: 080-2279576/77/78/79	16.	Siddha Point, Ground Floor 101, Park Street Kolkatta-700016 Ph: 033-2175040/5003/66/67	27.	Sikanderpur Branch Mehrauli-Gurgaon Road Sikanderpur, Gurgaon-122002 Ph: 0124-6357449
6.	Plot No.-43, Opposite Rang Mahal New Market, T.T. Nagar Bhopal-462003 Ph: 0755-577730/32	17.	Mookerjee House 17, Braboume Road Kolkatta-700001 Ph: 033-2437964/65/66/67	28.	Kashi Palace Complex Dak Bungalow Road Opp. Heera Palace Patna Ph: 0612-204141
7.	IDBI House, Janpath, Unit-IX Bhubaneswar-751 022 Ph: 0674-541695	18.	15, Ashoka Marg Lucknow-226001 Ph: 0522-287104/105/287259	29.	Dynaneshwar Paduka Chowk Fergusson College Road Pune-411004 Ph: 020-5678585
8.	P.M. Towers 37, Greams Road Chennai-600 006 Ph: 044-8292371/72/73/74	19.	1/6, Sirifort Institutional Area Khel Gaon Marg New Delhi-110049 Ph: 011-6499681-85	30.	Plot No. 128, Ground Floor Blue Hills Avenue Kalyani Nagar Nagar Road, Yerawada Pune-411006 Ph: 020-6612036/37/38
9.	Soan Building, 37 C.P. Ramaswamy Road, Alwarpet Chennai-600018 Ph: 044-4661204/7	20.	Surya Kiran Building Ground Floor 19K.G. Marg Delhi-110001 Ph: 011-3357800/01/02	31.	Rajas Apt, Plot No. 13 Abhimanshree Road Off Baner Road Aundh, Pune-411007 Ph: 020-5893535-36
10.	Nelson Towers, New No.-51 Nelson Manickkam Road Chennai-600029 Ph: 044-3745802-05	21.	J-13/17, Rajouri Garden New Delhi-110027 Ph: 011-5911478/82/83	32.	Ranchi Place 5, Main Road Ranchi-834001 Ph: 0651-315984 315971, 315980
11.	Near padma Theater M.G. Road Cochin-682035 Ph: 0484-382519-21	22.	Plot No. 8, C.D. Block Local Shopping Centre Pitampura Delhi-110034 Ph: 011-7314623 7312625, 7315629		

INSTRUCTIONS

1. This card should be produced on demand at the Study Centre and Examination Centre or any other Establishment of IGNOU to use its facilities.
2. The facilities would be available only relating to the course or courses for which the student is actually registered.
3. Duplicate Identity Card will be issued by the Regional Directors, on payment of Rs. 20/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.
4. Loss of Identity Card is to be reported immediately to the nearest Police Station.
5. Identity Card is to be submitted to the Issuing Authority after completion of the said Programme.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Management Programme

STUDENTS IDENTITY CARD



Indira Gandhi National Open University

ACKNOWLEDGEMENT CARD

Dear Student,

Thank you for joining IGNOU MANAGEMENT programme. We acknowledge the receipt of your application form.

Please mention Enrolment Number and course applied for in all your correspondence with the University.

To be Filled in by the Students:

Course Applied for :	<input type="checkbox"/> MBA	<input type="checkbox"/> PGSDM	<input type="checkbox"/> PGDIM	<input type="checkbox"/> DIM
DD Number:	_____			
DD Date:	_____			
Amount:	_____			
Drawn On:	_____			

For Office Use Only

Your Enrolment Number is

.....
.....



Enrolment No.

Name of Programme

Name

Father's/Mother's/Husband's Name
.....

Address (in Capital Letters)
.....
.....

Pin Code

Full Signature of the Candidate



PASTE

LATEST PHOTOGRAPH
TO BE PASTED WHICH
WILL BE ATTESTED BY
UNIVERSITY OFFICE

ATTESTED BY

Please mention your full postal address at the space allocated

Affix
Postage
Stamp of
Rs. 4/-

To,

.....
.....
.....

CITY :

STATE :

PIN :

--	--	--	--	--	--

From:
The Regional Director,
IGNOU Regional Centre
.....
.....
.....

PLEASE REMEMBER

- 1) **“Application Form for Entrance Test (OPENMAT) Form** has been provided in a separate envelope alongwith the *Student Handbook and Prospectus*. **Please see the Instructions for filling-up Form 1 at page 133-134.** No enclosure or fees is to be sent alongwith this form unless the form is downloaded from the University’s website. This form is to be mailed in the envelope provided by Registered/Speed Post to:
The Registrar, SR&E Division
Indira Gandhi National Open University
Maidan Garhi
New Delhi - 110 068
- 2) The qualified candidates will receive result card alongwith a specific application form for admission. The qualified candidates can also download the result card and application form from IGNOU website. This form has to be submitted to **your Regional Centre**.
- 3) All other Forms given in Appendix 9 will be of use only after you have joined the Management Programme.

Important: “Application Form for Entrance Test cum Admission” may be downloaded from our Website: www.ignou.ac.in and can be sent to The Registrar (SR&E) alongwith a Demand Draft for Rs. 550/- drawn in favour of IGNOU, payable at New Delhi.

Print Production

Mr. K.G. Sasi Kumar
Assistant Registrar (Publication)
SOMS, IGNOU, New Delhi

Mr. Sudhir Kumar
Section Officer (Publication)
SOMS, IGNOU, New Delhi

March, 2008

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Further information on the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068.

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