

# STUDENT HANDBOOK & PROSPECTUS

## MANAGEMENT PROGRAMME 2011-2012

**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](http://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                      ● PGDIM
- PGDHRM                ● PGDFM
- PGDOM                 ● PGDMM

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

Student Handbook and Prospectus is also available on university's website [www.ignou.ac.in](http://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-XXIX, XXX and XXXI Entrance Test

Date of Entrance Test	Last date of submission of the <b>entrance test form</b> (Form 1) at University Headquarters	Eligible to take admission in (validity of openmat score)	Last date for submission of <b>application form for admission</b> at the concerned <b>Regional Centre</b> alongwith Result Card, Identity Card and other relevant documents
06.02.2011 (Openmat-XXIX)	15.12.2010	2nd Sem., 2011 (July, 2011) 1st Sem., 2012 (January, 2012)	31 <sup>st</sup> May, 2011 30 <sup>th</sup> November, 2011
21.08.2011 (Openmat-XXX)	15.07.2011	1st Sem., 2012 (January, 2012) 2nd Sem., 2012 (July, 2012)	30 <sup>th</sup> November, 2011 31 <sup>st</sup> May, 2012
05.02.2012 (Openmat-XXXI)	15.12.2011	2nd Sem., 2012 (July, 2012) 1st Sem., 2013 (January, 2013)	31 <sup>th</sup> May, 2012 30 <sup>th</sup> November, 2012

### IMPORTANT NOTES:

- Application Form for Openmat (XXIX, XXX and XXXI) Entrance Test (Form-1) has been provided in a separate envelope alongwith this Student Handbook & Prospectus. Please see the instructions for filling up Form-1 at page no. 138.**
- Hall Tickets will be provided to the candidates before ten (10) days of the entrance test. In case of non-receipt of Hall Tickets three (03) days before the entrance test, candidates can download hall ticket from IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in)) and report to the examination centre for appearing in the entrance test.**
- 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, result card can be downloaded from the IGNOU website.
- Those who qualify for admission will have to apply on the admission form given in the prospectus (Form 2) 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 February 2011 may take admission in the semester commencing July 2011 or January 2012. The student who qualifies in August 2011 Entrance Test will be eligible for taking admission in January 2012 or July 2012. Students who qualify in February 2012 Entrance Test will be eligible for taking admission either in July 2012 or January 2013.

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

## 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 also 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 257 study centres provide counselling facilities for the Management Programme. Study Centres also have a basic library of management books for reference purposes. Each student is assigned to a study centre where s/he also submits tutor-marked assignments to the study centre coordinator. To coordinate the study centres, the University has established 50 Regional Centres all over the country. The University has also established 6 IGNOU-Army, 4 IGNOU-Navy, and a IGNOU-Assam Rifle Recognised Regional Centres to cater to the needs of Army, Navy, and Assam Rifles personnel respectively. Lists 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. Non-receipt of Study Material and assignments.	:	Regional Director of your region	
(ii) About Examination Centre, Exam result, Grade card, Change of electives, Credit exemption, Credit transfer, Re-checking, Issuance of Diploma and Change of Address, etc.	:	Registrar (SED) Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068	Ph.: 29538427 29536743 Fax: 29538429
(iii) For Migration Certificate	:	Regional Director alongwith the following documents :	
		(i) Application Form (can be obtained from Regional Centres and H.Q.)	
		(ii) Photocopy of Grade card and Provisional certificate or Degree Certificate	
		(iii) A fee of Rs. 300/- in the form of Demand Draft drawn in favour of IGNOU payable at the city where your Regional Centre is located.	
(iv) For Change of Region	:	The Regional Director concerned with copy to : Registrar (SRD) Indira Gandhi National Open University, Maidan Garhi, New Delhi- 110068.	
(v) Subject Related Queries	:	Director School of Management Studies Indira Gandhi National Open University Maidan Garhi, New Delhi - 110068.	Ph.: 29532073 Fax: 29532078

*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 :

- 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.
- 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.
- 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 channels 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 channels 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. Thirty Seven of these stations are already operational.

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 is 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 Programmes. 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 (first semester of the year) and July to December (second semester of the year). The following courses are on offer for the year 2011/2012 in First and Second Semesters respectively. For semesterwise course offers in the subsequent years, student may refer to the IGNOU website for details of courses added/deleted or any change in schedule. The students should opt for registration of those courses only which are on offer during a particular semester.

**January 2011/2012 Semester (January to June)**

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 2011/2012 Semester (July to December)**

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 Module

The Integrative module consists 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

## FOR ADMISSION TO MANAGEMENT PROGRAMMES

1. Graduation in any discipline with 50% marks for general Category and 45% for Reserved Category.  
OR  
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.
2. Clearance of OPENMAT conducted by IGNOU.  
OR  
Candidates who have successfully cleared the Entrance Test for admission into Management Programme conducted by the Institutions like CAT, MAT and State Level Tests need not appear in OPENMAT. The cut-off percentage for admission of these candidates will be decided by the university.
3. Non-graduates (10+2 or equivalent) with six years of supervisory/managerial/professional experience are eligible for taking admission in Diploma in Management (DIM) only (after clearing the Entrance Test).
4. There is no age bar.
5. Master's degree awarded without a first degree is not recognised for purposes of admission to IGNOU's academic programmes.
6. Last date for submission of filled-in application form for appearing in Entrance Test (**OPENMAT-XXIX**) is 15.12.2010. The Entrance Test is scheduled for 06.02.2011. For the subsequent tests, last date may be referred to as given on page 5.

**Note:** The university reserves the right to grant/deny admission to the candidates.

## FOR FOREIGN STUDENTS

Foreign students residing in India, who have a **valid student visa** for the minimum duration of the programme, are eligible to seek admission in IGNOU programmes. 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](http://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.

## 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 write to Regional Director concerned enclosing attested copy of Mark-sheet as well as Degree Certificate for '**change of stream**' (from '**DIM**' to '**MBA**').

The students qualifying any of PG Specialisation Diplomas, if desirous of pursuing MBA, may do so by registering for required courses. However those who have done PG Specialisation Diplomas under **Direct Entry stream prior to 1997** will have to qualify OPENMAT and apply for credit transfer by paying requisite fee (@Rs. 200/- per course) on prescribed form to the Registrar (SRD), IGNOU, Maidan Garhi, New Delhi-110068 as per credit transfer rules.

## ENTRANCE TEST (OPENMAT XXIX, XXX and XXXI)

Admission to Management Programmes of IGNOU is done through **OPENMAT Entrance test**, 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 138**. You need to send the form in the same envelope attached in the Prospectus by Registered/Speed

Post so as to reach the IGNOU H.Q. 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:

<b>OPENMAT XXIX</b>	-	06.02.2011	(Sunday 10.00 A.M. — 1.00 P.M.)
<b>OPENMAT XXX</b>	-	21.08.2011	(Sunday 10.00 A.M. — 1.00 P.M.)
<b>OPENMAT XXXI</b>	-	05.02.2012	(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.

The candidates who have successfully cleared the entrance test for admission into Management Programme, like CAT, MAT and State level tests need not appear in OPENMAT). *The cut-off percentage for admission of these candidates will be decided by the university.*

A result card will be sent to all the candidates who have appeared 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 following two semesters. For example, a student who qualifies for admission in February 2011 test, may take admission in any of the following two semesters i.e. either in July 2011 or January 2012 semester. Similarly one who qualifies in August 2011 OPENMAT may take admission in January 2012 or July 2012 semester. The last dates for submission of the Application Form (Form-2) for Admission to these semesters are as follows :

For those qualifying February 2011 Test — (OPENMAT-XXIX)	2nd Sem. 2011 (July 2011) – 31st May, 2011 1st Sem. 2012 (January 2012) – 30th November, 2011
For those qualifying August 2011 Test — (OPENMAT-XXX)	1st Sem. 2012 (January 2012) – 30th November, 2011 2nd Sem. 2012 (July 2012) – 31st May, 2012
For those qualifying February 2012 Test — (OPENMAT-XXXI)	2nd Sem. 2012 (July 2012) – 31st May, 2012 1st Sem. 2013 (January 2013) – 30th November, 2012

## **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 all 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 the Appendix 9. You may also use the xerox copies of these forms. Schedule for submission of Re-registration Forms is as under:**

S.No.	July Session	January Session	Late Fee
1.	1st February to 31st March	1st August to 1 October	Nil
2.	1st April to 30th April	3rd October to 31st October	Rs. 200/-
3.	1st May to 31st May	1st November to 30th November	Rs. 500/-
4.	1st June to 20th June	1st December to 20th December	Rs. 1000/-

- 2) You must submit **Re-registration Form** (which is also a part of this booklet) and course fee at your **Regional Centre** only.
- 3) **You will be allowed to register for not more than four courses per semester.**
- 4) Registration for MS-100 (Project Course) will be allowed only after you have registered for MS-1 to MS-11 and MS-95 (12 courses).
- 5) A course once registered for study, **must be successfully completed within 4 semesters.** In case of failure to do so, you will be required to **RE-REGISTER** by paying the requisite fee of Rs. 1000/- per course by filling the Re-registration form as per schedule printed thereon.
- 6) 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 once again, 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.
- 7) **Change of Courses:** A learner has to indicate in the Admission Form/Re-registration Form, the courses he/she is opting for. However, request for change of courses will be entertained within one-and-a-half month of the commencement of the session (**i.e. by 15th February and 16th August** for first and second semesters of the year) on payment of a fee of **Rs. 1000/-** per course through Demand Draft drawn in favour of **IGNOU payable at the city of the Regional Centre.** The application should be addressed to the **Regional Director, IGNOU Regional Centre** of your region.
- 8) Change of specialisation stream is not permitted.

## MAXIMUM DURATION IN MANAGEMENT PROGRAMME

**The maximum duration of the MBA Programme is 8 (eight) years.** Thereafter, students seeking '**fresh admission**' for completion of the left over course(s) will not be required to clear the Entrance Test again.

A separate admission form (*Form 3*), which is a part of this booklet, is required to be filled by such students. All formalities prescribed for seeking admission would remain unchanged for '**fresh admission**' also, except clearance of OPENMAT.

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 fresh admission. Such students will fill the normal Admission Form (*Form 2*).

As indicated in 'Re-Registration' 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 **fresh admission** in the programme. Full credit transfer would be allowed in accordance with the approved internal credit transfer policy. The certification would be awarded corresponding to the semester in which he/she completes all the courses. The 'internal credit transfer policy' is given in Appendix 7.

## 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 and/or **surplus courses opted which do not form proper combination of courses for the award of Degree/Diploma**. It may however, be noted that the score of a successfully completed course cannot be accounted 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. 1000/- 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 these are 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 (SRD) 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 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](http://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 affect 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 (SRD), IGNOU, Maidan Garhi, New Delhi-110068, enclosing a Demand Draft for Rs. 200/-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 with at least 90% matching content 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. 300/- in the form of demand draft drawn in favour of IGNOU payable at the city where Regional Centre is located.

## CREDIT TRANSFER SCHEME

**Internal Credit transfer scheme for fresh admission to Management Programme after expiry of maximum duration (effective from 2011 onwards):** For students who have not completed the MBA programme within the maximum duration of 8 years, a provision of fresh admission to the Management Programme, under a new enrolment number has been made. The rules regarding transfer of credits from the old enrolment number are given in *Appendix-7*. The form for fresh admission in order to complete the leftover courses (Form 3) is also given along with *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) Term-end Examinations	JUNE	DECEMBER
vi) Dates for submission of Examination Forms*	1st March to 31st March 1st April to 20th April - with Rs. 300 late fee 21st April to 15th May - with Rs. 500 late fee 16th May to 28th May - with Rs. 1000 late fee	1st September to 30th September 1st October to 20th October - with Rs. 300 late fee 21st October to 15th November - with Rs. 500 late fee 16th November to 28th November - with Rs. 1000 late fee
vii) Dates for submission of Re-registration form for next semester at RC	1st August to 1st October 3rd October to 31st October - with Rs. 200 late fee 1st November to 30th November with Rs. 500 late fee 1st December to 20 December with Rs. 1000 late fee	1st February to 31st March 1st April to 30th April - with Rs. 200 late fee 1st May to 31st May with Rs. 500 late fee 1st June to 20th June with Rs. 1000 late fee
viii) Submission of Requisition for fresh set of assignments, if not attempted earlier	November/December	May/June

*( 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](http://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 Centre for outside Delhi students. However, Delhi students can submit the examination form at concerned Regional Centre or the University Headquarters (Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi - 110 068).

## FACULTY OF MANAGEMENT STUDIES

### DIRECTOR

Prof. Nawal Kishor  
M.Com., PGDIM, Ph.D.  
International Business, International Marketing

### PROFESSORS

Prof. Madhulika Kaushik  
MBA, Ph.D. Marketing Management  
Area Chairperson, Marketing Area

Prof. B.B. Khanna  
M.Sc. (Psy.), Ph.D. (Mgmt.)  
Human Resource Management,  
Chairperson, Human Resource Management

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

Prof. Srilatha  
M.A. (Psy.), Ph.D.  
Human Resource Management

Prof. K. Ravi Sankar  
MBA, Ph.D.  
Finance  
Chairperson, Accounting & Finance Area

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

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

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

Prof. Tukaram Fulzele  
M.A. (Eco.), MBA, M.Phil., Ph.D.  
e-Business

### Associate Professor

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

### Reader

Dr. Gopal Jadav  
M.B.A., LL.B., Ph.D.  
Human Resource Management

### Asstt. Professors

Mr. T.V. Vijay Kumar (Senior Scale)  
B.Sc., MBA  
Marketing

Ms. Anjali Ramteke (Senior Scale)  
*(on study leave)*  
B.Sc. (Tech.), MBA  
Finance

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

Dr. Leena Singh  
M.A. (Eco.), MBA, Ph.D.  
Corporate Management

## ADMINISTRATIVE/SECRETARIAL STAFF

Mrs. Neeta Sethi, Asstt. Registrar  
Mrs. Sunita Kapoor, S.O.  
Mr. Mukesh Dutt Gaur, P.A.  
Mrs. V. Selvajyoti, Sr. Assistant  
Mr. Ravi Kumar, D.E.O,

Mr. Ranjit Kumar, D.E.O.  
Mrs. Susheela, Assistant  
Mr. Anand Prakash, JAT  
Mr. Mukesh Meena, Attendant

**NAMES AND CODES OF PROGRAMMES, ELIGIBILITY, FEES**

Sl. No.	Name of the Programme	Programme Code	Eligibility	Fee
1.	Master of Business Administration	MBA	1) Graduation in any discipline with 50% marks for general Category and 45% for Reserved Category. OR 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 Secretary ship etc. OR A Master's Degree in any subject. 2) Clearance of OPENMAT conducted by IGNOU. OR Candidates who have successfully cleared the Entrance Test for admission into Management Programme conducted by the Institutions like CAT, MAT and State Level Tests <b>need not appear</b> in OPENMAT. The cut-off percentage for admission of these candidates will be decided by the university.	Rs. 1000 per course (Rs. 2000 for MS-100)
2.	Post Graduate Diploma in Management	PGDIM	Same as above	Rs. 1000/- per course
3.	Post Graduate Diploma in Human Resource Management	PGDHRM	Same as above	Rs. 1000/- per course
4.	Post Graduate Diploma in Financial Management	PGDFM	Same as above	Rs. 1000/- per course
5.	Post Graduate Diploma in Operations Management	PGDOM	Same as above	Rs. 1000/- per course
6.	Post Graduate Diploma in Marketing Management	PGDMM	Same as above	Rs. 1000/- per course
7.	Diploma in Management	DIM	Non-graduates (10+2 or equivalent) with six years of supervisory/managerial/professional experience are eligible for taking admission into Diploma in Management (DIM) only (after clearing the Entrance Test).	Rs. 1000/- 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 entrusted with decision making responsibilities. 'Experience' means work experience of a person during or after acquiring the qualifications as specified above.
- 'Last date for Receiving the Application' refers to 31.5.2011 for second semester-2011, 30.11.2011 for first semester-2012, 31.5.2012 for second semester-2012 and 30.11.2012 for first semester-2013.

## 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 TRIPURA
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	0905	SURAT	COORDINATOR IGNOU STUDY CENTRE MTB ARTS COLLEGE SURAT 395001 GUJARAT
5.	AHMEDABAD	0909	MEHSANA	COORDINATOR IGNOU STUDY CENTRE NEW PROGRESSIVE EDUCATION TRUST ABOVE HOMEOPATHY COLLEGE MEHSANA 384002 GUJARAT
6.	AHMEDABAD	0910	ANAND	COORDINATOR IGNOU STUDY CENTRE SARDAR PATEL UNIVERSITY UNIVERSITY HEALTH CENTRE VALLABH VIDYANAGAR ANAND 388120 GUJARAT
7.	AHMEDABAD	0911	GANDHINAGAR	COORDINATOR IGNOU STUDY CENTRE SAMARPANARTS & COMMERCE COLLEGE SECTOR - 15 GANDHINAGAR 382016 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	0913	BHARUCH	COORDINATOR IGNOU STUDY CENTRE ANJUMAN-E-TALIME-IDARA COURT ROAD OPPOSITE TREASURY BHARUCH 392001 GUJARAT
9.	AHMEDABAD	0920	AHMEDABAD	COORDINATOR IGNOU STUDY CENTRE L.J. COMMERCE COLLEGE VASTRAPUR AHMEDABAD 380015 GUJARAT
10.	AHMEDABAD	0922 R	ANKLESHWAR	COORDINATOR IGNOU RECOG. STUDY CENTRE ANKLESHWAR IND. DEV. SOCIETY PLOT NO. 910 GIDC ESTATE ANKLESHWAR 390002 GUJARAT
11.	AHMEDABAD	0928 R	RAJKOT	COORDINATOR IGNOU RECOG. STUDY CENTRE N.I.M.I.T. C/O PARAG AD. JANSATTA PRESS RAJKOT 360005 GUJARAT
12.	AHMEDABAD	2901	DAMAN & DIU	COORDINATOR IGNOU STUDY CENTRE DAMAN GOVERNMENT ARTS COLLEGE DAMAN & DIU 396210 DAMAN & DIU
13.	ALIGARH	2714	MORADABAD	COORDINATOR IGNOU STUDY CENTRE HINDU COLLEGE STATION ROAD MORADABAD 244001 UTTAR PRADESH
14.	ALIGARH	2738	BULANDSHAHR	COORDINATOR IGNOU STUDY CENTRE I.P. (POST GRADUATE) COLLEGE BULANDSHAHR 203001 UTTAR PRADESH

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

<b>Sl. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>ADDRESS OF THE IGNOU STUDY CENTRE</b>
15.	ALIGARH	2764	MATHURA	COORDINATOR IGNOU STUDY CENTRE BABU SHIVNATH AGRAWAL COLLEGE MATHURA 281004 UTTAR PRADESH
16.	ALIGARH	3702	SAHARANPUR	COORDINATOR IGNOU STUDY CENTRE MAHARAJ SINGH COLLEGE SAHARANPUR 247001 UTTAR PRADESH
17.	ALIGARH	2702	AGRA	COORDINATOR IGNOU STUDY CENTRE ST. JOHN'S COLLEGE AGRA FORT AGRA 282002 UTTAR PRADESH
18.	ALIGARH	2713	ALIGARH	COORDINATOR IGNOU STUDY CENTRE ALIGARH MUSLIM UNIVERSITY ALIGARH 202002 UTTAR PRADESH
19.	BANGALORE	1301	BANGALORE	COORDINATOR IGNOU STUDY CENTRE BES COLLEGE OF ARTS & SCIENCE IV 'T' BLOCK JAYANAGAR BANGALORE 560011 KARNATAKA
20.	BANGALORE	1302	MANGALORE	COORDINATOR IGNOU STUDY CENTRE ST. ALOYSIUS COLLEGE KODIALBAIL MANGALORE 575003 KARNATAKA
21.	BANGALORE	1304	GULBARGA	COORDINATOR IGNOU STUDY CENTRE GULBARGA UNIVERSITY GULBARGA UNIVERSITY CAMPUS GULBARGA 585106 KARNATAKA
22.	BANGALORE	1305	MYSORE	COORDINATOR IGNOU STUDY CENTRE VIDYAVARDHAKA LAW COLLEGE SHESHADRI IYER ROAD MYSORE 570021 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
23.	BANGALORE	1309	BANGALORE	COORDINATOR IGNOU STUDY CENTRE AL-AMEEN ARTS SCI. & COM. COL. HOSUR ROAD NEAR LAL BAGH MAIN GATE BANGALORE 560002 KARNATAKA
24.	BANGALORE	1310	BELLARY	COORDINATOR IGNOU STUDY CENTRE VEERA SAIVA COLLEGE CANTONMENT BELLARY 583101 KARNATAKA
25.	BANGALORE	1311	DAVANGERE	COORDINATOR IGNOU STUDY CENTRE BAPUJI INSTT. OF ENGG & TECH. SHAMANUR ROAD DAVANGERE 577004 KARNATAKA
26.	BANGALORE	1314	BANGALORE	COORDINATOR IGNOU STUDY CENTRE BANGALORE INSTT. OF TECHNOLOGY K.R. ROAD, V.V. PURAM, BANGALORE KARNATAKA-560004
27.	BANGALORE	1319	TUMKUR	COORDINATOR IGNOU STUDY CENTRE SRI SIDDARtha INSTT. OF TECH TUMKUR 572105 KARNATAKA
28.	BANGALORE	1320	BANGALORE	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT SCIENCE COLLEGE NRUPATHUNGA ROAD BANGALORE 560001 KARNATAKA
29.	BANGALORE	1344 R	BANGALORE	COORDINATOR IGNOU STUDY CENTRE CMR INSTT. OF MNGMT.STUDIES 2079, 2ND CROSS, 3RD BLOCK HENNR BNSWLI LAYOUT, KALYANGR BANGALORE, KARNATAKA
30.	BANGALORE	1388 P	BANGALORE	COORDINATOR IGNOU STUDY CENTRE ICFAI BUSINESS SCHOOL SRINIVASA INDUSTRIAL ESTATE KANAKAPURA ROAD BANGALORE, 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
31.	BANGALORE	13113	BELLARY	COORDINATOR IGNOU STUDY CENTRE O.P. JINDAL CENTRE OPP. TO POLICE QUARTERS VIDYANAGAR P.O., TORNAGAIU BELLARY, KARNATAKA-583275
32.	BHOPAL	1501	BHOPAL	COORDINATOR IGNOU STUDY CENTRE MOTILAL VIGYAN MAHAVIDYALAYA BHOPAL 462008 MADHYA PRADESH
33.	BHOPAL	1504	GWALIOR	COORDINATOR IGNOU STUDY CENTRE JIWAJI UNIVERSITY GWALIOR 474011 MADHYA PRADESH
34.	BHOPAL	1506	INDORE	COORDINATOR IGNOU STUDY CENTRE HOLKAR SCIENCE COLLEGE INDORE 452001 MADHYA PRADESH
35.	BHOPAL	1516	UJJAIN	COORDINATOR IGNOU STUDY CENTRE VIKRAM UNIVERSITY UJJAIN 456010 MADHYA PRADESH
36.	BHOPAL	1519	RAJGARH	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT BOYS PG COLLEGE RAJGARH 465661 MADHYA PRADESH
37.	BHUBANESHWAR	2101	BHUBANESHWAR	COORDINATOR IGNOU STUDY CENTRE KALINGA INSTT OF INDL. TECH PATIA BHUBANESHWAR 751024 ORISSA
38.	BHUBANESHWAR	2102	CUTTACK	COORDINATOR IGNOU STUDY CENTRE RAVENSHAW COLLEGE ARTS BLOCK, I FLOOR CUTTACK 753003 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
39.	BHUBANESHWAR	2103	ROURKELA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT COLLEGE ROURKELA 796004 ORISSA
40.	BHUBANESHWAR	2104	BERHAMPUR	COORDINATOR IGNOU STUDY CENTRE KHALIKOTE COLLEGE, GANJAM BERHAMPUR 760001 ORISSA
41.	BHUBANESHWAR	2106	BALASORE	COORDINATOR IGNOU STUDY CENTRE FAKIR MOHAN COLLEGE BALASORE 756001 ORISSA
42.	BHUBANESHWAR	2108	SAMBALPUR	COORDINATOR IGNOU STUDY CENTRE GANGADHAR MEHER COLLEGE SAMBALPUR 768004 ORISSA
43.	CHANDIGARH	0601	CHANDIGARH	COORDINATOR IGNOU STUDY CENTRE PUNJAB UNIVERSITY DEPT. OF CORESSPONDENCE COURSE CHANDIGARH 160017 CHANDIGARH
44.	CHANDIGARH	0602	CHANDIGARH	COORDINATOR IGNOU STUDY CENTRE DAV COLLEGE SECTOR 10 CHANDIGARH 160011 CHANDIGARH
45.	CHANDIGARH	2203	PATIALA	COORDINATOR IGNOU STUDY CENTRE PUNJABI UNIVERSITY ARTS BLOCK - III TOP FLOOR PATIALA 147002 PUNJAB
46.	CHENNAI	2501	CHENNAI	COORDINATOR IGNOU STUDY CENTRE DDGD VAISHNAVA COLLEGE 445, E.V.R. PERIYAR HIGH ROAD ARUMBAKKAM CHENNAI 600106 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
47.	CHENNAI	2505	MYLAPORE	COORDINATOR IGNOU STUDY CENTRE RAMAKRISHNA MISSION VIDYAPITH VIVEKANAND COLLEGE 45, OLIVER RD, MYLAPORE CHENNAI 600004 TAMILNADU
48.	CHENNAI	2510R	CHENNAI	COORDINATOR IGNOU STUDY CENTRE SCS KOTHARI ACADEMY FOR WOMEN 17, VENKATAPATHI STREET KILPAUK CHENNAI 600010 TAMIL NADU
49.	CHENNAI	2532	THIRUVELLORE	COORDINATOR IGNOU STUDY CENTRE JAYA COLLEGE OF ARTS & SCIENCE MTH ROAD TIRUNINRAVUR THIRUVELLORE 602024 TAMIL NADU
50.	CHENNAI	2534	HOSUR	COORDINATOR IGNOU STUDY CENTRE ER. PERUMAL MANIMEKALAI P'NIC KRISHNAGIRI HIGHWAYS KONERIPALLI, HOSUR 635117 TAMIL NADU
51.	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
52.	CHENNAI	2564	THIRUCHENGODE	COORDINATOR IGNOU STUDY CENTRE K.S. RANGASAMY COLLEGE OF TECH KSR KALVI NAGAR THOKKAVADI POST (NAMAKKAL DT.) THIRUCHENGODE 637209 TAMIL NADU
53.	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
54.	CHENNAI	25160	CHENNAI	COORDINATOR IGNOU STUDY CENTRE SHRI S.S.S. JAIN COLLEGE (WOMEN) NO. 3, MADLEY ROAD T. NAGAR, CHENNAI TAMILNADU-600017
55.	CHENNAI	2593 R	VELLORE	COORDINATOR IGNOU STUDY CENTRE VOORHEES COLLEGE OFFICERS LINE VELLORE 632001 TAMILNADU
56.	CHENNAI	3101	PONDICHERRY	COORDINATOR IGNOU STUDY CENTRE ACADEMIC STAFF COLLEGE CENTRAL UNIVERSITY LAWSPET, PONDICHERRY 605008 PONDICHERRY
57.	CHENNAI	25180 P	CHENNAI	COORDINATOR IGNOU STUDY CENTRE ICFAI BUSINESS SCHOOL HARINI TOWERS, NO 7 CONRAN SMITH ROAD, GOPALAPURAM ROYAPETTAH CHENNAI TAMILNADU
58.	CHENNAI	2506	SALEM	COORDINATOR IGNOU STUDY CENTRE THYAGARAJAR POLYTECHNIC PB NO. 523 TAMILNADU
59.	COCHIN	1402	COCHIN	COORDINATOR IGNOU STUDY CENTRE SACRED HEART COLLEGE THEVARA, COCHIN 682013 KERALA
60.	COCHIN	1403	CALICUT	COORDINATOR IGNOU STUDY CENTRE JDT ISLAM, MARI KUNNU P.O. CALICUT 673012 KERALA
61.	COCHIN	1407	TRICHUR	COORDINATOR IGNOU STUDY CENTRE SREE KERALA VERMA COLLEGE TRICHUR 680001 KERALA

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

<b>Sl. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>ADDRESS OF THE IGNOU STUDY CENTRE</b>
62.	COCHIN	1481	KAKKAND	COORDINATOR IGNOU SPL STUDY CENTRE-RA RAJAGIRI COLLEGE OF MANAGEMENT APPLIED SCIENCE RAJAGIRI VALLEY, PO KAKKAND, COCHIN, (KERALA)
63.	COCHIN	14101 P	KOCHI	COORDINATOR IGNOU SPL STUDY CENTRE-RA ICFAI BUSINESS SCHOOL CHAKRAM PILLI TOWERS, PUTHAI RD JUNCTION NE 47 BI-PASS PO PALARIVATTOM KOCHI KERALA
64.	COCHIN	14103 P	ALAPUZHA	COORDINATOR IGNOU SPL STUDY CENTRE-RA ICFAI NATIONAL COLLEGE JP TOWERS, NEAR DISTT COURT, ALAPUXHA (KERALA)
65.	COCHIN	14104 P	KOTTAYAM	COORDINATOR IGNOU SPL STUDY CENTRE-RA ICFAI NATIONAL COLLEGE PALLIMOUTI ARCADE KAYI-KUZHY, KK ROAD KOTTAYAM (KERALA)
66.	COCHIN	14105 P	KANNUR	COORDINATOR IGNOU SPL STUDY CENTRE-RA ICFAI NATIONAL COLLEGE NEAR ASHOKA HOSPITAL SOUTH BAZHAR KANNUR (KERALA)
67.	COCHIN	14106 P	PALAKKAD	COORDINATOR IGNOU SPL STUDY CENTRE-RA ICFAI NATIONAL COLLEGE ROYAL PALAZA, CALICUT MAIN ROAD, OLAVAKKODE PALAKKAD (KERALA)
68.	COCHIN	14107 P	KASARGODE	COORDINATOR IGNOU SPL STUDY CENTRE-RA ICFAI NATIONAL COLLEGE TB JUNTION, MUNICIPAL OFFICE ROAD KASARGODE (KERALA)
69.	COCHIN	14108 P	MALLAPURAM	COORDINATOR IGNOU SPL STUDY CENTRE-RA ICFAI NATIONAL COLLEGE NEAR POST OFFICE KOTTAPADI MALLAPURAM (KERALA)

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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	14129	COCHIN	COORDINATOR IGNOU SPL STUDY CENTRE IFCR LITTLE FLOWER CAMPUS 37/715/ SA ROAD KADAVANTHRA COCHIN KERALA-682020
72.	COCHIN	14156	PALAKKAD	COORDINATOR IGNOU SPL STUDY CENTRE PALGHAT MANAGEMENT ASSOCIATION MANAGEMENT HOUSE 066, NH 47, MARUTHARODE PALAKKAD, KERALA-678007
73.	COCHIN	14157	KOCHI	COORDINATOR IGNOU SPL STUDY CENTRE R.M.A.S 3RD, FLOOR GCDA SHOPPING COMPLEX MARINE DRIVE, COCHI KERALA-682031
74.	DARBHANGA	0504	MUZAFFARPUR	COORDINATOR IGNOU STUDY CENTRE BRA BIHAR UNIVERSITY LIBRARY CAMPUS MUZAFFARPUR 842001 BIHAR
75.	DARBHANGA	0557	MADHUBABNI	COORDINATOR IGNOU STUDY CENTRE RAMKRISHNA COLLEGE MADHUBANI-847211 BIHAR
76.	DEHRADUN	2705	DEHRADUN	COORDINATOR IGNOU STUDY CENTRE D.A.V. PG COLLEGE D A V COLLEGE ROAD DEHRADUN 248001 UTTRANCHAL

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

<b>Sl. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>ADDRESS OF THE IGNOU STUDY CENTRE</b>
77.	DEHRADUN	2711	HALDWANI	COORDINATOR IGNOU STUDY CENTRE MB GOVERNMENT PG COLLEGE HALDWANI 263141 UTTRANCHAL
78.	DEHRADUN	2717	ALMORA	COORDINATOR IGNOU STUDY CENTRE KUMAON UNIVERSITY ALMORA 263601 UTTRANCHAL
79.	DEHRADUN	3715	PANT NAGAR	COORDINATOR IGNOU STUDY CENTRE GB PANT UNIVERSITY AGRICULTURE & TECHNOLOGY PANTNAGAR 263145 DIST. U.S. NAGAR UTTARAKHAND
80.	DEHRADUN	47002	NAJIBABAD	COORDINATOR IGNOU STUDY CENTRE SAHU JAIN P.G. COLLEGE NAJIBABAD UTTAR PRADESH-246763
81.	DELHI 1	0706	DELHI	COORDINATOR IGNOU STUDY CENTRE SCH OF AVIATION SCIENCE & TECH DELHI FLYING CLUB LIMITED SAFDARJUNG AIRPORT NEW DELHI 110003 DELHI
82.	DELHI 1	0714	DELHI	COORDINATOR IGNOU STUDY CENTRE DELHI COLL. OF ARTS & COMMERCE NETAJI NAGAR NEW DELHI 110023 DELHI
83.	DELHI 1	0757	DELHI	COORDINATOR IGNOU STUDY CENTRE AMITY INSTITUTE OF EDUCATION AMITY CAMPUS, 44 M-BLOCK SAKET, NEW DELHI 110017 DELHI
84.	DELHI 1	1007	FARIDABAD	COORDINATOR IGNOU STUDY CENTRE PT. J.L. NEHRU GOVT. COLLEGE SECTOR - 16A, FARIDABAD 121001 HARYANA



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Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
85.	DELHI 1	1042	FARIDABAD	COORDINATOR IGNOU STUDY CENTRE GOVT. COLLEGE FOR WOMEN SECTOR 16-17 FARIDABAD HARYANA
86.	DELHI 1	07103	DELHI	COORDINATOR IGNOU STUDY CENTRE COLLEGE OF VOCATIONAL STUDIES SHEIKH SARAI, PHASE-II NEW DELHI 110017
87.	DELHI 1	07109	DELHI	COORDINATOR IGNOU STUDY CENTRE INSTITUTE OF PUBLIC HEALTH & HYGIENE, RZ A-44 MAHIPALPUR DELHI
88.	DELHI 1	07153	DELHI	COORDINATOR IGNOU STUDY CENTRE MODI ACADEMIC INTERNATIONAL INSTITUTE, 24-A, LAJPAT NAGAR-IV RING ROAD NEW DELHI-110024
89.	DELHI 2	0712	DELHI	COORDINATOR IGNOU STUDY CENTRE VIVEKANAND MAHILA COLLEGE VIVEK VIHAR NEW DELHI 110032
90.	DELHI 2	0769	DELHI	COORDINATOR IGNOU STUDY CENTRE SHYAM LAL COLLEGE G.T. ROAD SHAHDARA DELHI 110032
91.	DELHI-2	0776 P	DELHI	PROG. I/C IGNOU PROG. STUDY CENTRE UNIV. INSTT OF COMPUTERS & TEC 'A' BLOCK, UPS CAMPUS PREET VIHAR NEW DELHI 110092
92.	DELHI 2	07107	DELHI	COORDINATOR IGNOU STUDY CENTRE MAHARAJA AGRASEN COLLEGE VASUNDHRA ENCLAVE NEAR CHILLA SPORTS COMPLEX DELHI 110096

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
93.	DELHI 2	29010	DELHI	COORDINATOR IGNOU STUDY CENTRE TECNIA INSTITUE 5 PSP MADHUBAN CHOWK, ROHINI DELHI-110085
94.	DELHI 2	29020	DELHI	COORDINATOR IGNOU STUDY CENTRE VIVEKANANDA INST. PROF. STUDIES (VIPS) G-1-12, G.T. KARNAL ROAD NEW AZADPUR METRO STATION NEW DELHI-110033
95.	DELHI 3	0701	DELHI	COORDINATOR IGNOU STUDY CENTRE SHYAMA PRASAD MUKHERJEE COLL. FOR WOMEN, PUNJABI BAGH (WEST) NEW DELHI 110026 DELHI
96.	DELHI 3	0709	DELHI	COORDINATOR IGNOU STUDY CENTRE RAMLAL ANAND COLLEGE BENITO JUAREZ ROAD NEW DELHI 110021 DELHI
97.	DELHI 3	0719	DELHI	COORDINATOR IGNOU STUDY CENTRE TIHAR CENTRAL JAIL NO. 3, TIHAR JAIL HARI NAGAR (ONLY FOR INMATES) NEW DELHI 110064 DELHI
98.	DELHI 3	0737	DELHI	COORDINATOR IGNOU STUDY CENTRE ATMA RAM SANATAN DHARMA COLLEG UNIVERSITY OF DELHI DHAULA KHAN NEW DELHI 110021 DELHI
99.	DELHI 3	1040 P	GURGAON	COORDINATOR IGNOU PROG. STUDY CENTRE JILM INST. FOR HIGHER EDUCATION PLOT NO. 69, SECTOR 53 GURGAON 122003 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
100.	DELHI 3	1045	GURGAON	COORDINATOR IGNOU STUDY CENTRE GOVT. GIRLS COLLEGE SECTOR 14, GURGAON HARYANA
101.	DELHI 3	1006	GURGAON	COORDINATOR IGNOU STUDY CENTRE DRONACHARYA GOVERNMENT COLLEGE GURGAON 122001 HARYANA
102.	DELHI 3	0762	NEW DELHI	COORDINATOR IGNOU STUDY CENTRE MAHARAJA SURAJMAL INSTITUTE C - 4, JANAKPURI, NEW DELHI 110058 DELHI
103	DELHI 3	38006	DELHI	COORDINATOR IGNOU STUDY CENTRE ATMA RAM CENTRE FOR CONTINUING EDUCATION 8/37, KIRTI NAGAR INDUST. AREA DELHI DELHI
104.	GUWAHATI	0401	GUWAHATI	COORDINATOR IGNOU STUDY CENTRE GUWAHATI UNIVERSITY GUWAHATI 781014 ASSAM
105.	GUWAHATI	0404	BONGAIGAON	COORDINATOR IGNOU STUDY CENTRE BIRJHORA MAHAVIDYALAYA BONGAIGAON 783380 ASSAM
106.	GUWAHATI	0407	DIBRUGARH	COORDINATOR IGNOU STUDY CENTRE DIBRUGARH UNIVERSITY DEPT. OF APPLIED GEOLOGY DIBRUGARH 786004 ASSAM
107.	GUWAHATI	0410	JORHAT	COORDINATOR IGNOU STUDY CENTRE C.K.B. COMMERCE COLLEGE JORHAT 785001 ASSAM

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Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
108.	GUWAHATI	0413	NORTH LAKHIMPUR	COORDINATOR IGNOU STUDY CENTRE LAKHIMPUR COMMERCE COLLEGE NORTH LAKHIMPUR 787001 ASSAM
109.	GUWAHATI	0455	GUWAHATI	COORDINATOR IGNOU STUDY CENTRE DARRANG COLLEGE TEZPUR DISTRICT SONITPUR-784001 ASSAM
110.	HYDERABAD	0101	HYDERABAD	COORDINATOR IGNOU STUDY CENTRE PMR DEGREE COLLEGE CHINTALAKUNTA CHECK POST L.B. NAGAR HYDERABAD 500074 ANDHRA PRADESH
111.	HYDERABAD	0105	WARANGAL	COORDINATOR IGNOU STUDY CENTRE LAL BAHADUR COLLEGE WARANGAL 506007 ANDHRA PRADESH
112.	HYDERABAD	0106	ANANTAPUR	COORDINATOR IGNOU STUDY CENTRE SHRI SAIBABA NAT. DEGREE COLL. ANANTAPUR 515001 ANDHRA PRADESH
113.	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
114.	HYDERABAD	0188	SECUNDERABAD	COORDINATOR IGNOU STUDY CENTRE SWAMY VIVEKANANDA INSTITUTE OF TECHNOLOGY MEHBOOB COLLEGE CAMPUS PATNY CENTRE SECUNDERABAD

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
115.	HYDERABAD	0114	HYDERABAD	COORDINATOR IGNOU STUDY CENTRE S.N. COLLEGE OF PROF. STUDIES 11-4-653/3, GANGA JAMUNA HOTEL LANE, RED HILLS, LAKDI-KA-PUL HYDERABAD ANDHRA PRADESH-500004
116.	IMPHAL	1701	IMPHAL	COORDINATOR IGNOU STUDY CENTRE MANIPUR UNIVERSITY UNIVERSITY CAMPUS CANCHIPUR IMPHAL 795003 MANIPUR
117.	IMPHAL	1723 P	IMPHAL	COORDINATOR IGNOU STUDY CENTRE INSTITUTION FOR TRADITIONAL ARTS & CULTURE KHURAI SAJOR KEIKAI IMPHAL EAST PO LAMLONG BAZAR-795010
118.	IMPHAL	1724	MOIRANG	COORDINATOR IGNOU STUDY CENTRE PANTHOIBI THANG TA & JAGOI SINDAM SHANGLÉN MOIRANG KHUNOU PO MOIRANG MOIRANG BISHNUPUR DIST. MANIPUR-795133
119.	IMPHAL	1725 p	PHOIJING	COORDINATOR IGNOU STUDY CENTRE PUBLIC THEATER ARTISTED ASSO. PHOIJING PO & PS NAMBOL BISHNUPUR DIST MANIPUR-795134
120.	ITANAGAR	0301	ITANAGAR	COORDINATOR IGNOU STUDY CENTRE D.N. GOVERNMENT COLLEGE ITANAGAR 791113 ARUNACHAL PRADESH
121.	JABALPUR	1502	JABALPUR	COORDINATOR IGNOU STUDY CENTRE RANI DURGAWATI UNIVERSITY JABALPUR 482001 MADHYA PRADESH

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

<b>Sl. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>ADDRESS OF THE IGNOU STUDY CENTRE</b>
122.	JAIPUR	2301	JAIPUR	COORDINATOR IGNOU STUDY CENTRE RAJASTHAN COLLEGE COLLEGE CAMPUS JAIPUR 302004 (RAJASTHAN)
123.	JAIPUR	2302	UDAIPUR	COORDINATOR IGNOU STUDY CENTRE VIDYA BHAWAN RURAL INSTITUTE BADGAON ROAD UDAIPUR 313004 (RAJASTHAN)
124.	JAIPUR	2303	KOTA	COORDINATOR IGNOU STUDY CENTRE KOTA ENGINEERING COLLEGE RAWAT BHATA ROAD KOTA 324010 RAJASTHAN
125.	JAIPUR	2304	JODHPUR	COORDINATOR IGNOU STUDY CENTRE ONKARMAL SOMANI COLLEGE OF COM JODHPUR 342008 RAJASTHAN
126.	JAIPUR	2305	BIKANER	COORDINATOR IGNOU STUDY CENTRE RAMPURIA JAIN COLLEGE J N VYAS NAGAR BIKANER 334003 RAJASTHAN
127.	JAIPUR	2306	AJMER	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT COLLEGE AJMER 305001 RAJASTHAN
128.	JAIPUR	2308	ALWAR	COORDINATOR IGNOU STUDY CENTRE RAJRISHI COLLEGE 3/389, ARAVALI VIHAR ALWAR 343001 RAJASTHAN
129.	JAIPUR	2312	LAKSHMANGARH	COORDINATOR IGNOU STUDY CENTRE SHRI BHAGWANDAS TODI PG COLLEGE (SIKAR) LAKSHMANGARH 332311 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
130.	JAIPUR	2320 D	JAIPUR	COORDINATOR IGNOU SPL STUDY CENTRE-RA INDIA INT. INSTT. OF MGT. SECTOR-12, MAHAVEER MARG MANSAROVAR JAIPUR 302020 RAJASTHAN
131.	JAIPUR	2322 D	HANUMANGARH	COORDINATOR IGNOU SPL. STUDY CENTRE-RA NEHRU MEMORIAL LAW COLLEGE HANUMANGARH TOWN HANUMANGARH 335513 RAJASTHAN
132.	JAIPUR	2328 D	NAWALGARH	COORDINATOR IGNOU SPL. STUDY CENTRE-RA SETH G.B. PODAR COLLEGE RAMBILAS PODAR ROAD NAWALGARH 333042 RAJASTHAN
133.	JAIPUR	2321 D	JODHPUR	COORDINATOR IGNOU SPL. STUDY CENTRE-RA AB MEMORIAL SECONDARY SCHOOL E-43, SHASTRI NAGAR JODHPUR, RAJASTHAN
134.	JAIPUR	2370	PRATAPGARH	COORDINATOR IGNOU SPL. STUDY CENTRE-RA GOVT. PG COLLEGE DIST PRATAPGARH RAJASTHAN
135.	JAIPUR	23102	JAIPUR	COORDINATOR IGNOU SPL. STUDY CENTRE VIVEKANANDA INST. PROF. STUDIES VIPS 178, ANAND NAGAR SIRSI ROAD KHATIPURA JAIPUR 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

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
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)
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



**REGIONWISE LIST OF STUDY CENTRES – Contd.**

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
147.	KARNAL	1013	JIND	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE JIND 126102 (HARYANA)
148.	KHANNA	2204	BHATINDA	COORDINATOR IGNOU STUDY CENTRE MGDAV COLLEGE BHILWADA ROAD BHATINDA 151001 PUNJAB
149.	KHANNA	2205	AMRITSAR	COORDINATOR IGNOU STUDY CENTRE DAV COLLEGE OF EDUCATION AMRITSAR 143001 PUNJAB
150.	KHANNA	2206	LUDHIANA	COORDINATOR IGNOU STUDY CENTRE GURU NANAK GIRLS COLLEGE MODEL TOWN LUDHIANA 141008 PUNJAB
151.	KHANNA	2211	KHANNA	COORDINATOR IGNOU STUDY CENTRE A.S. COLLEGE SAMRALA ROAD, KHANNA LUDHIANA 141402 PUNJAB
152.	KHANNA	2212	JALANDHAR CITY	COORDINATOR IGNOU STUDY CENTRE DOBA COLLEGE, TANDA ROAD JALANDHAR CITY PUNJAB
153.	KHANNA	2225	MANSA	COORDINATOR IGNOU STUDY CENTRE NEHRU MEMORIAL GOVT. COLLEGE MANSA, DT. MANSA-151505 PUNJAB
154.	KOHIMA	2001	KOHIMA	COORDINATOR IGNOU STUDY CENTRE NAGALAND COLLEGE OF EDUCATION DEPARTMENT OF EDUCATION KOHIMA 797001 NAGALAND

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
155.	KOLKATA	2801	KOLKATA	COORDINATOR IGNOU STUDY CENTRE ISHWAR CHANDRA PATHABHAVAN 299 ACHARYA PRAFULA CHANDRA RD KOLKATA 700009 WEST BENGAL
156.	KOLKATA	2802	KOLKATA	COORDINATOR IGNOU STUDY CENTRE ST. XAVIER'S COLLEGE 30 PARK STREET KOLKATA 700016 WEST BENGAL
157.	KOLKATA	2803	KANCHRAPARA	COORDINATOR IGNOU STUDY CENTRE RAILWAY TECHNICAL SCHOOL KANCHRAPARA 24 PARGANAS (N) 743145 WEST BENGAL
158.	KOLKATA	2804	KOLKATA	COORDINATOR IGNOU STUDY CENTRE ASWINI DATTA MEMORIAL COLLEGE 94/2, PARK CIRCUS KOLKATA 700017 WEST BENGAL
159.	KOLKATA	2814	KOLKATA	COORDINATOR IGNOU STUDY CENTRE DINABANDHU ANDREWS COLLEGE GARIA P.O. KOLKATA 700084 WEST BENGAL
160.	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
161.	KOLKATA	2854 D	DURGAPUR	COORDINATOR IGNOU SPL. STUDY CENTRE DURGAPUR SOCIETY OF MGT.SCIENC DR. ZAKIR HUSSAIN AVENUE BIDHANNAGAR DURGAPUR 713206 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
162.	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
163.	KOLKATA	28125 P	JADAVPUR	COORDINATOR IGNOU PROG STUDY CENTRE DIVINE INSPIRATION 149, REGENT ESTATE LAYELKA JADAVPUR KOLKATA, WEST NENGAL
164.	KOLKATA	28126 P	BENTINCK STREET	COORDINATOR IGNOU PROG STUDY CENTRE PRAFULLA KANAN DESHAPRIYA VIDYAMANDIR (H.S.) KRISHNAPUR VIP ROAD, KESTOPUR KOLKATA WEST BENGAL-700101
165.	KORAPUT	44004 P	KORAPUT	COORDINATOR IGNOU PROG STUDY CENTRE CHRIST COLLEGE JAGDALPUR, DISTT. BASTAR CHHATTISGARH-494001
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	2704	BAREILLY	COORDINATOR IGNOU STUDY CENTRE BAREILLY COLLEGE P.O. BOX NO. 15, BAREILLY UTTAR PRADESH-243005
169.	LUCKNOW	2706	KANPUR	COORDINATOR IGNOU STUDY CENTRE P.P.N. COLLEGE 96/12, MG MARG KANPUR 208001 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
170.	LUCKNOW	2712	JHANSI	COORDINATOR IGNOU STUDY CENTRE BIPIN BIHARI PG COLLEGE JHANSI 284001 UTTAR PRADESH
171.	LUCKNOW	2710	SULTANPUR	COORDINATOR IGNOU STUDY CENTRE KAMALA INSTT. OF PHY. & SOCIAL SCIENCE SULTANPUR 228118 UTTAR PRADESH
172.	LUCKNOW	2720	LUCKNOW	COORDINATOR IGNOU STUDY CENTRE LUCKNOW CHRISTIAN COLLEGE DEPTT. OF CHEMISTRY LUCKNOW 226018 UTTAR PRADESH
173.	LUCKNOW	2724	MANAKAPUR	COORDINATOR IGNOU RECOG. STUDY CENTRE INDIA TELEPHONES INDIA LTD. E.S.S. PROJECT MANAKAPUR 271308 UTTAR PRADESH
174.	LUCKNOW	2742 R	RAIBARELI	COORDINATOR IGNOU RECOG. STUDY CENTRE NTPC LIMITED UNCHA HAR RAIBARELI 229406 UTTAR PRADESH
175.	LUCKNOW	2793	AYOTHYA	COORDINATOR IGNOU STUDY CENTRE K.S. SAKET P.G. COLLEGE AYODHYA FAIZABAD 224123 UTTAR PRADESH
176.	LUCKNOW	2767	BANDA	COORDINATOR IGNOU STUDY CENTRE JAWAHAR LAL NEHRU (PG) COLLEGE BANDA UTTAR PRADESH-210001
177.	MADURAI	2503	MADURAI	COORDINATOR IGNOU STUDY CENTRE THYAGARAJAR COLLEGE POST BOX NO. 107 139-140 KAMARAJAR SALAI MADURAI, TAMILNADU-625002

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
178.	MADURAI	2507	TUTICORIN	COORDINATOR IGNOU STUDY CENTRE V.O.C. COLLEGE PALAYAMKOTAI ROAD TUTICORIN 628008 TAMIL NADU
179.	MADURAI	2551	POLLACHI	COORDINATOR IGNOU STUDY CENTRE SREE RAMU COLL OF ARTS & SCI. ALIYAR ROAD, POLLACHI DISTT. COIMBATORE, TAMILNADU
180.	MADURAI	2502	COIMBATORE	COORDINATOR IGNOU STUDY CENTRE G.R.D. COLLEGE OF ARTS & SCI. AVANASHI ROAD CIVIL AERODROME POST COIMBATORE TAMILNADU
181.	MADURAI	2504	TIRUCHIRAPALLY	COORDINATOR IGNOU STUDY CENTRE BISHOP HEBER COLLEGE PO BOX 615, TIRUCHIRAPALLY TAMILNADU
182.	MADURAI	43015	MADURAI	COORDINATOR IGNOU MODEL STUDY CENTRE C.S.I. INSTITUTIONAL CAMPUS PASUMALAI, MADURAI TAMILNADU-625004
183.	MUMBAI	1601	MUMBAI	COORDINATOR IGNOU STUDY CENTRE KJS COLLEGE OF EDUCATION T & R VIDYANAGAR, VIDYA VIHAR GHATKOPAR (E) MUMBAI 400077 MAHARASHTRA
184.	MUMBAI	1603	MUMBAI	COORDINATOR IGNOU STUDY CENTRE SATHAYE COLLEGE DIXIT ROAD, VILE PARLE (E) MUMBAI 400057 MAHARASHTRA
185.	MUMBAI	1604	MUMBAI	COORDINATOR IGNOU STUDY CENTRE KET'S VG VAZE COLLEGE MITHAGAR ROAD, MILAND (E) MUMBAI 400081 MAHARASHTRA

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

<b>Sl. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>ADDRESS OF THE IGNOU STUDY CENTRE</b>
186.	MUMBAI	1615 R	TARAPUR	COORDINATOR IGNOU RECOG. STUDY CENTRE SHRI G.A. LOKSEVA NIDHI P/17, MIDC, TARAPUR 401506 MAHARASHTRA
187.	MUMBAI	1629 R	VASIND	COORDINATOR IGNOU RECOG. STUDY CENTRE JINDAL IRON AND STEEL CO. LTD. VASIND VILLAGE, SHAHPUR TALUK THANE DISTRICT 421604 MAHARASHTRA
188.	MUMBAI	1632	MUMBAI	COORDINATOR IGNOU STUDY CENTRE MAHATMA EDUCATION SOCIETY COMPOSITE COLLEGE CAMPUS PLOT # 10, SECTOR 16, PODI # 2 NEW PANVEL 410206 MAHARASHTRA
189.	MUMBAI	1666	MUMBAI	COORDINATOR IGNOU STUDY CENTRE ICFAI BUSINESS SCHOOL 71, NIRLON COMPLEX WESTERN EXPRESS HIGHWAY GOREGAON (E), MUMBAI 400063 MAHARASHTRA
190.	NAGPUR	1607	NAGPUR	COORDINATOR IGNOU STUDY CENTRE NAGPUR UNIVERSITY GURU NANAK BHAWAN NAGPUR 440001 MAHARASHTRA
191.	NAGPUR	1613	NANDED	COORDINATOR IGNOU STUDY CENTRE PRATIBA NIKETAN MAHA VIDYALAYA, PANDAGHAT ROAD VAZIRABAD, NANDED MAHARASHTRA
192.	NAGPUR	1614	CHANDRAPUR	COORDINATOR IGNOU STUDY CENTRE CHANDRAPUR ENGINEERING COLLEGE BABUPETH CHANDRAPUR 442403 MAHARASHTRA
193.	NOIDA	2798	BARAUT	COORDINATOR IGNOU STUDY CENTRE J.V. POST GRADUATE COLLEGE BARAUT, BAGHPAT UTTAR PRADESH-250611

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
194.	NOIDA	2761	HAPUR	COORDINATOR IGNOU STUDY CENTRE S.S.V. (P.G.) COLLEGE HAPUR, DISTT. GHAZIABAD UTTAR PRADESH
195.	NOIDA	2707	MODI NAGAR	COORDINATOR IGNOU STUDY CENTRE M.M.P.G. COLLEGE DODI NAGAR, GHAZIABAD UTTAR PRADESH-201204
196.	NOIDA	2718	GHAZIABAD	COORDINATOR IGNOU STUDY CENTRE M.M.H. COLLEGE GHAZIABAD UTTAR PRADESH-201001
197.	NOIDA	2728	MEERUT	COORDINATOR IGNOU STUDY CENTRE MEERUT COLLEGE, MEERUT UTTAR PRADESH-250001
198.	NOIDA	2730 R	GHAZIABAD	COORDINATOR IGNOU RECOG. STUDY CENTRE N.T.P.C., VIDYUT NAGAR GAUTAM BUDH NAGAR, BHAZIADAD UTTAR PRADESH-201001
199.	NOIDA	2739	NOIDA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT PG COLLEGE SECTOR-39, NOIDA UTTAR PRADESH-201303
200.	NOIDA	2799	MEERUT	COORDINATOR IGNOU STUDY CENTRE D.N. POST GRADUATE COLLEGE MEERUT UTTAR PRADESH-25005
201.	PANAJI	1312	KARWAR	COORDINATOR IGNOU STUDY CENTRE BGVS ARTS, COMMERCE & SCI. COLL. SADASHIVGAD, KARWAR KARNATAKA
202.	PANAJI	0801	COMBA	COORDINATOR IGNOU STUDY CENTRE SH. DAMODAR COLL. OF COM & ECO. P.B. NO. 347, TANSOR, COMBA GOA-MARGAON 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
203.	PANAJI	1303	DHARWAD	COORDINATOR IGNOU STUDY CENTRE J.S.S. COLLEGE VIDYAGIRI, DHARWAD KARNATAKA
204.	PATNA	0501	PATNA	COORDINATOR IGNOU STUDY CENTRE VANIJYA MAHAVIDYALAYA PATNA COLLEGE CAMPUS PATNA 800005 (BIHAR)
205.	PATNA	0587 R	DEEPTI NAGAR KAHALGAON	COORDINATOR IGNOU STUDY CENTRE NTPC LTD. KAHLGAON SUPR THERMAL POWER PRJT P.O. DEEPTI NAGAR KAHALGAON DIST. BHAGALPUR-813214
206.	PUNE	1602	PUNE	COORDINATOR IGNOU STUDY CENTRE SYMBIOSIS INTERNATL. CUL & CEN SENAPATI BAPAT ROAD PUNE 411004 MAHARASHTRA
207.	PUNE	1605	SATARA	COORDINATOR IGNOU STUDY CENTRE D.G. DEGREE COLL. OF COMMERCE LECTURER IN ECONOMICS SATARA 415001 MAHARASHTRA
208.	PUNE	1606	KOLHAPUR	COORDINATOR IGNOU STUDY CENTRE C.S. CENTRAL INST OF BUSINESS ECONOMICS & RESEARCH UNIVERSITY ROAD KOLHAPUR 416004 MAHARASHTRA
209.	PUNE	1608	NASIK	COORDINATOR IGNOU STUDY CENTRE KTHM COLLEGE GANGAPUR ROAD SHIVAJI NAGAR NASIK 422002 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
210.	PUNE	1610	AURANGABAD	COORDINATOR IGNOU STUDY CENTRE VIVEKANAND ARTS & SDS COM. COL SAMRAT NAGAR AURANGABAD 431001 MAHARASHTRA
211.	PUNE	1611	JALGAON	COORDINATOR IGNOU STUDY CENTRE NORTH MAHARASHTRA UNIVERSITY BLOCK NO. 125, ADMN. BLDG. P.B. NO. 80 JALGAON 425001 MAHARASHTRA
212.	RAIPUR	1503	DURG	COORDINATOR IGNOU STUDY CENTRE GOVT. ARTS & SCI. COLLEGE DURG 491002 CHHATTISGARH
213.	RAIPUR	1505	BILASPUR	COORDINATOR IGNOU STUDY CENTRE GOVT. E RAGHAVENDRA RAO PG COLLEGE, SEEPAT ROAD BILASPUR CHHATTISGARH-495001
214.	RAIPUR	1510	RAIPUR	COORDINATOR IGNOU STUDY CENTRE PT. RAVI SHANKAR SHUKLA UNIV. ARTS BLOCK EXTN. (RIGHT WING) RAIPUR 492010 CHHATTISGARH
215.	RAIPUR	1517 R	KORBA	COORDINATOR IGNOU RECOG. STUDY CENTRE N.T.P.C. TRAINING CENTRE PRAGATI NAGAR PO KORBA 495450 CHHATTISGARH
216.	RAIPUR	3504	DHAMTARI	COORDINATOR IGNOU STUDY CENTRE GOVT POST GRADUATE COLLEGE DHAMTARI 493773 CHHATTISGARH
217.	RAIPUR	3507	CHAMPA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE CHAMPA 495671 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
218.	RAIPUR	3510	RAJNANDGAON	COORDINATOR IGNOU STUDY CENTRE GOVT. DIGVIJAYA COLLEGE RAJNANDGAON 491441 CHATTISGARH
219.	RAIPUR	3514	KORBA	COORDINATOR IGNOU STUDY CENTRE GOVT. P.G. COLLEGE RAJGAMAR ROAD KORBA, CHATTISGARH
220.	RAJKOT	0923	ADIPUR	COORDINATOR IGNOU STUDY CENTRE TOLANI COMMERCE COLLEGE P.B.N. 27 (KUTCH) ADIPUR GUJARAT
221.	RAJKOT	0903	RAJKOT	COORDINATOR IGNOU STUDY CENTRE ATMIYA INSTITUTE OF TEC. & SCI. KALAWAD ROAD, RAJKOT GUJARAT
222.	RANCHI	0502	JAMSHEDPUR	COORDINATOR IGNOU STUDY CENTRE JAMSHEDPUR COOPERATIVE COLLEGE JAMSHEDPUR JHARKHAND
223.	RANCHI	0503	DHANBAD	COORDINATOR IGNOU STUDY CENTRE P.K. ROY MEMORIAL COLLEGE SERAIIDHELA, DHANBAD 826001 JHARKHAND
224.	RANCHI	0507	BOKARO	COORDINATOR IGNOU STUDY CENTRE EDN. & RESEARCH TRUST (NIPM) NEW ADMN. BUILDING III/B SCHOOL BOKARO STEEL CITY BOKARO 827006 JHARKHAND
225.	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
226.	RANCHI	0528	HAZARIBAGH	COORDINATOR IGNOU STUDY CENTRE ST. COLUMBA'S COLLEGE P.O. COLLEGE MORE HAZARIBAGH 825301 JHARKHAND
227.	SHILLONG	1801	SHILLONG	COORDINATOR IGNOU STUDY CENTRE NORTH EASTERN HILL UNIVERSITY BIJNI COMPLEX, LAITUMKHRAH SHILLONG 793003 MEGHALAYA
228.	SHIMLA	1102	MANDI	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE MANDI 175001 HIMACHALA PRADESH
229.	SHIMLA	1103	SOLAN	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE SOLAN 173212 HIMACHALA PRADESH
230.	SHIMLA	1104	HAMIRPUR	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE HAMIRPUR 177005 HIMACHALA PRADESH
231.	SHIMLA	1105	DHARAMSHALA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE DEPT. OF CHEMISTRY DHARAMSHALA 177005 HIMACHALA PRADESH
232.	SHIMLA	1106	CHAMBA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE CHAMBA 176310 HIMACHALA PRADESH
233.	SHIMLA	1108	NAHAN	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE NAHAN 173001 HIMACHALA 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
234.	SHIMLA	1109	UNA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE UNA 174303 HIMACHAL PRADESH
235.	SHIMLA	1113	BILASPUR	COORDINATOR IGNOU STUDY CENTRE GOVT. P.G. COLLEGE BILASPUR 174001 HIMACHAL PRADESH
236.	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
237.	SHIMLA	1127 D	SOLAN	COORDINATOR IGNOU SPL. STUDY CENTRE-RA LORD MAHAVIRA STUDY CENTRE ROPAR ROAD NALAGARH, SOLAN HIMACHAL PRADESH
238.	SILIGURI	2805	SILIGURI	COORDINATOR IGNOU STUDY CENTRE ADARSH MAHAVIDYALAYA SEVOKE ROAD SILIGURI 734401 WEST BENGAL
239.	SRINAGAR	1202	SRI NAGAR	COORDINATOR IGNOU STUDY CENTRE GOVT. AMAR SINGH COLLEGE GOGJI BAGH SRI NAGAR 190008 JAMMU & KASHMIR
240.	SRINAGAR	1209	SRI NAGAR	COORDINATOR IGNOU STUDY CENTRE SHRI PRATAP SINGH COLLEGE MAULANA AZAD ROAD SRI NAGAR 190001 JAMMU & KASHMIR
241.	SRINAGAR	1236	BARAMULLA	COORDINATOR IGNOU STUDY CENTRE GOVT. DEGREE COLLEGE (BOYS) KHOJABAGH, TEHSIL BARAMULLA BARAMULLA 193101 JAMMU & KASHMIR

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

SI. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
242.	TRIVANDRUM	1464	TRIVANDRUM	COORDINATOR IGNOU STUDY CENTRE C ACHYUTHA MENON STUDY CENTRE & LIBRARY POOJAPPURA THIRUVANANTHAPURAM (KERALA)
243.	TRIVANDRUM	1473	TRIVANDRUM	COORDINATOR IGNOU STUDY CENTRE BIAR, SANSKRITI CANE BPO LANE TRIVANDRUM, KERALA
244.	TRIVANDRUM	2511	NAGERCOIL	COORDINATOR IGNOU STUDY CENTRE S.T. HINDU COLLEGE NAGERCOIL TAMILNADU-62902
245.	VARANASI	2709	GORAKHPUR	COORDINATOR IGNOU STUDY CENTRE GORAKHPUR UNIVERSITY DEPARTMENT OF PHYSICS GORAKHPUR 273009 UTTAR PRADESH
246.	VARANASI	2708	VARANASI	COORDINATOR IGNOU STUDY CENTRE UDAI PRATAP PG COLLEGE VARANASI 221002 UTTAR PRADESH
247.	VARANASI	2722 R	SHAKTINAGAR	COORDINATOR IGNOU RECOG. STUDY CENTRE N.T.P.C. SHAKTINAGAR 231222 UTTAR PRADESH
248.	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
249.	VARANASI	2745	JAUNPUR	COORDINATOR IGNOU STUDY CENTRE VBS PURVANCHAL UNIVERSITY SHAHGANJ ROAD JAUNPUR 222002 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
250.	VARANASI	27109	VARANASI	COORDINATOR IGNOU STUDY CENTRE BANARAS HINDU UNIVERSITY VARANASI UTTAR PRADESH
251.	VARANASI	48012	VARANASI	COORDINATOR IGNOU STUDY CENTRE MICROTEK COLLEGE OF MANAGEMENT & TECHNOLOGY C-27-279 A-2 MALDAHIYA VARANASI UTTAR PRADESH
252.	VIJAYAWADA	0148	KHAMMAN	COORDINATOR IGNOU STUDY CENTRE KAVITHA MEMORIAL DEG. COLLEGE N.S.T. ROAD, KHAMMAN ANDHRA PRADESH
253.	VIJAYAWADA	0102	NELLORE	COORDINATOR IGNOU STUDY CENTRE V.R. COLLEGE, NELLORE ANDHRA PRADESH
254.	VIJAYAWADA	0103	VIJAYAWADA	COORDINATOR IGNOU STUDY CENTRE KBN COLLEGE, KOTHAPETA VIJAYAWADA ANDHRA PRADESH
255.	VIJAYAWADA	0104	GUNTUR	COORDINATOR IGNOU STUDY CENTRE TIPS COLLEGE RING ROAD, GUNTUR ANDHRA PRADESH
256.	VIJAYAWADA	0109	VISAKHAPATNAM	COORDINATOR IGNOU STUDY CENTRE DR. L. BULLAYA COLLEGE VISHKHAPATNAM ANDHRA PRADESH
257.	VIJAYAWADA	0110	KAKINADA	COORDINATOR IGNOU STUDY CENTRE IDEAL COLLEGE OF ARTS & SCIENCE KAKINADA ANDHRA 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	<b>COORDINATOR</b> IGNOU - ARMY RECOG. STUDY CENTRE EASTERN COMMAND HRDC C/O 101 AREA, C/O 99 APO
2.	HQ EASTERN COMMAND	5102	<b>COORDINATOR</b> IGNOU - ARMY RECOG. STUDY CENTRE HQ 3 CORPS HRDC C/O 99 APO
3.	HQ EASTERN COMMAND	5103	<b>COORDINATOR</b> IGNOU - ARMY RECOG. STUDY CENTRE HQ 4 CORPS HRDC C/O 99 APO
4.	HQ EASTERN COMMAND	5104	<b>COORDINATOR</b> IGNOU - ARMY RECOG. STUDY CENTRE HQ 33 CORPS HRDC C/O 56 APO
5.	HQ WESTERN COMMAND	5201	<b>COORDINATOR</b> IGNOU - ARMY RECOG. STUDY CENTRE WESTERN COMMAND HRDC C/O HQ WESTERN COMMAND (EDN) CHANDIMANDIR
6.	HQ WESTERN COMMAND	5202	<b>COORDINATOR</b> IGNOU - ARMY RECOG. STUDY CENTRE HQ 2 CORPS HRDC C/O 56 APO
7.	HQ WESTERN COMMAND	5203	<b>COORDINATOR</b> IGNOU - ARMY RECOG. STUDY CENTRE HQ 10 CORPS HRDC C/O 56 APO
8.	HQ WESTERN COMMAND	5205	<b>COORDINATOR</b> HQ 9 CORPS 32 HUMAN RESOURCE DEVELOPMENT 56, APO-908509, CHANDIGARH
9.	HQ CENTRAL COMMAND	5301	<b>COORDINATOR</b> IGNOU - ARMY RECOG. STUDY CENTRE CENTRAL COMMAND HRDC-1 C/O HQ CENTRAL COMMAND (EDN) LUCKNOW - 226002.
10.	HQ CENTRAL COMMAND	5302	<b>COORDINATOR</b> IGNOU - ARMY RECOG. STUDY CENTRE 1, SIGNAL TRAINING CENTRE JABALPUR - 482001
11.	IAEP-LUCKNOW	5305	<b>COORDINATOR</b> IAER - ARMY RECOG. STUDY CENTRE HRDC HEAD QUARTERS DENGAL ENGINEER GROUP & CENTRE, ROORKEE CANTT UTTARAKHAND-247667

**IGNOU—ARMY RECOGNIZED STUDY CENTRES – Contd.**

SL.NO.	RECOG. REGIONAL CENTRE	SC CODE	ADDRESS OF THE ARMY RECOGNIZED STUDY CENTRE
12.	HQ SOUTHERN COMMAND	5401	<b>COORDINATOR</b> IGNOU - ARMY RECOG. STUDY CENTRE SOUTHERN COMMAND HRDC-II C/O HQ SOUTHERN COMMAND (EDN) PUNE
13.	HQ SOUTHERN COMMAND	5402	<b>COORDINATOR</b> IGNOU - ARMY RECOG. STUDY CENTRE HQ 12 CORPS HRDC C/O 56 APO
14.	HQ SOUTHERN COMMAND	5403	<b>COORDINATOR</b> IGNOU - ARMY RECOG. STUDY CENTRE HQ 21 CORPS HRDC C/O 56 APO
15.	HQ SOUTHERN COMMAND	5404	<b>COORDINATOR</b> IGNOU - ARMY RECOG. STUDY CENTRE SOUTH ERN COMMAND HRDC-1 C/O BEG & CENTRE, KIRKEE, PUNE
16.	HQ SOUTHERN COMMAND	5405	<b>COORDINATOR</b> IGNOU - ARMY RECOG. STUDY CENTRE BIRCHGUNT SOUTH ANDAMAN & NICOBAR, ISLANDS
17.	IAEP - PUNE	5406	<b>COORDINATOR</b> IGNOU - ARMY RECOG. STUDY CENTRE HQ 31 ARMOURED DIVISION C/O 56, APO 908431
18.	HQ NORTHERN COMMAND	5501	<b>COORDINATOR</b> IGNOU - ARMY RECOG. STUDY CENTRE NORTHERN COMMAND HRDC C/O HQ NORTHERN COMMAND (EDN) C/O 56 APO
19.	HQ NORTHERN COMMAND	5502	<b>COORDINATOR</b> IGNOU - ARMY RECOG. STUDY CENTRE 29 INF DIV HRDC C/O 56 APO
20.	HQ NORTHERN COMMAND	5503	<b>COORDINATOR</b> IGNOU - ARMY RECOG. STUDY CENTRE HQ 15 CORPS HRDC C/O 56 APO
21.	HQ NORTHERN COMMAND	5504	<b>COORDINATOR</b> IGNOU - ARMY RECOG. STUDY CENTRE HQ 16 CORPS HRDC C/O 56 APO
22.	HQ NORTHERN COMMAND	5505	<b>COORDINATOR</b> 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	<b>COORDINATOR</b> IGNOU – NAVY RECOG. STUDY CENTRE NAU SENA BAUGH II NARAINA, DELHI CANTT. NEW DELHI – 110 010.
2.	HQ, WESTERN NAVAL COMMAND	7201	<b>COORDINATOR</b> IGNOU – NAVY RECOG. STUDY CENTRE 2ND FLOOR, TARANG NEW NAVY NAGAR MUMBAI - 400005.
3.	HQ, EASTERN NAVAL COMMAND	7301	<b>COORDINATOR</b> IGNOU – NAVY RECOG. STUDY CENTRE NAVY CHILDREN SCHOOL GANDHI GRAM P.O. VISAKHAPATNAM – 530005
4.	HQ, SOUTHERN NAVAL COMMAND	7401	<b>COORDINATOR</b> 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	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE ARASU, HAPPY VALLEY C/O ASSAM RIFLES ADMINISTRATIVE UNIT HAPPY VALLEY SHILLONG – 07
2.	SHILLONG	8102	<b>COORDINATOR</b> 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	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 7 ASSAM RIFLES C/O 7 ASSAM RIFLES C/O 99 APO
4.	SHILLONG	8104	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 6 ASSAM RIFLES C/O 6 ASSAM RIFLES C/O 99 APO
5.	SHILLONG	8105	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 29 ASSAM RIFLES C/O 29 ASSAM RIFLES C/O 99 APO
6.	SHILLONG	8106	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 26 ASSAM RIFLES C/O 26 ASSAM RIFLES C/O 99 APO
7.	SHILLONG	8107	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 27 ASSAM RIFLES C/O 27 ASSAM RIFLES C/O 99 APO
8.	SHILLONG	8108	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 31 ASSAM RIFLES C/O 31 ASSAM RIFLES C/O 99 APO
9.	SHILLONG	8109	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 2 ASSAM RIFLES C/O 2 ASSAM RIFLES C/O 99 APO
10.	SHILLONG	8110	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 14 ASSAM RIFLES C/O 14 ASSAM RIFLES C/O 99 APO
11.	SHILLONG	8111	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 34 ASSAM RIFLES C/O 34 ASSAM RIFLES C/O 99 APO
12.	SHILLONG	8112	<b>COORDINATOR</b> 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	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 12 ASSAM RIFLES C/O 12 ASSAM RIFLES C/O 99 APO
14.	SHILLONG	8114	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 33 ASSAM RIFLES C/O 33 ASSAM RIFLES C/O 99 APO
15.	SHILLONG	8115	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 21 ASSAM RIFLES C/O 21 ASSAM RIFLES C/O 99 APO
16.	SHILLONG	8116	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE HQ B RANGE AR C/O HQ B RANGE ASSAM RIFLES C/O 99 APO
17.	SHILLONG	8117	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 25 ASSAM RIFLES C/O 25 ASSAM RIFLES C/O 99 APO
18.	SHILLONG	8118	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 8 ASSAM RIFLES C/O 8 ASSAM RIFLES C/O 99 APO
19.	SHILLONG	8119	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 1 ASSAM RIFLES C/O 1 ASSAM RIFLES C/O 99 APO
20.	SHILLONG	8120	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 19 ASSAM RIFLES C/O 19 ASSAM RIFLES C/O 99 APO
21.	SHILLONG	8121	<b>COORDINATOR</b> 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	<b>COORDINATOR</b> 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	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 22 ASSAM RIFLES C/O 22 ASSAM RIFLES C/O 99 APO
24.	SHILLONG	8124	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 23 ASSAM RIFLES C/O 23 ASSAM RIFLES C/O 99 APO
25.	SHILLONG	8125	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE ARTC & S, DIMAPUR C/O ASSAM RIFLES TRAINING CENTRE & SCHOOL DIMAPUR NAGALAND
26.	SHILLONG	8127	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 4 ASSAM RIFLES C/O 4 ASSAM RIFLES C/O 99 APO
27.	SHILLONG	8128	<b>COORDINATOR</b> IGNOU – ASSAM RIFLES RECOG. STUDY CENTRE 24 ASSAM RIFLES C/O 24 ASSAM RIFLES C/O 99 APO
28.	SHILLONG	8130	<b>COORDINATOR</b> 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 <b>Ph.Off.</b> : 0361 – 453293/453641 <b>Fax</b> : 0361 - 264892	MP
2.	KHANNA	10A0	PI COORDINATOR - 10A0 D.A.V. COLLEGE OF COMMUNICATION & EDUCATION ADMINISTRATION SECTOR 8-C CHANDIGARH - 160018 CHANDIGARH <b>Ph.Off.</b> : 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 <b>Ph.Off.</b> : 0612 – 220647/222919 <b>Fax</b> : 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, TRIPURA <b>Ph.Off:</b> 0381-2516715 / 2516266 <b>Fax:</b> 0381-2516714 <b>Email:</b> rd_agartala@rediffmail.com rcagartala@ignou.ac.in	STATE OF TRIPURA
2.	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI, AHMEDABAD - 382481 GUJARAT <b>Ph.Off:</b> 02717-242975-242976 <b>Fax:</b> 02717-241580 <b>Email:</b> rcahmedabad@ignou.ac.in	STATE OF GUJARAT (EXCEPT DISTRICTS COVERED UNDER REGIONAL CENTRE RAJKOT), UNION TERRITORY OF DAMAN, DIU, DADRA & NAGAR HAVELI
3.	AIZWAL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIYA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMCA OFF.) AIZAWL - 796001, MIZORAM <b>Ph.Off:</b> 0389-2311692 / 2311693 <b>Fax:</b> 0389-2311789 <b>Email:</b> rcaizwal@ignou.ac.in	STATE OF MIZORAM
4.	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD ALIGARH-202002 UTTAR PRADESH <b>Ph.Off:</b> 0571-2700120 / 2701365 <b>Email:</b> ignousrcaligarh@yahoo.com : rcaligarh@ignou.ac.in	DISTRICTS OF U.P. ETAH, KASGANJ, FIROZABAD, RAMPUR, ALIGARH, HATHRAS, BADAUN, AGRA, BULANDSHAHAR, MORADABAD, MAINPURI, ETAWAH, MATHURA & J P NAGAR
5.	BANGALORE	13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE-560 070 KARNATAKA <b>Ph.Off:</b> 080-26657376 / 26654747 / 26639711 <b>Fax:</b> 080-26644848 <b>Email:</b> rcbangalore@ignou.ac.in ignourcblr@gmail.com	STATE OF KARNATAKA (EXCEPT THE DISTRICTS OF DHARWAD, BELGAUM AND UTTARA KANNADA)

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

SL. NO.	REGIONAL CENTRE	RC CODE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
6.	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE	STATE OF BIHAR COVERING DISTRICTS KISHANGANJ, ARARIA KATHIHAR, PURNEA BHAGALPUR, BANKA, MUNGER, KHAGARIA MADHEPURA
7.	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3 RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR. BHOPAL - 462 016 MADHYA PRADESH  <b>Ph.Off:</b> 0755-2578455 / 2578452 <b>Fax:</b> 0755-2578454 <b>Email:</b> ignoubhopal@rediffmail.com ignou_bhopal@yahoo.com rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (EXCEPT FOR DISTRICTS MENTIONED UNDER RC JABALPUR)
8.	BHUBANESHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA <b>Ph.Off:</b> 0674-2301348 / 2301250 / 2301352 <b>Fax:</b> 0674-2300349 <b>Email:</b> rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (EXCEPT THE DISTRICTS MENTIONED UNDER REGIONAL CENTRE KORAPUT)
9.	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO-208 SECTOR - 14 PANCHKULA-134002 HARYANA <b>Ph.:</b> 07172-2590208 <b>Email:</b> ignouch@gmail.com rcchandigarh@ignou.ac.in	CHANDIGARH UT. DIST. RUPNAGAR, PATIALA, MOHALI AND FATEHGARH SAHIB OF PUNJAB AND DIST. PANCHKULA AND AMBALA OF HARYANA
10.	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI - 600 113 TAMIL NADU  <b>Ph.Off:</b> 044-22541919 / 22542727 / 22542121 <b>Fax:</b> 044-22542828 <b>Email:</b> rcchennai@ignou.ac.in	STATE OF TAMIL NADU, DISTRICTS OF CHENNAI, KACHIPURAM, VELLORE, CHENGALPAT, CUDDALORE, VILLUPPURAM, SALEM, NAMAKKAL PERAMBALUR AND TIRUVALLORE, AND UNION TERRITORY OF PONDICHERY

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

SL. NO.	REGIONAL CENTRE	RC CODE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
11.	COCHIN	14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA  <b>Ph.Off:</b> 0484-2340203 / 2348189 230484-2533021 / 2330891 <b>Fax:</b> 0484-2340204 <b>Email:</b> igrc14@vsnl.net : rccochin@ignou.ac.in	STATE OF KERALA, (EXCLUDING DISTRICTS MENTIONED UNDER RC TRIVANDRUM)
12.	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CAMPUS KAMESHWARA NAGAR NEAR CENTRAL BANK DARBHANGA-846004 BIHAR <b>Ph.:</b> 06272-253719 <b>Fax :</b> 06272-251833 <b>E-mail :</b> srcdarbhanga@yahoo.com antripathi29@rediffmail.com rcdarbhanga@ignou.ac.in	PASCHIM CHAMPARAN GOPALGANJ, SIWAN SARAN, PURBI CHAMPARAN, SHEOHAR MUZAFFARPUR, VAISHALI SITAMARHI, MADHUBANI DARBHANGA, SAMASTIPUR BEGUSARAI, SUPAUL SAHARSA, KHAGARIA (DISTRICTS OF BIHAR)
13.	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA TAPOVAN, RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL <b>Ph.Off:</b> 0135-2789180 <b>Fax:</b> 0135-2789190 <b>Email:</b> rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL, DISTRICTS OF SARANPUR, MUZZAFARNAGAR, BIJNOR, DEHRADUN, HARIDWAR, UTTARAKASHI, SRINAGAR, RUDRA- PRAYAG, KOTDWAR, GOPESHWAR, PITHORA- GARH, CHAMPAWAT, ALMORA, NAINITAL, UDHAMSINGNAGAR, PURI
14.	DELHI-1	07	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE PLOT NO. J-2-1, BLOCK - B1 MOHAN COOPERATIVE IND. ESTATE MATHURA ROAD NEW DELHI-110044, DELHI <b>Ph.Off:</b> 011-26990082, 26990083, 84 <b>Email:</b> rcdelhi@ignou.ac.in	COVERING SOUTH DELHI & PART OF NEW DELHI, MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTN., R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, GREATER KAILASH, MALVIYA NAGAR, BHOGAL, ASHRAM,, HAUZ KHAS, MUNIRKA, OKHLA, SANGAMVIHAR, FRIENDS COLONY, BADARPUR AND DISTT. FARIDABAD OF HARYANA



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

SL. NO.	REGIONAL CENTRE	RC CODE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
15.	DELHI-2	29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI AND DARSHAN SAMITI RAJGHAT NEW DELHI 110002, DELHI <b>Ph.Off:</b> 011-23392376/77 <b>Fax:</b> 011-23392375 <b>Email:</b> ignourd2@ngmail.com rcdelhi2@ignou.ac.in	KARALA, PRAHLADPUR, BANAGAR LIBASPUR, RAMA VIHAR, RANI SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURARI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR
16.	DELHI-3	38	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE F-634-636 PALAM EXTNSION RAM PHAL CHOWK (NEAR SECTOR 7 DWARKA) NEW DELHI-110045 PH.: 011-25088939, 25088944 011-25088983 <b>Email:</b> rcdelhi3@ignou.ac.in	MUNDKA, NANGLOI JAT PEERAGRHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAJAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, DIST. OF GURGAON
17.	GANGTOK	24	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 31 A NATIONAL HIGHWAY 5TH MILE BELOW MANIPAL HOSPITAL TADONG GANGTOK - 737102 SIKKIM  <b>Ph.Off:</b> 03592-270923 / 270364 / 212501 <b>Email:</b> rcgangtok@ignou.ac.in	STATE OF SIKKIM
18.	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. 71, GMC ROAD CHRISTIAN BASTI GUWAHATI-781 003 ASSAM  <b>Ph.Off:</b> 0361-2343785 / 2343786 / 2343771 <b>Fax:</b> 0361-2343784 <b>Email:</b> rcguwahati@ignou.ac.in	STATE OF ASSAM

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

SL. NO.	REGIONAL CENTRE	RC CODE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
19.	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO. 207, KAVURI HILLS, PHASE II NEAR MADHAPUR PS JUBILEE HILLS (P.O.) HYDERABAD - 500 033 (A.P.) <b>Ph.Off:</b> 040-40266470, 40266471 40266479 <b>Fax:</b> 040-40266759 <b>Email:</b> rhyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH, (EXCEPT DISTRICTS COVERED UNDER RC VIJAYAWADA)
20.	IMPHAL	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX POST NORTH AOC IMPHAL - 795001 MANIPUR <b>Ph.Off:</b> 0385-2421190/2421191 <b>Fax:</b> 0385-2421192 <b>Email:</b> ignouimphal@rediffmail.com rcimphal@ignou.ac.in	STATE OF MANIPUR
21.	ITANAGAR	03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCHOOL) NAHARLAGUN, ITANAGAR -791110 ARUNACHAL PRADESH <b>Ph.Off:</b> 0360-2247536 / 2247538 <b>Fax:</b> 0360-2247537 <b>Email:</b> rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH
22.	JABALPUR	41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd FLOOR, RAJ SEKHAR BHAVAN RANI DURGAWATI VISHWAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH <b>Ph.Off:</b> 0761-2609269/2609919 <b>Fax:</b> 0761-2600411 <b>Email:</b> rcjabalpur@ignou.ac.in <b>website:</b> www.ignoujabalpur.in	STATE OF MADHYA PRADESH COVERING DISTRICTS OF JABALPUR, NARSIMHAPUR, CHHINDWARA, SEONI, BALAGHAT, MANDLA, DINDORI, SHAHDOL, UMARIA, KATNI, SIDHI, SINGRAULI AND ANUPPUR
23.	JAIPUR	23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG, MANSAROVAR, JAIPUR - 302 020 RAJASTHAN <b>Ph.Off:</b> 0141-2785750 / 2274292 <b>Fax:</b> 0141-2784043 <b>Email:</b> rcjaipur@ignou.ac.in	STATE OF RAJASTHAN

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

SL. NO.	REGIONAL CENTRE	RC CODE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
24.	JAMMU	12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU 180 001 JAMMU & KASHMIR <b>Ph.Off:</b> 0191-2546529 / 2579572 <b>Fax:</b> 0191-2546995 <b>Email:</b> rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION)
25.	JORHAT	37		
26.	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA <b>Ph.Off:</b> 0184-2271514 / 2260075 <b>Fax:</b> 0184-2255738 <b>Email:</b> rckarnal@ignou.ac.in	STATE OF HARYANA (EXCEPT THE DISTRICTS OF PANCHKULA, AMBALA, GURGAON, AND FARIDABAD)
27.	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING, BULEPUR (DISTRICT LUDHIANA) KHANNA - 141401, PUNJAB <b>Ph.Off:</b> 01628-229994 / 229993 / 237361 <b>Fax:</b> 01628-238284 <b>Email:</b> rckhanna@ignou.ac.in	STATE OF PUNJAB (EXCEPT DISTRICT RUPNAGAR, PATIALA, MOHALI AND FATEHGARH SAHIB)
28.	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR. SEC. SCHOOL ROAD KENDOUZOU KOHIMA - 797001 NAGALAND <b>Ph.Off:</b> 0370-2241903 / 2241904 <b>Fax:</b> 0370-2241905 <b>Email:</b> rd_kohima@rediffmail.com rckohima@ignou.ac.in	STATE OF NAGALAND
29.	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL <b>Ph.Off:</b> 033-23349850/23592719/23589323 (RCL) <b>Fax:</b> 033-23347576 <b>Email:</b> rckolkata@ignou.ac.in	STATE OF WEST BENGAL (EXCEPT THE DISTRICTS MENTIONED AGAINST RC SILIGURI AND RC RAGHUNATHGANJ)

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

SL. NO.	REGIONAL CENTRE	RC CODE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
30.	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DIST. AGRICULTURE OFFICE ROAD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020 ORISSA <b>Ph.Off:</b> 06852-251535 /252982 <b>Email:</b> rckoraput@ignou.ac.in	KORAPUT, NABARANGAPUR, RAYAGADA, MALKANGIRI BALANGIR, SONEPUR KALAHANDI, NUAPADA BOUDH, PHULBANI (PART OF ORISSA) DANTEWADA BASTAR (PART OF CHATTISGARH
31.	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR – H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH <b>Ph.Off:</b> 0522-2745114 / 2745114 / 2746145 <b>Email:</b> rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (EXCEPT THE DISTRICTS UNDER RC, VARANASI, RC, ALIGARH AND RC NOIDA) ALLAHABAD AURAIYA, BAHRAICH BALRAMPUR, BAREILLY BANDA, BARABANKI BAREILLY, BASTI, CHITRAKOOT, FAIZABAD FATEHGARH, FATEHPUR HAMIRPUR, KANNUAJ
32.	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI-6625018 TAMILNADU  <b>Ph.Off:</b> 0452-2380387 <b>Fax:</b> 0452-2380733 <b>Email:</b> ignoumadurai@yahoo.co.in rcmadurai@ignou.ac.in	DISTRICTS OF TAMILNADU BATORE, NILGIRIS, ERODE, KARUR, TANJAVUR, MADURAI, DINDIGUL, TENI, VIRUDUNAGAR, RAMANATHAPURAM, SIVAGANGA, PUDUKKOTTAI THIRUPPUR, TIRUNELVELI, TUTICORIN & TRICHI TIRUVAPUR
33.	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI-81 <b>Ph:</b> 022-25633159 <b>Email:</b> rcmumbai@ignou.ac.in	FOUR DISTRICTS OF MAHARASHTRA : MUMBAI, THANE, RAIGARH AND RATNAGIRI
34.	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14, HINDUSTAN COLOGY AMRAVATI ROAD NAGAPUR 440033 (M) <b>Mobile:</b> 09657339936 0712-2022000 <b>Email:</b> rcnagpur@ignou.ac.in	STATE OF MAHRASHTRA COVERING DISTRICTS AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI (14 DISTRICTS)

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

SL. NO.	REGIONAL CENTRE	RC CODE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
35.	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53, SECTOR 62, INSTITUTIONAL AREA NOIDA-201305 UTTAR PRADESH <b>Ph.Off:</b> 0120-2405012, 2405014 0120-2405013 <b>Email:</b> rcnoida@ignou.ac.in	DISTRICTS OF GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT AND BARAUT
36.	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P & T STAFF QUARTERS ALTO PORVORIM POVORIM - 403521, GOA <b>Ph.Off:</b> 0832-2462315, 2414552 <b>Email:</b> rcpanaji@ignou.ac.in	STATE OF GOA AND DISTRICTS OF DHARWAD, BELGAUM, UTTARA KANNAD (KARNATAKA) AND SINDHUDURG (MAHARASHTRA)
37.	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN PATNA - 800 001, BIHAR <b>Ph.Off:</b> 0612-2221541 / 2221538 <b>Fax:</b> 0612-2221539 <b>Email:</b> repatna@ignou.ac.in	STATE OF BIHAR (EXCEPT FOR THE DISTRICTS UNDER THE JURISDICTION OF RC DARBHANGA)
38.	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR - 744104 ANDAMAN & NICOBAR ISLANDS <b>Ph:</b> 03192-242888/230111 <b>Email:</b> rportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS
39.	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, M.S.F.C. BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA <b>Ph.Off:</b> 020-25671867 <b>Fax:</b> 020-25671864 <b>Email:</b> rcpune@ignou.ac.in	STATE OF MAHARASHTRA NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA AND KOLHAPUR (14 DISTRICTS)
40.	RAGHUNATHGANJ	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE R. NO. 312, SECOND FLOOR NEW ADMINISTRATIVE BUILDING SDO JANGIPUR OFFICE COMPOUND RAGHUNATHGANJ DT. MURSHIDABAD WEST BENGAL-742225 <b>Ph:</b> 033-23349850 / 23592719 <b>Mobile</b> 05222364889	DISTRICTS OF MURSHIDABAD, MALDA AND BIRBHUM

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

SL. NO.	REGIONAL CENTRE	RC CODE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
41.	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR – I SHANKAR NAGAR RAIPUR-492007 CHHATTISGARH <b>Ph.Off:</b> 0771-2428285 / 5056508 <b>Fax:</b> 0771-2445839 <b>Email:</b> rcraipur@ignou.ac.in	STATE OF CHHATTISGARH EXCEPT DISTRICTS OF DANTEWADA & BASTAR
42.	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT-360005 GUJARAT <b>Ph.Off:</b> 0281-2572988 <b>Email:</b> rcrajkot@ignou.ac.in <b>website:</b> www.ignourajkot.org	GUJARAT DISTRICTS OF RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR & DIN
43.	RANCHI	32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI-834022. JHARKHAND <b>Ph.Off:</b> 0651- 2244688/2244699 / 2244677 <b>Fax:</b> 0651-2244400 <b>Email:</b> ignouranchi@yahoo.com rcranchi@ignou.ac.in	STATE OF JHARKHAND
44.	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE, NONGTHYAMMAI NONGSHILLIANG SHILLONG - 793 003 MEGHALAYA <b>Ph.Off:</b> 0364-2521117 / <b>Fax:</b> 0364-2521271 <b>Email:</b> rcshillong@ignou.ac.in	STATE OF MEGHALAYA
45.	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING KHALINI SHIMLA - 171 002 HIMACHAL PRADESH <b>Ph.Off:</b> 0177-2624613 / 2624612 / 2625843 0177-2624611 <b>Email:</b> rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (EXCEPT DISTRICT UNA)

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

SL. NO.	REGIONAL CENTRE	RC CODE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
46.	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NETAJI MORE, SUBHAS PALLY SILIGURI-734006 WEST BENGAL <b>Ph.Off:</b> 0353-2526818 / 2526819 <b>Email:</b> rcsiliguri@ignou.ac.in	WEST BENGAL DISTRICTS OF JALPAIGURI, DARJILING, KOCHBIHAR, UTTAR DINAJPUR, DAKSHIN DINAJPUR AND MALDAH
47.	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANTOO HOUSE, RAJ BAGH (NEAR MASJID AL-FAROOQ) SRINAGAR-190 008, JAMMU & KASHMIR <b>Ph.Off:</b> 0194-2311258 <b>Fax:</b> 0194-2311259 <b>Email:</b> rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION AND LADAKH REGION)
48.	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MEPRAM MANSION CHEKKALAMUKKU SREEKARIYAM TRIVANDRUM-695017 KERALA <b>Mobile:</b> 0944750581 <b>Email:</b> rctrivandrum@ignou.ac.in	THIRUVANANTHAPURAM, KOLLAM AND PATHANAMTHITTA (DISTRICTS OF KERALA) & KANYAKUMARI (DISTRICT OF TAMILNADU)
49.	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN BHU CAMPUS VARANASI-221005 UTTAR PRADESH <b>Ph.Off:</b> 0542-2368022/2368622/2364893 <b>Email:</b> rcvaranasi@ignou.ac.in	DISTRICTS OF UTTAR PRADESH, AMBEDKAR NAGAR, SANT KABIR NAGAR, MAHARAJ GANJ, BALLIA, JAUNPUR, AZAMGARH, GORAKHPUR, DEORIA, KUSHINAGAR, SANT RAVIDAS NAGAR, MIRZAPUR, VARANASI, GHAZIPUR, CHANDAULI, MAUNATHBHANJAN, SONBHADRA
50.	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1st FLOOR SKPVV HINDU HIGH SCHOOL KOTHAPETHA VIJAYAWADA - 520001 ANDHRA PRADESH <b>Ph.Off:</b> 0866-2535959 / 2565353 / 2565253 <b>Email:</b> revijayawada@ignou.ac.in	DISTRICTS OF ANDHRA PRADESH: SRIKULAM, VIZAINAGARAM, VISHAKHAPATNAM, EAST GODAVARI, WEST GODAVARI, KHAMAM, KRISHNA, GUNTUR, PRAKASAM, NELLORE AND CHITTOOR

## 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	KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION FORT WILLIAM HQ EASTERN COMMAND KOLKATA - 700021 WEST BENGAL 033-22222668 rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
2	CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ WESTERN COMMAND CHANDIMANDIR-134107 HARYANA 0172-2589423 (CIVIL) 0712-2589423 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
3	LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE BRIG-( EDN) IAEP, HQ CENTRAL COMMAND LUCKNOW - 226002 UTTAR PRADESH 0522-2482968/2292670 iaeprc53@yahoo.co.in	CENTRAL COMMAND AREA
4	PUNE	54	COL ARUN SARIN REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND C/O 56 APO 020-26102668 020-26102670	SOUTHERN COMMAND AREA
5	UDHAMPUR	55	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992-242486	NORTHERN COMMAND AREA
6	JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH JAIPUR RAJASTHAN 0141-2386 ETN 2668	SOUTH WESTERN 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 (I/C) IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS. MINISTRY OF DEF WEST BLOCK.5, IIND FLR, WING-II RK PURAM, NEW DELHI-110066 DELHI 011-26194686 ,26185299 011-26105067 inpedelhi@rediffmail.com	NAVAL HQS
2	MUMBAI	72	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400023 MAHARASHTRA 022-22688245 022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
3	VISAKHAPATNAM	73	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530014 ANDHRA PRADESH 0891-2812284 0891-2515834 inepu@hotmail.com	HQ EASTERN NAVAL COMMAND
4	KOCHI	74	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682004 (KERALA) 0484-2662515, 2662210, 2661007 0484-2666194 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. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG -11 (MEGHALAYA) 0364-705530/ 705564 0364-705564 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 assignments 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 to you with comments and grade.

The University/Co-ordinator of the Study Centre has the right to 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 the same 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 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 Student Evaluation 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:

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

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 SED 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 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](http://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 Sept to 30th Sept	NIL	IGNOU, Maidan Garhi, New Delhi-110068 or at the concerned Regional Centre
1st April to 20th April	1st Oct to 20th Oct	Rs. 300/-	
21st April to 15th May	21st Oct to 15th Nov.	Rs.500/-	For outside Delhi students (Concerned Regional Centre) For Delhi students (IGNOU, Maidan Garhi, New Delh i- 110068 or concerned Regional Centre)
16th May to 28th May	16th Nov. to 28th Nov.	Rs.1000/-	

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/SE 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](http://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.

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 five 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).**
- 5. You should have paid the examination fee.**

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](http://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 SED 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, SED 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. 500/- 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 Results**

In order to facilitate the students, who have got offer of admission for higher study and/or selected for employment etc. and are required to produce statement of marks/grade cards by a specified given date, which is before the prescribed dates for declaration of the University's results, the University arranges early processing of their answer scripts and declaration of their results. The students are required to apply in prescribed application form with fee of Rs. 700 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. They 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.

Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.

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 given in the student handbook & prospectus and also made available at University's website [www.ignou.ac.in](http://www.ignou.ac.in)

### **Re-evaluation of Answer Script(s)**

The students, who are not satisfied with the marks/grade awarded to them in the 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. 500 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 given in the student handbook & prospectus and also made available at University's website [www.ignou.ac.in](http://www.ignou.ac.in)

### **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, SED 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](http://www.ignou.ac.in).

The students are specifically instructed to send Examination Forms to Registrar, SED 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.

### **Improvement in Division/Class**

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:

- (a) The students of Bachelor's/Master's degree programme, who fall short of 2% marks to secure 2nd and 1st division.
- (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. 500 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 given in this student handbook & prospectus and also available at University's website [www.ignou.ac.in](http://www.ignou.ac.in)



**INTERNAL CREDIT TRANSFER SCHEME FOR FRESH ADMISSION  
TO MANAGEMENT PROGRAMME  
(AFTER EXPIRY OF MAXIMUM DURATION)  
(Effective from Jan. 2011 onwards)**

1. A Student who is not able to complete the Management Programme fully within the maximum stipulated time period i.e., 8 years, will have to take re-admission into the programme and will be allotted a new enrolment number.
2. In this new enrolment number the credits earned by the students in the old enrolment will be fully transferred.
3. The student will have to apply for credit by paying the requisite fee of Rs. 200 per course and filling up the form for fresh admission to Management Programme given on the following page.

Once a student takes fresh admission into the Management Programme, it will be valid for another 8 years. The student will be required to complete all the courses during this time period, as no further fresh admission will be granted after expiry of 16 years. In case, such a student wishes to pursue the programme further, he/she will have to appear in OPENMAT as a fresh candidate and there will be no provision for credit transfer.

However the students who were admitted during 1987-89 will not be required to appear in OPENMAT, if they seek fresh admission in January 2011 onwards.

4. For students who were registered till 1997 and were permitted to complete PGSDM under 3+2 scheme, will have to complete Five courses in all from the chosen area of specialization under the new scheme, in case they seek fresh admission, from Jan, 2011 onwards.
5. Credit transfer under the above scheme will be applicable only once and for a completed course only.
6. For fresh admission the student will have to fill up fresh admission Form (Form 3).
7. For Credit Transfer of completed courses, the student will have to fill up Application for Internal Credit Transfer in Management Programme (Appendix-7 proforma) separately. The Credit Transfer Form will be required to be filled up after new enrolment no. has been duly allotted.

**INSTRUCTIONS FOR FILLING THE APPLICATION FORM  
FOR SEEKING FRESH ADMISSION TO MANAGEMENT PROGRAMME  
IN ORDER TO COMPLETE THE LEFT-OVER COURSES (FORM-3)**

1. Application Form for 'fresh admission' to Management Programme (Form 3) is to be sent to the **Regional Centre** with required testimonials, Identity Card and fee as listed in CHECKLIST given below. Such candidates are **exempted from appearing in the Entrance test (OPENMAT) once again.**
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.

**Proform 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 No. 3, the Region Code under which it falls and the State Code under Item No. 5 to which you belong (see appendices 2,3,4).
3. At Item No. 6, please fill-up Enrol. No. previously allotted for pursuing Management Programme. Also fill the **appropriate Programme Code (DIM/PGDIM/MP)** at the relevant column. Please enclosed **attested copy of the Grade Card** to prove that you were earlier admitted to the Management Programme after clearing the Entrance test.
4. For Item No. 21(a), see Appendix-5 for qualification codes.
5. 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.

**CHECKLIST: 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 qualifications.
  - ii) Attested copy of **IGNOU's Grade Card as proof of having registered in Management programme after clearing Entrance test and completed certain courses.**
  - iii) Experience Certificate, wherever required.
  - iv) Category Certificate for SC/ST/OBC candidates.
  - v) Identity Card duly filled up.
- c) Enclose Demand Draft for fee of programme @ **Rs.1,000/- 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 favour of IGNOU and payable at the city where your Regional Centre is located. The fee can also be paid through bank challan (details in Appendix 10).**

**Note:** (i) The students who had sought admission earlier after clearance of OPENMAT but not appeared either in TEE or not submitted any assignments(s) are advised **not to fill this form. Such students may clear the OPENMAT once again like any other candidate and seek admission accordingly.**

(ii) Fresh admission will not be permitted for improvement of grade/division.

(iii) Students downloading Form-3 from IGNOU website will have to enclose a Demand Draft of Rs.550/- in favour of IGNOU along with the filled in Form-3.



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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hindu	Muslim	Christian	Sikh	Jain	Buddhist	Parsi	Jew	Others (please specify)

17. Territory: Cross (X) any one of the Appropriate Box only

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Urban	Rural	Tribal	Kashmiri Migrant

18. Social Status: Cross (X) any one of the Appropriate Box only

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ex-Serviceman	War-Widow	Not Applicable

19. Marital Status: Cross (X) any one of the Appropriate Box only

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Married	Divorced	Widowed	Unmarried

20. Employment status: Cross (X) any one of the Appropriate Box only

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unemployed	Employed	Regular IGNOU Employee	KVS Employee	

21. (a) Educational Qualifications (which makes you eligible for the programme):

Qualification Code	<input type="text"/>	Year of Passing	<input type="text"/>	Percentage of Marks	<input type="text"/>
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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                       Months

Employed in (cross (X) any one of the Appropriate Box only)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Govt./Public Sector	Semi Govt.	Pvt. Sector	Self Employed

Annual Income (Cross (X) any one of the Appropriate Box only)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Upto Rs. 50,000/-	Rs. 50,000/- to 1 Lac	Rs. 1 Lac to 1.5 Lac
<input type="checkbox"/>	<input type="checkbox"/>	
Rs. 1.5 Lac to 2 Lac	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"/>	<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"/>	<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"/>
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"/> <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"/> <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 further declare that I had qualified the Entrance Test in the past while seeking admission to IGNOU's Management Programme earlier as per enrolment No. indicated in Col. No. 6 above. I enclose a copy of the attested Grade Card as proof thereof.**

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

	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.)*

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## 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.)





# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Student Registration Division  
Maidan Garhi, New Delhi - 110068

Appendix 7  
(Proforma)

**Application for Internal Credit Transfer (ICT) in Management Programme  
for those who have sought Fresh Admission  
(to be submitted when the new Enrol.# is allotted)**

1. Enrolment No. (Old)  (New)
2. Credit Transfer fee paid: Prog. \_\_\_\_\_ DD No. \_\_\_\_\_  
(fee @ **Rs. 200/- per course**) Date \_\_\_\_\_ Amount \_\_\_\_\_ Bank \_\_\_\_\_
3. Name & address of student \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Phone/Mobile (with STD Code) \_\_\_\_\_ E-mail \_\_\_\_\_
4. Credit transfer sought for (only for **courses successfully completed** under old Enrolment Number).

Detail of credits transfer applied for				
Sl. No.	Course Code	Title of the course	Credit	Overall Grade obtained
1.	2.	3.	4.	5.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				

(For Office use only)		
CT granted	CT rejected	Remarks
6.	7.	8.

## UNDERTAKING

I, \_\_\_\_\_, a student of Management Programme of IGNOU, request for Internal Credit Transfer (ICT) of the courses successfully completed by me under old Enrolment No. \_\_\_\_\_, as detailed above. I undertake not to revive the registration of these courses for credit transfer to any other programme of the university. Option exercised herein is firm and final. Self-attested copy/copies of Marksheet/Grade Card is/are enclosed. I understand that credit transfer will not be **granted for the course(s) wherein the syllabus has been revised** by the university.

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

## RULES & REGULATIONS

### Internal Credit Transfer (ICT) in Management Programmes

- (i) Full credit transfer would be allowed if the syllabus and methodology now in vogue are similar to that governing the student under the old enrolment and as per credit transfer framed by the School of Management Studies.
- (ii) **Credit transfer fee @ Rs. 200/- per course** is to be paid by way of a Demand Draft drawn in favour of 'IGNOU' payable at New Delhi.
- (iii) Registration/Re-registration rules as given in the Student Handbook & Prospectus of Management Programmes would remain unchanged even for completing the left-over courses under new Enrolment. Under no circumstances students would be allowed to opt more than four courses in a semester, as per '**schedule of courses on offer**'. As usual the Registration/Re-registration Form is to be submitted at the Regional Centre concerned.
- (iv) A student is required to complete the prescribed courses as per Programme structure of the respective Programme under new Enrolment, including the credit transfer allowed courses, for the award of Diploma/Degree under Management Programme.
- (v) Students are required to spend at least a **minimum of ONE YEAR duration** to complete the left over courses in the new Enrolment Number.
- (vi) All Credit transfer cases of Management Programme would be directly handled by **Student Registration Division (SRD)** at IGNOU Headquarters.

Mail this Credit Transfer form along with  
**Demand Draft to:**

**The Registrar  
Student Registration Division  
Indira Gandhi National Open University  
Block 3, Maidan Garhi, New Delhi – 110 068**



## Course Components of Management Programme

### MS-1 : MANAGEMENT FUNCTIONS AND BEHAVIOUR

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

## MS-2 : MANAGEMENT OF HUMAN RESOURCES

BLOCK UNIT NOs.	UNIT TITLE
<b>I</b>	<b>HUMAN RESOURCE MANAGEMENT: CONTEXT, CONCEPT AND BOUNDARIES</b>
1	The Changing Social Context and Emerging Issues
2	The Concept and Functions of Human Resource Management
3	Structuring Human Resource Management
<b>II</b>	<b>GETTING HUMAN RESOURCE</b>
4	Job Analysis and Job Design
5	Human Resource Planning
6	Attracting the Talent: Recruitment, Selection, Outsourcing
7	Socialisation, Mobility and Separation
<b>III</b>	<b>PERFORMANCE MANAGEMENT AND POTENTIAL ASSESSMENT</b>
8	Competency Mapping
9	Performance Planning and Review
10	Potential Appraisal, Assessment Centres and Career and Succession Planning
11	HR Measurement and Audit
<b>IV</b>	<b>HUMAN RESOURCE DEVELOPMENT</b>
12	Human Resource Development System
13	Training
14	Mentoring and Performance Coaching
15	Building Roles and Teams
<b>V</b>	<b>COMPENSATION AND REWARD MANAGEMENT</b>
16	Laws Covering Wages, Welfare and Benefits
17	Compensation Strategy, Structure, Composition
18	Reward Management
<b>VI</b>	<b>EMPLOYER-EMPLOYEE RELATIONS</b>
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
<b>I</b>		<b>ECONOMIC AND SOCIAL ENVIRONMENT</b>		
	1	Economic Environment of Business		India's National
	2	Socio-cultural and Politico-legal Environment		Socio-economic
	3	Changing Role of Government		Scenario
<b>II</b>		<b>STRUCTURE OF THE INDIAN ECONOMY</b>		
	4	Structural Dimensions of Indian Economy		
	5	Structure of Indian Industry		
	6	Public Sector in India	Management of Public Sector	Business and Government - The emerging Scenario
	7	Private Sector in India		
	8	Small Sector in India		
	9	Sickness in Indian Industry		
<b>III</b>		<b>PLANNING AND POLICIES</b>		
	10	Planning Goals and Strategies		National Planning Process
	11	Evolution of Industrial Policy		Controls and Regulations : The Business view
	12	Regulatory and Promotional Framework		Part I and Part II
<b>IV</b>		<b>EXTERNAL SECTOR</b>		
	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		
<b>V</b>		<b>ECONOMIC REFORMS SINCE 1991</b>		
	18	Industrial Policy of 1991		
	19	Economic Reforms: Liberalisation, Globalisation and Privatisation		
	20	Financial Sector Reforms		Fiscal System and Policy
	21	Fiscal Sector Reforms		
	22	Economic Reforms and Social Justice		

## MS-4 : ACCOUNTING AND FINANCE FOR MANAGERS

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
<b>I</b>		<b>ACCOUNTING FRAMEWORK</b>		
	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	
<b>II</b>		<b>UNDERSTANDING FINANCIAL STATEMENTS</b>		
	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		
<b>III</b>		<b>COST MANAGEMENT</b>		
	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		
<b>IV</b>		<b>FINANCIAL AND INVESTMENT ANALYSIS</b>		
	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		
<b>V</b>		<b>FINANCIAL DECISIONS</b>		
	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	VIDEOTAPE
<b>I</b>		<b>OPERATIONS MANAGEMENT</b>	Introduction to the Course	Management of Technology
	1	Operations Management - An Overview		- Problems and Perspectives - Planning and Policy - Implementation
<b>II</b>		<b>FACILITIES PLANNING</b>		
	2	Product Selection		
	3	Process Selection		Facilities Layout
	4	Facilities Location		
	5	Facilities Layout and Materials Handling		
	6	Capacity Planning		
<b>III</b>		<b>WORK AND JOB DESIGN</b>		
	7	Work Design		
	8	Job Design		
<b>IV</b>		<b>OPERATIONS PLANNING AND CONTROL</b>		
	9	Planning and Control for Mass Production		Planning and Control of
	10	Planning and Control for Batch Production		Projects
	11	Planning and Control for Job Shop Production		Maintenance
	12	Planning and Control of Projects		Management
	13	Maintenance Management		
<b>V</b>		<b>VALUE ENGINEERING AND QUALITY ASSURANCE</b>		
	14	Value Engineering		Quality Control
	15	Quality Assurance		
<b>VI</b>		<b>MATERIALS MANAGEMENT</b>		
	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
<b>I</b>		<b>MARKETING AND ITS APPLICATIONS</b>		
	1	Introduction to Marketing	Introduction to the Course	- Marketing Approach - Marketing of Services - Marketing and Public Policy
	2	Marketing in a Developing Economy		
	3	Marketing of Services		
<b>II</b>		<b>MARKETING PLANNING AND ORGANISATION</b>		
	4	Planning Marketing Mix		- Marketing in Action
	5	Market Segmentation		
	6	Marketing Organisations		- Marketing Management and Planning
	7	Marketing Research and its Applications		
<b>III</b>		<b>UNDERSTANDING CONSUMERS</b>		
	8	Determinants of Consumer Behaviour		Indian Consumer and Marketing Environment
	9	Models of Consumer Behaviour		
	10	Indian Consumer Environment		
<b>IV</b>		<b>PRODUCT MANAGEMENT</b>		
	11	Product Decisions and Strategies		ITDC-A Case Study
	12	Product Life Cycle and New Product Development		
	13	Branding and Packaging Decisions		
<b>V</b>		<b>PRICING AND PROMOTION STRATEGY</b>		
	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		
<b>VI</b>		<b>DISTRIBUTION AND PUBLIC POLICY</b>		
	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
<b>I</b>		<b>INFORMATION TECHNOLOGY FOR MANAGERS</b>
	1	Information Technology : An Overview
	2	Computer Systems
	3	Computer Software
	4	Networking Technologies
<b>II</b>		<b>INFORMATION SYSTEMS - I</b>
	5	In MIS Perspectives
	6	Information Systems Economics
	7	Management Information and Control Systems
	8	Information Systems Security
<b>III</b>		<b>INFORMATION SYSTEMS - II</b>
	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
<b>IV</b>		<b>SYSTEM ANALYSIS AND COMPUTER LANGUAGES</b>
	13	Building Information Systems
	14	System Analysis and Design
	15	Computer Programming and Languages
<b>V</b>		<b>SUPPORT SYSTEMS FOR MANAGEMENT DECISIONS</b>
	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	AUDIOTAPE	VIDEOTAPE
<b>I</b>	<b>BASIC MATHEMATICS FOR MANAGERS</b>			
	1	Quantitative Decision Making – An Overview		
	2	Function and Progressions		
	3	Basic Calculus and Applications		
	4	Matrix Algebra and Applications		
<b>II</b>	<b>DATA COLLECTION AND ANALYSIS</b>			
	5	Collection of Data		
	6	Presentation of Data		
	7	Measures of Central Tendency		
	8	Measures of Variation and Skewness		
<b>III</b>	<b>PROBABILITY AND PROBABILITY DISTRIBUTIONS</b>			
	9	Basic Concepts of Probability		Probability Fundamentals
	10	Discrete Probability Distribution		
	11	Continuous Probability Distributions		
	12	Decision Theory		Probability Applications
<b>IV</b>	<b>SAMPLING AND SAMPLING DISTRIBUTIONS</b>			
	13	Sampling Methods		
	14	Sampling Distributions		
	15	Testing of Hypotheses		
	16	Chi Square Tests		
<b>V</b>	<b>FORECASTING METHODS</b>			
	17	Business Forecasting		
	18	Correlation		Applications of Regression
	19	Regression		
	20	Time Series Analysis		



## MS-9 : MANAGERIAL ECONOMICS

BLOCK	UNIT NOs.	UNIT TITLE
<b>I</b>		<b>INTRODUCTION TO MANAGERIAL ECONOMICS</b>
	1	Scope of Managerial Economics
	2	The Firm : Stakeholders, Objectives & Decision Issues
	3	Basic Techniques
<b>II</b>		<b>DEMAND AND REVENUE ANALYSIS</b>
	4	Demand Concepts and Analysis
	5	Demand Elasticity
	6	Demand Estimation and Forecasting
<b>III</b>		<b>PRODUCTION AND COST ANALYSIS</b>
	7	Production Function
	8	Cost Concepts and Analysis I
	9	Cost Concepts and Analysis II
	10	Estimation of Production and Cost Functions
<b>IV</b>		<b>PRICING DECISIONS</b>
	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
<b>V</b>		<b>COMPREHENSIVE CASE</b>
		Competition in Telecommunication Service Provision

## MS-10 : ORGANISATIONAL DESIGN, DEVELOPMENT AND CHANGE

BLOCK	UNIT NOs.	UNIT TITLE
<b>I</b>		<b>UNDERSTANDING ORGANISATIONS</b>
	1	Approaches to Understanding Organisations
	2	Factors Affecting Organisation Structures
<b>II</b>		<b>ORGANISATIONAL DESIGN</b>
	3	Typology of Organisation Structures
	4	Some Basic Organisation Design and Restructuring Strategies
<b>III</b>		<b>APPROACHES TO WORK DESIGN</b>
	5	Organising and Analysing Work
	6	Job Design
	7	Emerging Issues of Work Organisation and Quality of Working Life
<b>IV</b>		<b>ORGANISATIONAL ANALYSIS</b>
	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
<b>V</b>		<b>ORGANISATIONAL DEVELOPMENT AND CHANGE</b>
	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
<b>I</b>		<b>INTRODUCTION TO STRATEGIC MANAGEMENT</b>
	1	Concept of Strategy
	2	Process of Strategy
	3	Strategic Framework
<b>II</b>		<b>STRATEGIC ANALYSIS</b>
	4	Environmental Analysis
	5	Competitive Forces
	6	Internal Analysis
<b>III</b>		<b>BUSINESS LEVEL STRATEGY</b>
	7	Cost
	8	Differentiation and Focus
<b>IV</b>		<b>CORPORATE LEVEL STRATEGY</b>
	9	Growth Strategies-I
	10	Growth Strategies-II
	11	Strategic Alliances
	12	Turnaround
<b>V</b>		<b>IMPLEMENTATION AND CONTROL</b>
	13	Structural Dimensions
	14	Behavioural Dimensions
	15	Control
	16	Evaluation of Strategy

## MS-21 : SOCIAL PROCESSES AND BEHAVIOURAL ISSUES

BLOCK	UNIT NOs.	UNIT TITLE
<b>I</b>		<b>SOCIAL PROCESSES AND ISSUES</b>
	1	Indian Environment: The Changing Scenario
	2	Social Issues and Organizational Relevance
	3	Organisational Values and Work Ethics
<b>II</b>		<b>INTRA PERSONAL PROCESSES</b>
	4	Understanding Human Behaviour
	5	Perception
	6	Learning
	7	Motivation
	8	Human Emotions at Work
<b>III</b>		<b>INTERPERSONAL PROCESSES</b>
	9	Interpersonal Issues, Communication and Conflict
	10	Counseling Processes
	11	Behavioural Modification
	12	Persuasion
<b>IV</b>		<b>GROUP AND INTER-GROUP PROCESSES</b>
	13	Group Formation and Group Processes
	14	Group Dynamics
	15	Leading and Building Teams
	16	Conflict Resolution
<b>V</b>		<b>ORGANISATIONAL PROCESSES</b>
	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
<b>I</b>		<b>HRD : CONCEPT AND SYSTEM</b>
	1	The Process and System of HRD
	2	Career System
	3	Competency Mapping
	4	Performance Management System
	5	Coaching and Mentoring
	6	Development System
<b>II</b>		<b>HRD SYSTEMS AND PROFESSION</b>
	7	Reward System
	8	Self Renewal System
	9	HRD for Workers
	10	Professionalisation of HRD
	11	HRD Strategies and Experiences
<b>III</b>		<b>COMPARATIVE HRD</b>
	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
<b>IV</b>		<b>HRD ISSUES AND EXPERIENCES</b>
	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
<b>I</b>		<b>BASICS OF HUMAN RESOURCE PLANNING</b>
	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
<b>II</b>		<b>APPROACHES TO ANALYSING JOB</b>
	6	Job Analysis
	7	Changing Nature of Roles
	8	Job Evaluation : Concepts and Methods
	9	Competency Approaches to Job Analysis
<b>III</b>		<b>KEY HR PRACTICES</b>
	10	Recruitment
	11	Selection
	12	Dislocation and Relocation of Employees
	13	Orientation
	14	Career and Succession Planning
	15	Performance and Potential Appraisal
<b>IV</b>		<b>INTELLECTUAL CAPITAL ACCOUNTING</b>
	16	Human Resource Information System
	17	Human Resource Audit
	18	Human Resource Accounting

## MS-24 : EMPLOYMENT RELATIONS

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

## MS-25 : MANAGING CHANGE IN ORGANISATIONS

BLOCK	UNIT NOs.	UNIT TITLE
<b>I</b>		<b>CONCEPT OF MANAGING CHANGE</b>
	1	Understanding Change
	2	Types of Change
	3	Factors Critical to Change
	4	Organisational Culture ad Change — Cross Cultural Experiences
<b>II</b>		<b>FORMS OF ORGANISATIONAL CHANGE</b>
	5	Emerging Organisational Forms and Structures
	6	Mergers and Acquisitions
	7	Turn Around Management
	8	Process Based Change
	9	Group Based Approaches to Change
<b>III</b>		<b>DIAGNOSIS AND INTERVENTION</b>
	10	Organisational Disgnosis – Issues and Concepts
	11	Diagnostic Methodology – Quantitative and Qualitative
	12	Interventions in Organisational Change
	13	Evaluation of Organisational Change
<b>IV</b>		<b>ROLE OF CHANGE AGENT</b>
	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
<b>I</b>		<b>GROUP DYNAMICS</b>
	1	Understanding Groups
	2	Phases of Group Development
	3	Group Cohesion and Alienation
<b>II</b>	4	Conformity and Obedience
		<b>ROLE DYNAMICS</b>
	5	The Concept and Systems of Roles
	6	Role Analysis
<b>III</b>	7	Organisational Stress and Burnout
	8	Coping with Stress and Burnout
		<b>POWER DYNAMICS</b>
	9	Bases of Power
<b>IV</b>	10	The Process of Empowerment
	11	Decentralisation and Delegation
	12	Transformational Leadership
		<b>ORGANISATIONAL DYNAMICS</b>
<b>V</b>	13	Organisational Culture
	14	Social Responsibilities of Organisations
	15	Organisational Ethics and Values
	16	Process of Learning Organisations
<b>V</b>		<b>INTER-ORGANISATIONAL DYNAMICS</b>
	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
<b>I</b>		<b>COMPENSATION — CONCEPT AND CONTEXT</b>
	1	Role of Compensation and Rewards in Organisation
	2	Economic and Behavioural Issues in Compensation
	3	Framework of Compensation Policy
<b>II</b>		<b>LEGAL FRAMEWORK OF WAGE AND SALARY ADMINISTRATION</b>
	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
<b>III</b>		<b>COMPENSATION STRUCTURE AND DIFFERENTIALS</b>
	9	Pay Packet Composition
	10	Institutional Mechanism for Wage Determination
	11	Job Evaluation and Internal Equity
	12	External Equity and Pay Surveys
<b>IV</b>		<b>REWARD SYSTEM, INCENTIVES AND PAY RESTRUCTURING</b>
	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
<b>V</b>		<b>EMERGING ISSUES AND TRENDS</b>
	18	Tax Planning
	19	Comparative International Compensation
	20	Overview of Future Trends in Compensation Management

## MS-28 : LABOUR LAWS

BLOCK	UNIT NOs.	UNIT TITLE	
<b>I</b>		<b>INDUSTRIAL JURISPRUDENCE</b>	
	1	Industrial Jurisprudence–An Overview	
	2	Principles of Industrial jurisprudence	
	3	Constitutional Aspects of Industrial Jurisprudence	
<b>II</b>		<b>LAWS ON WORKING CONDITIONS</b>	
	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)	
	<b>III</b>		<b>LAWS ON INDUSTRIAL RELATIONS</b>
		10	The Trade Union Act, 1926
11		The Industrial Disputes Act, 1947	
12		The Industrial Employment (Standing Orders) Act, 1946	
13		Domestic Enquiry	
<b>IV</b>		<b>LAWS ON WAGES</b>	
	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	
<b>V</b>		<b>LAWS ON SOCIAL SECURITY</b>	
	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	
<b>VI</b>	23	The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959	
	24	The Apprentices Act, 1961	
		<b>APPENDIX A</b>	
		Recommendations of the Second National Commission on Labour, 2002	
		<b>APPENDIX B</b>	
		Selected Legal Terms	
		<b>APPENDIX C</b>	
		Glossary of Latin and French Words	

## MS-41 : WORKING CAPITAL MANAGEMENT

<b>BLOCK</b>	<b>UNIT NOs.</b>	<b>UNIT TITLE</b>
<b>I</b>		<b>CONCEPTS AND DETERMINATION OF WORKING CAPITAL</b>
	1	Conceptual Framework
	2	Operating Environment of Working Capital
	3	Determination of Working Capital
	4	Theories and Approaches
<b>II</b>		<b>MANAGEMENT OF CURRENT ASSETS</b>
	5	Management of Receivables
	6	Management of Cash
	7	Management of Marketable Securities
	8	Management of Inventory
<b>III</b>		<b>FINANCING OF WORKING CAPITAL NEEDS</b>
	9	Bank Credit – Basic Principles and Practices
	10	Bank Credit – Methods of Assessment and Appraisal
	11	Other Sources of Short Term Finance
<b>IV</b>		<b>WORKING CAPITAL MANAGEMENT : AN INTEGRATED VIEW</b>
	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
<b>I</b>		<b>OVERVIEW OF FINANCIAL DECISIONS</b>		
	1	Nature of Long Term Financial Decisions		
	2	Cost of Capital		
	3	Capital Structure Decisions Strategic Decisions		Optimal Level of Corporate Debt
<b>II</b>		<b>INVESTMENT DECISIONS UNDER CERTAINTY</b>		
	4	Project Designing/Planning		Project
	5	Project Appraisal Social Cost-benefit Analysis		Evaluation Perceptions and Practices
	6	Project Implementation and Control		
<b>III</b>		<b>INVESTMENT DECISIONS UNDER UNCERTAINTY</b>		
	7	Project Evaluation under Risk and Uncertainty - I		
	8	Project Evaluation under Risk and Uncertainty - II		
<b>IV</b>		<b>FINANCING DECISIONS</b>		
	9	Financing through Domestic Capital Market		
	10	Financing through Global Market		Role of Financial Services
	11	Financing through FIs		
	12	Other Modes of Financing		
<b>V</b>		<b>STRATEGIC FINANCING DECISIONS</b>		
	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
<b>I</b>				
<b>MANAGEMENT CONTROL: CONCEPTS AND CONTEXT</b>				
	1	Management Control Systems: An Introduction		
	2	Strategies and Management Control		
	3	Designing Management Control Systems		
<hr/>				
<b>II</b>				
<b>MANAGEMENT CONTROL STRUCTURE</b>				
	4	Responsibility Centres	Human Problems of Transfer Pricing	Management Control Systems Part I & II
	5	Profit Centres		
	6	Transfer Pricing		
	7	Investment Centres		
<hr/>				
<b>III</b>				
<b>MANAGEMENT CONTROL PROCESS</b>				
	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		
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<b>IV</b>				
<b>MANAGEMENT CONTROL IN SOME SPECIAL ORGANISATIONS</b>				
	12	Service Organisations		
	13	Multinational and Export Organisations		
	14	Management Control of Projects		
	15	Other Organisations		
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<b>V</b>				
<b>CASE STUDIES</b>				
	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
<b>I</b>		<b>AN OVERVIEW</b>		
	1	Nature and Scope of Investment Decisions		
	2	Components of Investment Risk		
	3	Valuation of Securities		
<b>II</b>		<b>SECURITIES MARKET IN INDIA</b>		
	4	Organisation and Functioning		Credit Rating Services
	5	Regulation		A Case study of ICRA
<b>III</b>		<b>ANALYSIS FOR EQUITY INVESTMENT</b>		
	6	Economy and Industry Analysis		
	7	Company Level Analysis		
	8	Technical Analysis		
	9	Efficient Market Hypothesis Case : Tata Tea Ltd.		
<b>IV</b>		<b>PORTFOLIO THEORY</b>		
	10	Portfolio Analysis		Individual
	11	Portfolio Selection		Portfolio
	12	Capital Market Theory		Management
	13	Portfolio Revision		
<b>V</b>		<b>INSTITUTIONAL AND MANAGED PORTFOLIO</b>		
	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
<b>I</b>		<b>INTERNATIONAL FINANCIAL ENVIRONMENT</b>		
	1	International Financial Management: An Introduction		
	2	International Economics		
	3	International Monetary System		
	4	International Flow of Fund		
<b>II</b>		<b>FOREIGN EXCHANGE MARKET AND RISK MANAGEMENT</b>		
	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		
<b>III</b>		<b>INTERNATIONAL FINANCING DECISIONS</b>		
	10	Raising Funds from International Markets		
	11	Financing Foreign Trade		
	12	Cost of Capital		
<b>IV</b>		<b>INTERNATIONAL INVESTMENT DECISIONS AND WORKING CAPITAL MANAGEMENT</b>		
	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

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

## MS-51 : OPERATIONS RESEARCH

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

## MS-52 : PROJECT MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE
<b>I</b>		<b>PROJECT FORMATION AND APPRAISAL</b>
	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
<b>II</b>		<b>PROJECT PLANNING AND SCHEDULING</b>
	6	Planning Time Scales — Network Analysis
	7	Material and Equipment
	8	Human Resource
	9	Project Costing and Financing
	10	Project Organisation
<b>III</b>		<b>IMPLEMENTATION AND CONTROL</b>
	11	Project Management Information System
	12	Material and Equipment
	13	Human Resource
	14	Financial Aspects
<b>IV</b>		<b>PROJECT COMPLETION AND EVALUATION</b>
	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
<b>I</b>		<b>ISSUES IN PRODUCTION/OPERATIONS MANAGEMENT</b>
	1	Production/Operations Management — An Overview
	2	Production System: Issues & Environment
	3	Total Quality Management (TQM)
<b>II</b>		<b>FORECASTING</b>
	4	Need & Importance of Forecasting
	5	Qualitative Methods of Forecasting
	6	Quantitative Methods of Forecasting
<b>III</b>		<b>PRODUCTION SYSTEM DESIGN</b>
	7	Capacity Planning
	8	Facilities Planning
	9	Work System Design
	10	Managing Information for Production System
<b>IV</b>		<b>PRODUCTION PLANNING &amp; SCHEDULING</b>
	11	Aggregate Production Planning
	12	Just-In-Time (JIT)
	13	Scheduling & Sequencing
<b>V</b>		<b>MATERIALS PLANNING</b>
	14	Issues in Materials Management
	15	Independent Demand System
	16	Dependent Demand System
<b>VI</b>		<b>EMERGING ISSUES IN PLANNING/OPERATIONS MANAGEMENT</b>
	17	Total Productive Maintenance
	18	Advanced Manufacturing System
	19	Computers in Planning/Operations Management

## MS-54 : MANAGEMENT INFORMATION SYSTEM

BLOCK	UNIT NOs.	UNIT TITLE
<b>I</b>		<b>INFORMATION FOR DECISION MAKING</b>
	1	Decision Making
	2	Conceptual Foundations of Information Systems
	3	Information Resources Management
<b>II</b>		<b>SYSTEM DEVELOPMENT</b>
	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
<b>III</b>		<b>COMPUTER NETWORKS &amp; DATA COMMUNICATIONS</b>
	8	Trends in Information Technology-Hardware, Software
	9	Data Communication Concepts
	10	Computer Networks
<b>IV</b>		<b>MANAGING CORPORATE DATA RESOURCES</b>
	11	Organising Data
	12	Relational Data Base Management Systems
	13	Query Languages Including DSS
	14	Applications and Illustrations
<b>V</b>		<b>SOCIO-LEGAL ASPECTS OF COMPUTERISATION</b>
	15	Social Dimensions of Computerisation
	16	Computer Viruses
	17	Legal Dimensions of Computerisation
<b>VI</b>		<b>CASE STUDIES</b>
	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
<b>I</b>		<b>LOGISTICS AND SCM - AN OVERVIEW</b>
	1	Logistics and SCM - An Introduction
	2	Principles of SCM
	3	Customer Focus in SCM
<b>II</b>		<b>DESIGN AND MANAGEMENT OF SCM</b>
	4	Logistics - Inbound and outbound
	5	Models of SCM Integration
	6	Strategic Supply Chain Management
	7	Organising for Global Markets
<b>III</b>		<b>IT ENABLED SCM</b>
	8	Information Technology: A Key Enabler of SCM
	9	Intelligence Information System
	10	IT Packages in SCM
<b>IV</b>		<b>COST AND PERFORMANCE MEASUREMENT IN SCM</b>
	11	Cost Analysis and Measurement
	12	Best Practices and Benchmarking for SCM
	13	Performance Measurement and Evaluation of SCM
<b>V</b>		<b>DISTRIBUTION NETWORK PLANNING</b>
	14	Transportation Mix
	15	Locational Strategy
	16	Logistics and SCM Environment
<b>VI</b>		<b>EMERGING TRENDS</b>
	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**

<b>BLOCK</b>	<b>UNIT NOs.</b>	<b>UNIT TITLE</b>
<b>I</b>		<b>MATERIAL MANAGEMENT : AN OVERVIEW</b>
	1	Materials Flow Systems
	2	Strategic Role of Materials Management
	3	Linkage with other Functional Areas of Management
<b>II</b>		<b>SOURCING OF MATERIALS</b>
	4	Issues and Overview
	5	Domestic vs International Purchase
	6	Vendor Network
	7	Buyers-Sellers Relationship
<b>III</b>		<b>MATERIALS PLANNING AND CONTROL</b>
	8	Materials Planning and Budgeting
	9	Pull vs Push System
<b>IV</b>		<b>INVENTORY POLICIES AND SYSTEMS</b>
	10	Inventory Systems and Modelling
	11	Process Inventory
	12	Spare Parts Management
	13	Stores Accounting
<b>V</b>		<b>WAREHOUSING</b>
	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
<b>VI</b>		<b>ORGANIZATION AND APPRAISAL OF MATERIALS MANAGEMENT</b>
	19	Materials Management and its Organisation
	20	Materials Information System
	21	Control of Material Management and Performance Appraisal

## **MS-57 : MAINTENANCE MANAGEMENT**

<b>BLOCK</b>	<b>UNIT NOs.</b>	<b>UNIT TITLE</b>
<b>I</b>		<b>MAINTENANCE OVERVIEW AND MANAGEMENT SYSTEM</b>
	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
<b>II</b>		<b>MAINTENANCE RESOSURCE MANAGEMENT AND COSTING</b>
	5	Maintenance Organisation
	6	Maintenance Costing and Budgeting
	7	Spare Parts Inventory Management
	8	IT enabled Maintenance Management
<b>III</b>		<b>KEY ISSUES IN MAINTENANCE MANAGEMENT</b>
	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
<b>IV</b>		<b>ANALYTICAL METHODS IN MAINTENANCE MANAGEMENT</b>
	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
<b>V</b>		<b>TRENDS IN MAINTENANCE MANAGEMENT</b>
	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
<b>I</b>		<b>TECHNOLOGICAL INNOVATIONS AND CREATIVITY</b>
	1	Nature, Process and Importance of Technological Innovation
	2	R & D and Economic Development
	3	Product Design, Marketing and Consumer
	4	Innovation and Creativity
<b>II</b>		<b>STRATEGIC CONSIDERATIONS</b>
	5	R & D as a Corporate Function
	6	R & D Resources
	7	Partnerships in Innovation
<b>III</b>		<b>ORGANISATION FOR R &amp; D AND INNOVATION</b>
	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
<b>IV</b>		<b>MICRO CONSIDERATIONS</b>
	13	National R & D Infrastructure and Institutional Framework
	14	Fiscal and other Incentives and Promotional/Support Measures
	15	Industry, Institutions and Government Cooperation
<b>V</b>		<b>OTHER IMPORTANT ISSUES IN R &amp; D MANAGEMENT</b>
	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
<b>I CONSUMER BEHAVIOUR— ISSUES AND CONCEPTS</b>				
	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		
<b>II INDIVIDUAL INFLUENCES ON BUYING BEHAVIOUR</b>				
	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		
<b>III GROUP INFLUENCES ON CONSUMER BEHAVIOUR</b>				
	9	Reference Group Influence & Group Dynamics		
	10	Family Buying Influences, Family Life-cycle and Buying Roles		
	11	Cultural and Sub-cultural influences		
<b>IV THE BUYING PROCESS</b>				
	12	Problem Recognition & Information Search Behaviour		
	13	Information Processing		
	14	Alternative Evaluation		
	15	Purchase Process & Post-purchase Behaviour		
<b>V MODELLING BUYER BEHAVIOUR</b>				
	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
<b>I</b>		<b>SALES MANAGEMENT FUNCTIONS</b>		
	1	Introduction to Sales Management		
	2	Personal Selling		Personal Selling
	3	Sales Process		
	4	Computer Applications in Sales Management		
<b>II</b>		<b>SELLING SKILLS</b>		
	5	Communication Skills		
	6	Sales Presentation		
	7	Negotiation Skills		
	8	Retail Communication : Sales Displays		Sales Displays
<b>III</b>		<b>SALES FORCE MANAGEMENT</b>		
	9	Job Analysis, Recruitment and Selection		
	10	Training the Sales Force		
	11	Compensation and Motivation of Sales Force		
	12	Monitoring and Performance Evaluation		
<b>IV</b>		<b>PLANNING AND CONTROL OF THE SALES EFFORT</b>		
	13	Sales Planning		
	14	Sales Organisation		
	15	Sales Forecasting and Sales Quotas		
	16	Sales Budgeting and Control		
<b>V</b>		<b>CASE STUDIES</b>		

## MS-63 : PRODUCT MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
<b>I</b>		<b>PRODUCT MANAGEMENT — INTRODUCTION</b>		
	1	The Product Management – Basic Concepts	Intoduction to MS-63	
	2	The Product Management Process		
	3	The Product Planning System		
<b>II</b>		<b>MANAGING PRODUCTS - 1</b>		
	4	Product Line Decisions		
	5	Product Life Cycle		
	6	Product Portfolio		
	7	Product Pricing		
<b>III</b>		<b>BRANDING AND PACKAGING DECISIONS</b>		
	8	Branding Decisions	Packaging as a tool of market cultivation	
	9	Positioning Decisions		
	10	Brand Equity		
	11	Packaging Decisions		
<b>IV</b>		<b>NEW PRODUCT DEVELOPMENT</b>		
	12	Organising for New Product Development		
	13	Generation, Screening and Development of New Product Ideas		
	14	Economic Analysis		
<b>V</b>		<b>IMPLEMENTING NEW PRODUCT DECISION</b>		
	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
<b>I</b>		<b>INTERNATIONAL MARKETING : AN INTRODUCTION</b>		
	1 .	Scope and Size of International Markets	An Introduction to MS-64	Institutional Infrastructure to Export Promotion
	2	Conceptual Framework		
	3	Institutional Framework		
<b>II</b>		<b>ENVIRONMENT OF INTERNATIONAL BUSINESS</b>		
	4	Cultural Environment	Global Marketing Environment	
	5	Political and Legal Environment		
	6	Economic Environment		
<b>III</b>		<b>POLICY FRAMEWORK AND PROCEDURAL ASPECTS</b>		
	7	India's Export-Import Policy		
	8	Export-Import Documentation		
<b>IV</b>		<b>INTERNATIONAL MARKETING MIX</b>		
	9	International Product Policy and Planning		
	10	International Advertising		
	11	International Pricing Policy		
	12	International Distribution and Sales Policy		
<b>V</b>		<b>INTERNATIONAL MARKETING PLANNING</b>		
	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
<b>I</b>	<b>SERVICES MARKETING — AN INTRODUCTION</b>			
	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		
<b>II</b>	<b>SERVICES MARKETING MIX</b>			
	5	Product and Price		
	6	Place and Promotion		
	7	Extended Marketing Mix		
<b>III</b>	<b>STRATEGIC ISSUES</b>			
	8	Service Quality		Destination India
	9	Managing Capacity/Demand		
	10	Retaining Customers		
<b>IV</b>	<b>SECTORAL APPLICATIONS - I</b>			
	11	Financial Services		
	12	Hospitality and Tourism Services	Issues in Social Marketing	Destination India
	13	Health Services	Marketing of Health Services	
	14	Case Study on Financial Services Marketing		
<b>V</b>	<b>SECTORAL APPLICATIONS - II</b>			
	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
<b>I</b>		<b>MR CONCEPTS AND DESIGN</b>		
	1	M R Meaning and Importance, Research Process		
	2	Organisation of Marketing Research In India		
	3	Research Design		
<b>II</b>		<b>DATA COLLECTION</b>		
	4	Data Collection		Marketing
	5	Sampling		Research:
	6	Questionnaire Design and Development		Techniques
	7	Attitude Measurement and Scaling		and Developments
<b>III</b>		<b>DATA PROCESSING AND ANALYSIS</b>		
	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		
<b>IV</b>		<b>MULTIVARIATE ANALYSIS</b>		
	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**

<b>BLOCK</b>	<b>UNIT NOs.</b>	<b>UNIT TITLE</b>
<b>I</b>		<b>MARKETING COMMUNICATION AND ADVERTISING — BASIC CONCEPTS</b>
	1	Marketing Communication in Marketing
	2	Communication-Key Concepts
	3	Indian Media Scene
<b>II</b>		<b>ADVERTISING CAMPAIGN PLANNING AND EXECUTION</b>
	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
<b>III</b>		<b>MEDIA PLANNING CONCEPTS</b>
	9	Media Concepts, Characteristics and Issues in Media Planning
	10	Media Selection, Planning and Scheduling
	11	Internet as an Emerging Advertising Media
<b>IV</b>		<b>MARKETING COMMUNICATION FORM</b>
	12	Managing Sales Promotion
	13	Direct Marketing
	14	Publicity and Public Relation
	15	Social Marketing Communication
<b>V</b>		<b>STRATEGIES FOR ADVERTISING AGENCIES</b>
	16	Function and Structure of Ad Agencies
	17	Managing Client Agency Relationship
	18	Strategies for Account Management
	19	Legal and Ethical Issues in Advertising
<b>VI</b>		<b>CASE STUDIES</b>



## MS-611 : RURAL MARKETING

BLOCK	UNIT NOs.	UNIT TITLE
<b>I</b>		<b>RURAL MARKETS – AN OVERVIEW</b>
	1	Rural Markets in India
	2	Understanding Rural Environment
<b>II</b>		<b>UNDERSTANDING THE RURAL CONSUMER</b>
	3	Differential Aspects of Buying Behaviour, Major influences on rural, Buying Behaviour
	4	Trends in Consumer Behaviour
	5	Rural Marketing Research
<b>III</b>		<b>PRODUCT AND PRICING DECISIONS FOR THE RURAL MARKETS</b>
	6	Product Development, adoption process and modification decision
	7	Pricing decision
<b>IV</b>		<b>MANAGING THE PROMOTION</b>
	8	Understanding Rural Media and Current Opportunities
	9	Message Design & Development for Rural Market
	10	Rural Promotion Effort
<b>V</b>		<b>ACCESSING RURAL MARKETS</b>
	11	Physical Infrastructure and Dynamics of Distribution process
	12	Participants in the rural distribution process behavioural dimensions
	13	Physical Distribution Processes
<b>VI</b>		<b>UNDERSTANDING RURAL MARKETING PROCESS – CASE STUDIES</b>

## MS-612 : RETAIL MANAGEMENT

<b>BLOCK</b>	<b>UNIT NOs.</b>	<b>UNIT TITLE</b>
<b>I</b>		<b>AN OVERVIEW OF RETAILING ENVIRONMENT</b>
	1	Introduction to Retailing
	2	Evolution of Retail Environment
	3	Formats of Retailing Environment
<b>II</b>		<b>RETAIL PLANNING AND DEVELOPMENT</b>
	4	Understanding the Retail Customer
	5	Marketing Research for Retailing
	6	Strategic Retail Planning Process
	7	Locational Decisions
	8	Growth Strategies
<b>III</b>		<b>RETAIL MIX</b>
	9	Product Merchandise
	10	Pricing
	11	Promotions and Communication Mix
	12	Atmospherics
<b>IV</b>		<b>RETAIL OPERATIONS</b>
	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
<b>V</b>		<b>ISSUES IMPACTING RETAIL BUSINESS IN INDIA</b>
	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
<b>I</b>		<b>ISSUES IN CORPORATE MANAGEMENT</b>
	1	Corporate Management : An Overview
	2	Introduction to Corporate Strategy
	3	Corporate Policy
<b>II</b>		<b>CORPORATE GOVERNANCE</b>
	4	Historical Perspective
	5	Top Management and Corporate Governance
	6	Code and Laws for Corporate Governance
<b>III</b>		<b>COMPETITIVE SCENARIOS AND STRATEGY</b>
	7	Strategies for Dynamic and Stable Markets
	8	Strategies for Domestic and Global Markets
	9	Market Structures and Network Externalities
<b>IV</b>		<b>STRATEGIC ENABLERS</b>
	10	IT and Strategy
	11	Technology and R & D
	12	Knowledge Management
	13	Innovation
<b>V</b>		<b>CORPORATE SOCIAL RESPONSIBILITY</b>
	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
<b>I</b>		<b>PUBLIC ENTERPRISE : AN OVERVIEW</b>
	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
<b>II</b>		<b>PUBLIC ENTERPRISE : ACCOUNTABILITY AND GOVERNANCE</b>
	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
<b>III</b>		<b>PUBLIC ENTERPRISE – PERFORMANCE AND EVALUATION</b>
	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
<b>IV</b>		<b>ORGANISATION AND MANAGEMENT</b>
	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
<b>V</b>		<b>PRIVATISATION AND DISINVESTMENT</b>
	18	Concept, Policy and Dimensions
	19	Privatisation : International Experience
	20	Disinvestment : Experience and Strategies
	21	Implications and Disinvestment
<b>VI</b>		<b>CASE STUDIES</b>

## MS-93 : MANAGEMENT OF NEW AND SMALL ENTERPRISES

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

## MS-94 : TECHNOLOGY MANAGEMENT

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

## **MS-95 : RESEARCH METHODOLOGY FOR MANAGEMENT DECISIONS**

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

## MS-96 : TOTAL QUALITY MANAGEMENT

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



## MS-97 : INTERNATIONAL BUSINESS MANAGEMENT

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

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

### A) General Instructions

1. **Application form (Form 1) for OPENMAT XXIX, XXX & XXXI Entrance Test has been provided in a separate envelope along with 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. For item no. 1 (1, 2 & 3) please refer to Appendix 2, 3 & 4.
4. 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  
SED, Block 12, IGNOU  
Maidan Garhi  
New Delhi - 110 068

5. Applications received after the due date will not be accepted.
6. Do not send any certificate/document with the OPENMAT Form (Form-1). These are required to be submitted with the Admission Form (Form-2), in case you qualify in the OPENMAT.
7. There would be some relaxation in qualifying standards to SC/ST category and female candidates.
8. 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.**
9. **No fee is to be sent with OPENMAT Form (Form-1), 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 along with 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) 06.02.2011 — OPENMAT - XXIX  
(2) 21.08.2011 — OPENMAT - XXX  
(3) 05.02.2012 — OPENMAT - XXXI

### C) Non-Receipt of Hall Ticket

1. **Hall Tickets will be provided to the candidates before ten (10) days of the entrance test. In case of non-receipt of Hall Tickets three (03) days before the entrance test, candidates can download hall ticket from IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in)) and report to the examination centre for appearing in the entrance test.**
2. You should retain photocopy of filled-in Application Form for Entrance Test.
3. 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.

### 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. 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 ([www.ignou.ac.in](http://www.ignou.ac.in)).

## **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 under item no. 5 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 1000/- 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.16 and Appendix 10).**





# 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 Last Dates are:**

OPENMAT XXIX	OPENMAT XXX	OPENMAT XXXI
31.05.2011 (2nd Sem. 2011)	30.11.2011 (1st Sem. 2012)	31.05.2012 (2nd Sem. 2012)
30.11.2011 (1st Sem. 2012)	31.05.2012 (2nd Sem. 2012)	30.11.2012 (1st Sem. 2013)

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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hindu	Muslim	Christian	Sikh	Jain	Buddhist	Parsi	Jew	Others (please specify _____)

17. Territory: Cross (X) any one of the Appropriate Box only

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Urban	Rural	Tribal	Kashmiri Migrant

18. Social Status: Cross (X) any one of the Appropriate Box only

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ex-Serviceman	War-Widow	Not Applicable

19. Marital Status: Cross (X) any one of the Appropriate Box only

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Married	Divorced	Widowed	Un-married

20. Employment status: Cross (X) any one of the Appropriate Box only

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unemployed	Employed	IGNOU Regular Employee	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"/>
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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                       Months

Employed in (cross (X) any one of the Appropriate Box only)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Govt./Public Sector	Semi Govt.	Pvt. Sector	Self Employed

Annual Income (Cross (X) any one of the Appropriate Box only)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Upto Rs. 50000/-	Rs. 50000 to 1 lac	Rs. 1 lac to 1.5 lac
<input type="checkbox"/>	<input type="checkbox"/>	
Rs. 1.5 lac to 2 lac	Above Rs. 2 lacs	

23. Courses Opted:

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

Place \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_ Name (in Block Letters) \_\_\_\_\_  
Seal \_\_\_\_\_ Designation \_\_\_\_\_  
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.)*

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## 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. 2000/- (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 (SED), 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 (SED), 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 (SED) 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 SE 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**

**SIGNATURE OF STUDENT**

Place :

Place :

Date :

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.*

<b>SYNOPSIS</b>	<b>SUPERVISOR</b>
APPROVED	APPROVED
NOT APPROVED	NOT APPROVED

**For Office Use only**

(SIGNATURE OF MANAGEMENT FACULTY)

Date .....

**Comments/Suggestions for reformulation of the Project.**

(Please use the photocopy of this proforma)

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
  
**Re-registration Form**  
**for**  
**MANAGEMENT PROGRAMMES**  
**FOR THE SESSION COMMENCING (JANUARY/JULY.....)**

Send this filled-in form  
along with fee to:  
The Regional Director  
of your Regional Centre  
\* as per schedule

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

1. Name of Student : \_\_\_\_\_
2. Enrolment No. :
3. Region Code :
4. Programme Code :
5. Specialisation :   
Diploma Code for  
MBA degree
6. Details of course(s) opted (for MP only)

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

Sl.No.	Course Title	Course Code	Course Fee
1.			Rs.
2.			Rs.
3.			Rs.
4.			Rs.
Late fee, if applicable			Rs.
Total Fee			Rs.

**Note :**

1. **A Student can pay the fee pertaining to one semester only at a time.**
2. A student should opt for and indicate the **Specialisation Diploma** of his/her choice if not already done as soon as he/she registers for the first course of specialisation stream and should indicate the **Specialisation Diploma code in item No. 5** above. The option once exercised would be final. If no specialisation is indicated in item 5 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.
3. A student can opt **upto four courses** in each semester. Courses already opted need not be repeated, unless 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. 2000.**
4. 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. 1000/- per course**, 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.
4. Request for **change of course** should be submitted to the **Regional Centre** concerned, as per schedule (fee @Rs. 1000/- per course).

Signature of the Student \_\_\_\_\_

Address : \_\_\_\_\_

**Phone No. & E-mail Id:** \_\_\_\_\_

**Mobile No.** \_\_\_\_\_

**\* Schedule for submission of Re-registration form at the Regional Centre only:**

S.No.	July Session	January Session	Late Fee
1.	1st February to 31st March	1st August to 1st October	Nil
2.	1st April to 30th April	3rd October to 31st October	Rs.200/-
3.	1st May to 31st May	1st November to 30th November	Rs.500/-
4.	1st June to 20th June	1st December to 20th December	Rs.1000/-

PS: Students are required to fill-up compulsorily the statistical information in the enclosed annexure-1 of the RR Form.

**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)

Rs.

Rs.

Rs.

(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](http://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 EVALUATION DIVISION  
MAIDAN GARHI, NEW DELHI-110068  
TERM-END EXAM JUNE / DECEMBER - 201\_\_\_\_\_

**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](http://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"/>
<b>TOTAL</b>		<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  N E W  D E L H I

### 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. 300/-	1 Oct. to 20 Oct.	Rs. 300/-
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 (SED),  
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 SED 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](http://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](http://www.ignou.ac.in) and download Hall Ticked and 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.
11. Students are advised to enclose/forward only the Examination fee alongwith this form. Any other fee forwarded with the Exam fee will result in rejection of the Examination Form.
12. Student of BA/B.Com/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
13. Examination Form can also be submitted with the requisite fee (with or without late fee) within the stipulated dates at the respective Regional Centres.
14. Examination fee once paid will not be refunded/adjusted.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**Maidan Garhi, New Delhi-110 068**

**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT**

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

1. Name .....

2. Programme:  Enrolment No.

3. Address:.....  
.....  
..... Pin

4. Month and Year of the Examination:.....

5. Examination Centre Code:

6. Address of the Examination Centre:.....  
.....

7. Courses, in Which re-evaluation is sought	Course Code	Marks/Grade Obtained
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

8. Fee detail:

(The fee for re-evaluation of answer script is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s)..... X Rs. 500/- Total Amount.....

Demand Draft No..... Date.....

Issuing Bank .....

Date:.....

(Signature of the student)

## **RELES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS**

1. The request for re-evaluation by the student 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.
2. The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also be made available on the IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in). The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible in TEE only and not in the Project/Dissertaion Practicals/Lab courses, Workshops, Assignments & Seminar etc.
6. On the top of the envelope containing the prescribed application form, please mention '**Application Form For Re-Evaluation of Answer Scripts**'
7. Application form must reach within the prescribed dates at the following address:

**The Registrar  
Student Evaluation Division  
Indira Gandhi National Open University  
Maidan Garhi  
New Delhi-110068**



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**Maidan Garhi, New Delhi-110 068**

**APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

(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 March – 15th April for June Term-end Exam.  
1st September – 15th October for December Term-end Exam.

1. Name .....

2. Programme:  Enrolment No.

3. Address .....

..... Pin Code:

4. Detail of the course(s), for which photocopy of the answer script(s) is/are required:

(a) Term-end examination: June/December.....

(b) Exam Cente Code:

(c) Exam Centre Addrsss: .....

(d) Course(s):.....

5. Fee details:

(The fee for obtaining photocopy of the answer script is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'new Delhi')

No. of Course(s)..... × Rs. 100/- = Total Amount:.....

Demand Draft No..... Date .....

Issuing Bank.....

6. Self attested photocopy of the Identity Card: Attached/Not attached issued by the University.

I hereby undertake that the answer scripts(s), for which photocopy(ies), applied for, belongs to me. For this purpose, I am enclosing self attested photocopy of my Identity Card issued by the University. In case, my statement is found false, the University may take action against me as deemed fit.

Date:.....

Signature:.....

Place:.....

Name:.....

## **RULES & REGULATION FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever your later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. Application form must reach within the prescribed dates at the following address:

The Registrar,  
Student Evaluation Division,  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi-II 0068.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**Maidan Garhi, New Delhi-110 068**

**APPLICATION FORM FOR EARLY DECLARATION OF RESULT OF TERM-ENDE EXAMINATION**

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

- 1. Name .....
- 2. Programme:  Enrolment No.
- 3. Address:.....  
.....  
..... Pin

- 4. Reason for early declaration of result:  
-----  
(enclose a copy of the documentary evidence specifying the reason for early declaration)

- 5. Course(s) detail for early evaluation:

Sl. No.	Course Code	Date of Examination
1.	.....	.....
2.	.....	.....
3.	.....	.....
4.	.....	.....

- 6. Exam. Centre details, from where you have to appear/appeared at Term-end Examination:  
Exam. Centre Code:  Address of Exam. Centre: .....  
.....  
.....  
.....

- 7. Fee detail:  
  
(The fee for early declaration of result is Rs. 700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')
- No. of Course(s)..... × Rs. 700/- Total Amount.....
- Demand Draft No..... Date.....
- Issuing Bank .....

Date:..... (Signature of the student)

## **RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS**

1. Request for early declaration of results will be entertained for final semester/year or maximum of 4 backlog courses only, subject to the following conditions:
  - (i) The student has been selected for higher study/employment and statement of marks/grade card is required to be produced to the institute by a particular date, which is before the prescribed date of declaration of the University's results.
  - (ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.
2. Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.
3. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
4. Application form must reach at the following address before the date of the examination for the course(s) for which early evaluation is sought:

**The Registrar  
Student Evaluation 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 OBTAINING DUPLICATE GRADE CARD/MARK SHEET**

Name .....

Enrolment No. 

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

Address .....

.....

.....

.....

Pin 

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

Programme .....

Month and Year of the Exam .....

Centre from where appeared at  
last examination .....

Bank Draft/IPO No. .... Dated .....

for Rs. 150 in favour of IGNOU, New Delhi .....

.....

Signature

Date : .....

**Note :** Fee for duplicate grade card is Rs. 150. 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 (SED)  
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

(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)

- Name .....
- Father's Name .....
- Address ..... PIN.....
- Particulars of last examination

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

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

<b>Draft Details</b>	
Amount Rs. 300/-	D.D. No. _____ Date _____
Bank Name _____	& Place of Issue _____

- 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.
- I have not taken any migration certificate from the University before this.
- I further certify that I have not enrolled with any other University/Institution after passing out from IGNOU up to this date.
- 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)

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

Dated \_\_\_\_\_ Dealing Assistant \_\_\_\_\_ Section Officer \_\_\_\_\_

## INSTRUCTIONS

1. A fee of Rs. 300/- 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 once only on payment of **Rs.300/-** 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.10/- 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”.

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**Maidan Garhi, New Delhi-110 068**

**APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT**

1. Name .....

2. Programme:  Enrolment No.

3. Address .....

.....

..... Pin Code:

4. Purpose for which:.....  
transcript is required.....

5. Fee details:

Fee for the official transcript:

Rs. 200/- per transcript, if to be sent to the student/institute in India.

Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University.

(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s)..... × Rs. 200/- Rs. 400/- Total Amount.....

Demand Draft No..... Date .....

Issuing Bank.....

6. Whether the transcripts to be mailed by the University: Yes/No (please tick)

8. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attach a separate list, if required)

.....

.....

.....

Date:.....

(Signature of the student)

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

**The Registrar  
Student Evaluation Division  
Indira Gandhi National Open University  
Maidan Garhi  
New Delhi-110068**

**Note:** The students are required to enclose same number of legible photocopies of both sides of the statement of marks/grade card issued to them, as the number of transcripts required.



**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

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Town	<input type="text"/>
State	<input type="text"/> Pin <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
State Code	<input type="text"/> <input type="text"/> <input type="text"/> (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 Division IGNOU, Maidan Garhi, New Delhi-110068.**

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



**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 Improvement in Division is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s)..... × Rs. 500/- = 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:.....

## **RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS**

1. The improvement of marks/grades is applicable only for 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.
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. On the top of the envelope containing the prescribed application form, Please mention 'APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS'
11. Application form must reach within the prescribed dates at the following address:

**Registrar  
Student Evaluation Division  
Indira Gandhi National Open University  
Maidan Garhi  
New Delhi-110 068**



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

**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 Utranchal 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, Sarraki 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 Bhubaneshwar-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. 100/- 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 .....

Session / Date.....

**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 : 

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**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 138**. 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, SED  
Indira Gandhi National Open University  
Maidan Garhi  
New Delhi - 110 068
- 2) The qualified candidates will receive result card. The qualified candidates can also download the result card and application form from IGNOU website. The admission form (Form-2) has to be submitted to **your Regional Centre**.
- 3) Form-3 and Appendix-7 Proforma are exclusively meant for old students of Management Programme, who have not been able to complete the Programme within stipulated maximum duration of 8 years.
- 4) 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”** can also be downloaded from our Website: [www.ignou.ac.in](http://www.ignou.ac.in) and can be sent to **The Registrar, SED**, alongwith a Demand Draft for Rs. 550/- drawn in favour of IGNOU, payable at New Delhi.

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## **Print Production**

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

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October, 2010

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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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