

**STUDENT HANDBOOK & PROSPECTUS
OF
MANAGEMENT PROGRAMME
(MBA and Specialisation Post Graduate
Diploma Programmes)
2018**

Programmes on Offer

- Master of Business Administration
- Post Graduate Diploma in Human Resource Management
- Post Graduate Diploma in Financial Management
- Post Graduate Diploma in Operations Management
- Post Graduate Diploma in Marketing Management
- Post Graduate Diploma in Financial Markets Practice



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

Website: www.ignou.ac.in

Price : ₹1,000/-
(₹1,050/- by Post)

Print Production

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

May, 2017

© *Indira Gandhi National Open University, 2017*

All rights reserved. No part of this work may be reproduced in any form, by mimeograph or any other means, without permission in writing from the Indira Gandhi National Open University.

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.

Printed and published on behalf of the Indira Gandhi National Open University, New Delhi, by the Director, School of Management Studies.

Laser typeset by Tessa Media & Computers, C-206, A.F.E-II, Jamia Nagar, New Delhi-110025

Printed at:

CONTENTS

	Page Nos.
● The University	5
● The Schools of Studies	5
● Academic Programmes	6
● Course Material	6
● Credit System	6
● Student Support Services	6
● Delivery Systems	6
● Eligibility for Admission to Management Programme	8
● For Foreign Students	8
● Entrance Test (XLII and XLIII)	9
● Validity of OPENMAT Score	9
● Admission	9
● Incomplete and Late Applications	10
● Re-Registration/Re-Admission	10
● List of Management Faculty Members	11
● Programmes on Offer	11
● University Rules	12
● Management Programme	16
● Programme Structure	17
● Maximum Duration in Management Programme	19
● Credit Transfer Policy	19
● Certificate of Completion	19
● Reservation	20
● Fee Structure	20
● Scholarships and Reimbursement of Fees	20
● Change of Region by Students	20
● Change/Correction of Address and Study Centre	20
● Evaluation	21
● Exemption Scheme	22
● Migration Certificate	22
● Credit Transfer Scheme	23
● Schedule of Operations	23

● Appendix - 1 Name and Code of Programmes, Eligibility and Fees	24
● Appendix - 2 Addresses and Code of IGNOU Regional Centres (RCs)	25
● Appendix - 3 Region-wise List of Study Centres	43
● Appendix - 4 List of State Codes	94
● Appendix - 5 Codes for Educational Qualification, Sex, Category, Territory, Marital Status, Social Status and Employment Status	95
● Appendix - 6 Modalities of Submission of Assignments and Term-End Examination	96
● Instructions for Filling the Application Form for the Entrance Test (OPENMAT – Form-1)	102
● Instructions for Filling the Application Form for Admission to Management Programme(Form-2) .	103
● Application Form for Admission to Management Programme (Form-2)	105
● Form of Caste Certificate to be Sent by the Candidate Belonging to OBC	109
● Appendix - 7 Internal Credit Transfer Scheme for Fresh Admission to Management Programme (Applicable after expiry of maximum duration)	111
● Application Form for Internal Credit Transfer (ICT) in Management Programmes for those who have sought Fresh Admission through Form-3 (Appendix 7 – Proforma)	113
● Instructions for Filling the Application Form for Seeking Fresh Admission to Management Programme in Order to complete the left over courses (Form 3)	115
● Application Form for Seeking Fresh Admission to Management Programme in Order to complete the left over courses (Form 3)	117
● Appendix - 8 : Course Components of Management Programme	119
● Guidelines for Project Course (MS-100)	174
● Proforma for Approval of Project Proposal (MS-100)	181
● Remuneration Bill for Guidance of Project Work (MS-100)	183
● Re-Registration/Course Option Form	185
● Requisition for Fresh set of Assignments	187
● Application Form for Re-evaluation of Answer Script	189
● Application Form for Obtaining Photocopy of the Answer Script	191
● Application Form for Early Declaration of Result of Term-End Examination	193
● Application Form for Obtaining Duplicate Grade Card/Mark-sheet	195
● Application Form for Non-Receipt of Study Material/Assignment	196
● Application Form for Issue of Migration Certificate	197
● Application Form for Issue of Official Transcript	199
● Application Form for Change/Correction of Address/Study Centre	201
● Application Form for Improvement in Division/Class	203
● Annexures I-VI	205
● Sample OPENMAT Test Paper	213
● IGNOU Policy for Prevention, Prohibition and Punishment of Sexual Harassment of Women at Workplace	246
● IDENTITY CARD	
● ACKNOWLEDGEMENT CARD	

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,
- * Telecast of Video Programmes on the National Network of Doordarshan (DD)
- * Interactive Satellite Aided Communication Network (Teleconferencing),
- * Interactive Radio Counselling.

THE SCHOOLS OF STUDIES

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

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

ACADEMIC PROGRAMMES

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

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

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.

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 of study. All management courses are six credit courses except the project course which is of 12 credits. 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 378 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 submit assignments to the study centre coordinator. To coordinate the study centres, the University has established 56 Regional Centres and 4 IGNOU Sub-Regional Centres all over the country. The University has also established 6 IGNOU-Army, 4 IGNOU-Navy, and one IGNOU-Assam Rifle Recognised Regional Centres to cater to the needs of Army, Navy, and Assam Rifles personnel respectively. List of Regional Centres & Study Centres for Management Programmes are given in **Appendix 2** and **Appendix 3** respectively.

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 learner 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 multi-media approach for instruction. It comprises :

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

- b) **Audio-Visual Material Aids** : The learning package contains audio and video programmes 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 programmes are run and video programmes are screened at the study centres during the hours of the counselling session. The video programmes of Management Studies are telecast on DD (National) on Monday at 6.00 am. 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 on the University website.
- c) **Counselling Sessions** : Normally, counselling sessions are held as per a schedule drawn before hand by the Study Centre Coordinator. They are held on weekends, i.e., Saturday and Sunday. There are 6 counselling sessions of 2½ hour duration for each course in face to face mode. Additionally 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. Live teleconferencing sessions are also conducted via satellite through interactive TV channel.

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, Change of Courses, 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, 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) Credit exemption, Credit transfer	: Registrar SRD, IGNOU, New Delhi	Ph.: 29571302
(iv) 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 ₹400/- in the form of Demand Draft drawn in favour of IGNOU payable at the city where your Regional Centre is located.	
(v) For Change of Region	: The Regional Director concerned with copy to : Registrar (SRD) Indira Gandhi National Open University, Maidan Garhi, New Delhi- 110068.	
(vi) Subject Related Queries	: Director School of Management Studies Indira Gandhi National Open University Maidan Garhi, New Delhi - 110068.	Ph.: 29532073 Fax: 29532078
(vii) MBA Project Proposal	: Project Coordinator School of Management Studies Indira Gandhi National Open University Maidan Garhi, New Delhi-110068	Ph.:29573041 Fax: 29534372 mbasynopsis@ignou.ac.in

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

ELIGIBILITY FOR ADMISSION TO MANAGEMENT PROGRAMME

The eligibility criteria for admission to MBA programme would be as per the AICTE norms viz.

- Any graduate (Including Chartered Accountancy/Cost Accountancy/Company Secretaryship) with 50% marks for general category/45% for reserved category as per government of India rules.
- Clearance of OPENMAT conducted by IGNOU.
- No age bar

Note:

- Bachelor's Degree means **Bachelor's Degree of not less than 3 year duration.**
- IGNOU also accepts First degree of 2 year duration obtained from a recognized university **completed up to the year 1998-99** for purposes of higher studies; **provided such students have undergone a further one year bridge course and passed the same, to be in conformity with UGC Regulations.**
- **Students who had enrolled themselves in the first degree course prior to June 4, 1986 and students who had successfully completed their first degree course prior to June 4, 1986, irrespective of their duration shall be treated at par with the students who have completed 3 years degree and they are not required to undergo a further one year bridge course. Degrees obtained prior to June 4, 1986 and the degree awarded to the students enrolled prior to June 1986 shall be treated valid for all purposes including admission to a Masters degree programme and other higher studies.**
- **'One sitting B.A. degree':** One sitting B.A. degree of Osmania University, Andhra University, Kakatiya University, Kurukshetra University, etc. **is recognized for purpose of admission to IGNOU's Master's degree programmes subject to the condition that the candidates have enrolled for the programme up to the year 1995-96 and completed their course up to the year 1998-99.** Besides, such candidates should have a gap of two year after +2 before they have registered themselves for 'One sitting BA degree'.
- Degrees acquired from an **'Off Campus' Study Centre/Learning Centre of Private Universities** outside the territorial jurisdiction of the concerned State is **also not recognized for purposes of admission to IGNOU's academic programmes** unless it has specific approval of the University Grants Commission as per provisions of **UGC (ESTABLISHMENT OF AND MAINTENANCE OF STANDARDS IN PRIVATE UNIVERSITY) REGULATIONS, 2003.**
- Similarly, Degrees acquired from an **'Off Campus' Study Centre/ 'Off-shore' Campus** of Central/State/Deemed to be University/Institutions of National Importance offered through Distance mode of learning will be accepted for higher studies in IGNOU; provided these have been obtained as per **territorial jurisdiction** of these Central/State/Deemed to be University/Institutions of National Importance prescribed by the University Grants Commission.
- Last date for submission of filled-in application form (Form 1) for appearing in Entrance Test, **OPENMAT-XLII** and **OPENMAT XLIII**, is 15.07.2017* and 15.12.2017 respectively.
- The University reserves the right to grant/deny admission to any candidate.
- The candidate should meet the eligibility requirements as mentioned above by the last date for submission of application form for admission (Form 2) to Management Programme.

FOR FOREIGN STUDENTS

Foreign students residing in India and having 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 (Details of fee structure may be obtained from International Division). 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.

* For change in dates, if any refer to our website www.ignou.ac.in or contact the concerned regional centre.

ENTRANCE TEST (OPENMAT XLII and XLIII)

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 & PROSPECTUS**. **Please see the instructions for filling up the OPENMAT ENTRANCE TEST-Form 1**. You need to send the form in the same envelope 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:

OPENMAT XLII - 20.08.2017 (Sunday, 10.00 a.m. — 1.00 p.m.)#

OPENMAT XLIII- 04.02.2018 (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.

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 seek admission into Management Programme in any of the following two semesters. For example, a student who qualifies for admission in August 2017 OPENMAT, may take admission in any of the following two semesters i.e., either in January 2018 or July 2018 semester. Similarly one who qualifies in February 2018 OPENMAT may take admission in July 2018 or January 2019 semester. The last dates for submission of the Application Form (Form-2) for Admission to these semesters are as follows :

For those qualifying August 2017 Test — For 1st Sem. 2018 (January 2018) – 30th November, 2017#
(OPENMAT-XLII) For 2nd Sem. 2018 (July 2018) – 31st May, 2018

For those qualifying February 2018 Test — For 1st Sem. 2018 (July 2018) – 31st May, 2018
(OPENMAT-XLIII) For 2nd Sem. 2019 (January 2019) – 30th November, 2018

ADMISSION

Admission to the Management Programme (MBA and specialisation PG Diplomas in HRM, FM, OM, MM and FMP) will be done on the basis of the score obtained in the OPENMAT, conducted all over India twice a year as per above schedule.

A result card will be sent to all the candidates 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. After qualifying in OPENMAT, a learner will have to apply for admission on the specified **APPLICATION FORM (Form 2)** which is given in the Prospectus alongwith required documents to the Regional Director concerned.

Indicative course selection plan in order to complete MBA Programme in two years.

Semester I : Any five courses from MS-1 to MS-11 excluding MS-10
Semester II : Rest of five courses
Semester III : MS-10, MS-95, two specialisation courses of your choice and MS-100
Semester IV : MS-91, three specialisation courses from specialisation stream opted in Semester-III and any one elective course out of MS-92,93,94,96,97.

Learners 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.

For change in dates, if any refer to our website www.ignou.ac.in or contact the concerned regional centre.

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 the application form for admission along with the requisite fee through a Bank Draft, copies of testimonials, caste certificate, educational qualifications, and any other certificate, if required, original hall ticket for OPENMAT 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 (Form 2) will be submitted only at the time of first entry to the programme. Subsequent continuation in the programme will be through RE-REGISTRATION FORMS, which is through online mode.

Schedule for online Re-registration Forms is as under:

Sl.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	₹200/-
3.	1st May to 31st May	1st November to 30th November	₹500/-
4.	1st June to 20th June	1st December to 20th December	₹1,000/-

2) You must submit **Re-registration Form 'online'**.

3) **You will be allowed to register for a maximum of five courses per semester.**

4) Registration for MS-100 (Project Course) will be allowed only after you have registered for MS-1 to MS-9 and MS-95 (10 courses).

5) A course once registered for study, **must be successfully completed within 4 semesters** (the validity period). In case of failure to do so, you will be required to **re-validate the registration** by paying the requisite fee of **₹1,500/-** per course by filling the Re-registration form as per schedule.

6) On re-registration once again, the SLMs are despatched for the 2nd time. Besides, 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) **Mailing of study material** is course-wise and material for each course will be despatched in one package.

8) **Change of Courses:** A learner has to indicate in the Re-Registration/Course Option/Re-Admission Form, the courses s/he 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 respectively) on payment of a fee of **₹1500/-** 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.

9) **Change of specialisation stream is not permitted.**

ACQUIRING ADDITIONAL PG SPECIALISATION DIPLOMA(S)

A learner, if so wishes, can acquire one or more **additional PG Specialization Diploma** (other than the one reflected in his/her MBA degree) by **pursuing six courses from the chosen stream** under the same Enrol No. **within the prescribed maximum duration of 5 years**. Procedure for re-registration of course would remain unchanged in such cases as well. However, such additional specialization(s) will not be reflected in the MBA degree. For acquiring additional diplomas the student needs to complete six new courses from the chosen stream. While doing MBA s/he would have already done the basic courses viz MS-1 to 9 and MS-11. Now in order to complete additional specialisation PG Diploma s/he would have to choose 6 courses from that specialisation leaving apart MS-1 to MS-9 which are basic courses and s/he has already completed in his/her MBA.

School of Management Studies IGNOU

School of Management Studies began its operations in 1987 with the launch of Diploma in Management. This is one of the largest management school in the world with objective of imparting flexible management education resulting in reaching the unreached. The school has international presence also and it is offering management programmes in various African and West-Asian countries.

The programmes offered by the school are designed in modular framework so as to give the student maximum flexibility and multiple exit points.

SCHOOL OF MANAGEMENT STUDIES

Director: Prof. Madhu Tyagi

LIST OF MANAGEMENT FACULTY MEMBERS AREA WISE

HUMAN RESOURCE MANAGEMENT

Prof. B.B. Khanna
M.Sc. (Psy.), Ph.D. (Mgmt.)

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

Dr. Gopal Jadav
MBA, LLB, PGDDE, Ph.D.
Associate Professor

Dr. Nayantara Padhi
MA (IRPM), Ph.D.
Reader

FINANCIAL MANAGEMENT

Prof. K. Ravi Sankar
MBA, Ph.D.

Dr. Anjali Ramteke
B.Sc. (Tech.), MBA, Ph.D. PGDDE, ME
Associate Professor

Dr. Kamal Vagrecha
MBA, Ph.D.
Reader

OPERATIONS MANAGEMENT

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

Prof. T.U. Fulzele
M.A. (Eco.), MBA, M.Phil., Ph.D.

MARKETING MANAGEMENT

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

Mr. T.V. Vijay Kumar
B.Sc., MBA
Associate Professor (Selection Grade)

CORPORATE MANAGEMENT

Prof. G. Subbayamma
M.A. (Eco.), Ph.D.

Prof. Neeti Agrawal
MBA, Ph.D., MA(DE)

Dr. Leena Singh
M.A. (Eco.), MBA, Ph.D., PGDDE
Assistant Professor (Senior Scale)

Programmes on Offer

School of Management studies offer Master of Business Administration (MBA) and various Post Graduate Specialisation Diplomas.

MBA : For admission to MBA the student must clear the Entrance Test OPENMAT conducted by the University twice in an year. The eligibility for appearing in OPENMAT is given below:

- Any graduate (Including Chartered Accountancy/Cost Accountancy/Company Secretaryship) with 50% marks for general category/45% for reserved category as per government of India rules.
- Clearance of OPENMAT conducted by IGNOU.
- No age bar

UNIVERSITY RULES

The University reserves the right to change the rules from time to time. Latest rules will be applicable to all the students irrespective of the year of their registration.

However the student who have taken admission to MP programme prior to January 2018 would be governed by the old rules with required to re-registration. For the students who have taken admission prior to 'January 2018 the maximum duration to successfully complete all the requirements for the award of Degree/Diploma would be 8 years. For these students who then seek fresh admission for completing the left over courses the validity of fresh admission would be 5 years.

Educational Qualifications Awarded by Private Institutions

Any educational qualification awarded by the Private University established under the provisions of the “Chhattisgarh Niji Kshetra Vishwavidyalaya (Sathapana Aur Viniyam), Adhiniyam, 2002” are non-existent and cannot be considered for admission to any of the programmes in IGNOU.

Validity of Degree for Admission

Master's Degree obtained without a First degree will not be accepted. However, this condition is not applicable for the five year Integrated Master's degree acquired from a recognized University/Institution.

Bachelor's Degree means **Bachelor's Degree of not less than 3 years duration.**

IGNOU also accepts First degree of 2 year duration obtained from a recognized university **completed up to the year 1998-99** for purposes of higher studies; **provided such students have undergone a further one year bridge course and passed the same, to be in conformity with UGC Regulations.**

Acceptance of 2 year Bachelor's Degree

Students who had enrolled themselves in the first degree course prior to June 4, 1986 and students who had successfully completed their first degree course, prior to June 4, 1986, irrespective of their duration shall be treated at par with the students who have completed 3 years degree and they are not required to undergo a further one year bridge course. Degrees obtained prior to June 4, 1986 and the degree awarded to the students enrolled prior to June 1986 shall be treated valid for all purposes including admission to a Masters degree programme and other higher studies.

'One sitting B.A. degree'

One sitting B.A. degree of Osmania University, Andhra University, Kakatiya University, Kurukshetra University, etc. **is recognized for purpose of admission to IGNOU's Master's degree programmes subject to the condition that the candidates have enrolled for the programme up to the year 1995-96 and completed their course up to the year 1998-99.** Besides, such candidates should have a gap of two year after +2 before they have registered themselves for 'One sitting BA degree'.

Degree acquired from an **'Off Campus' Study Centre/Learning Centre of Private University** outside the territorial jurisdiction of the concerned State is also not recognized for purposes of admission to IGNOU's academic programmes unless it has specific approval of the University Grants Commission as per provisions of **UGC (ESTABLISHMENT OF AND MAINTENANCE OF STANDARDS IN PRIVATE UNIVERSITIES) REGULATIONS, 2003.**

Similarly, Degrees acquired from an **'Off Campus' Study Centre/'Off-shore' Campus** of Central/State/Deemed to be Universities/Institutions of National Importance offered through Distance mode of learning will be accepted for higher studies in IGNOU; provided these have been obtained as per **territorial jurisdiction** of these Central/State/Deemed to be Universities/Institutions of National Importance prescribed by the University Grants Commission.

Incomplete and Late Applications

Incomplete Application Form(s) Re-registration Form(s), received after due date, having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill up the relevant columns carefully and enclose copies of all the required certificates self attested. **The Admission Form duly completed along with its enclosures is to be submitted to the Regional Director concerned ONLY** on or before the due date mentioned in the admission notification. The application form sent to other offices of the University will not be considered and the applicant will have no claim, whatsoever, on account of this.

Simultaneous Registration

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any **Certificate programme of 6 months duration**. However, if there is any clash of dates of counselling or examination schedule between the two programmes taken, University will not be in a position to make adjustment.

Simultaneously, pursuing **two academic Programmes** either from the same University, or one from the **Open University** (under **ODL mode**) and the other from **Conventional University (regular or face-to-face mode)** is not permitted, as of now, except Certificate Programme.

Refund of Fee

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However, in cases where University denies admission, the programme fee will be refunded after deduction of processing fee, if any, through A/c Payee Cheque only.

Waiver of IGNOU Programme Fee to Inmates Lodged in Prisons

Inmates lodged in Prisons in the country are exempted from payment of programme fee including cost of Prospectus. The under-trial/short term prisoners are also eligible for the same benefit of FREESHIP as is extended to other prisoners with the condition that when they go out of jail, they will be treated as normal students and shall pay the fee due thereafter wherever applicable (Examination Fee, Re-registration Fee, pro-rata Fee for Re-admission, Registration Fee for Convocation etc.)

Change of Programme

Change of programme from MBA to MBA (B&F) and vice-versa is not permitted.

Correction/Change of Name/Surname of Learner

Spelling mistakes, if any, committed at the time of data entry stage will be rectified at the Regional Centre and corrected data transmitted to SRD, IGNOU, Maidan Garhi for updating in the database. However, Learners are expected to write their correct name (as indicated in the High School Certificate) in the Admission Form. In case any change in the name (other than the one mentioned in his/her High School Certificate), then it is mandatory for the prospective learners to furnish legal evidence of having changed his/her name/surname while submitting the admission form.

For Change of Name/Surname, after confirmation of admission, the learners are required to submit the following documents at the Regional Centre, for onward transmission to Registrar, SRD:

- i) Original copy of Notification in a daily newspaper notifying the change of name;
- ii) Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name;
- iii) Marriage Card/Marriage Certificate in case of women candidates for change in surname;

- iv) Gazette Notification, in original, reflecting the change of name/surname;
- v) Demand Draft of ₹400/- drawn in favour of IGNOU payable at New Delhi.

Request for correction and/or change of Name/Surname will be entertained only before completion of the programme.

Recognition

IGNOU Degrees/Diplomas/Certificates are recongnized by all member Universities of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Institutions, as per:

- i) UGC Circular letter No. F1-52/2000 (CPP-II) dated 5th May, 2004 (Annexure-I)
- ii) AIU Circular No. EV/II (449)/94/176915-177115 dated 14th January 1994 (Annexure-II)
- iii) AICTE Circular F.No. AICTE/Academic/MOU-DEC/2005 dated 13th May 2005 (Annexure-III)
- iv) UGC F.No. UGC/DEB/2013 dated 14th Oct. 2013 (Annexure-IV)
- v) UGC Letter No. F.1-8/92 (CPP) dated February 1992 (Annexure-V)
- vi) UGC Circular D.D. No. F.1-25/93 (CPP-II) dated 28th July 1993 (Annexure-VI)

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. The candidates downloading the Form from website are required to send a Demand Draft of ₹1,050/- (Rupees one thousand fifty only) drawn in favour of IGNOU payable at New Delhi.

Schedule of activities for OPENMAT-XLII and XLIII Entrance Test

Date of Entrance Test	Last date of submission of the OPENMAT Entrance test Application form (Form 1) at IGNOU Headquarters	Validity of OPENMAT score and eligible to seek admission in*	Last date for submission of application form for Admission (Form 2)* at the concerned Regional Centre alongwith Result Card, Identity proof, and other relevant documents
20.08.2017 (OPENMAT-XLII)	15.07.2017#	1st Sem. 2018 (January 2018) 2nd Sem. 2018 (July 2018)	30 th November 2017# 31 st May 2018
04.02.2018 (OPENMAT-XLIII)	15.12.2017	1st Sem. 2018 (July 2018) 2nd Sem. 2019 (January 2019)	31 th May 2018 30 th November 2018

IMPORTANT NOTES:

- Application Form for OPENMAT (XLII or XLIII) Entrance Test (Form 1), as the case may be, has been provided in a separate envelope alongwith this Student Handbook & Prospectus. Please see the instructions for filling up Form 1.**
- Hall Tickets will be only uploaded on the University website 10 days before the exam. Candidate can download hall ticket from IGNOU website (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 (Form 2)** given in this prospectus to the **Regional Director concerned**. Such students will have a choice to take admission in any of the two subsequent semesters, i.e., one who qualifies in August 2017 OPENMAT may take admission in the semester commencing in January 2018 or July 2018. Similarly, the student who qualifies in February 2018 OPENMAT will be eligible for seeking admission in the semester commencing in July 2018 or January 2019.

For change in dates, if any refer to our website www.ignou.ac.in or contact the concerned regional centre.

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 years 2018/2019 in First and Second Semesters respectively. **The students should opt for registration of those courses only which are on offer during a particular semester.**

Courses on Offer (Semester-wise)

January 2018/2019 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 & 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	Industrial 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
33	MFP-1	Equity Markets
34	MFP-2	Equity Derivatives
35	MFP-3	Commodity Markets

July 2018/2019 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 & 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	Compensation and Rewards Management
18	MS-28	Labour Laws
19	MS-29	International Human Resource Management
20	MS-44	Security Analysis and Portfolio Management
21	MS-45	International Financial Management
22	MS-46	Management of Financial Services
23	MS-55	Logistics and Supply Chain Management
24	MS-56	Materials Management
25	MS-57	Maintenance Management
26	MS-58	Management of R&D and Innovation
27	MS-66	Marketing Research
28	MS-68	Management of Marketing Communication and Advertising
29	MS-611	Rural Marketing
30	MS-612	Retail Management
31	MS-94	Technology Management
32	MS-96	Total Quality Management
33	MS-97	International Business Management
34	MFP-4	Currency and Debt Markets
35	MFP-5	Professionals in Financial Markets Practice

*(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 those respective semesters.

PROGRAMME STRUCTURE

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

- **Master of Business Administration (MBA), 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), or**
- **Post-Graduate Diploma in Financial Markets Practice (PGDFMP)**

The programme code for each of the programme is given in Appendix 5 at Page No. 95

Master of Business Administration (MBA)

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

- All the courses from MS-1 to MS-09 and MS-11
- Five courses from any one of the specialisation streams
- Compulsory Courses (MS-10,MS-91, MS-95) and any one elective course out of MS-92/93/94/96/97
- Project Course (MS-100) equivalent to 2 courses.

IGNOU follows a modular approach in its programme offerings viz. if a student takes admission into MBA and for some reason or the other is not able to complete all the courses s/he is provided with exit point. If s/he completes 6 courses in a particular specialisation alongwith the compulsory basic course s/he would be awarded Post Graduate Diploma in that particular specialisation.

<p>Semester I : Any five courses from MS-1 to MS-11 excluding MS-10</p> <p>Semester II : Rest of five courses</p> <p>Semester III : MS-10, MS-95, two specialisation courses of your choice and MS-100</p> <p>Semester IV : MS-91, three specialisation courses from specialisation stream opted in Semester-III and any one elective course out of MS-92,93,94,96,97.</p>
--

The Specialisation Diploma Programmes

The Specialisation Programme in Functional Areas consists of P.G. Diplomas in 5 streams listed below. In order to qualify for a particular specialisation P.G. Diploma a student is required to successfully complete six courses in all from that particular stream.

Programme P.G. Diploma in:	Course Code	Course Title
Human Resource Management (PGDHRM)	MS-2	Management of Human Resources (Compulsory)
	MS-21	Social Processes and Behavioural Issues
	MS-22	Human Resource Development
	MS-23	Human Resource Planning
	MS-24	Industrial Relations
	MS-25	Managing Change in Organisations
	MS-26	Organisational Dynamics
	MS-27	Compensation and Rewards Management
	MS-28	Labour Laws
Financial Management (PGDFM)	MS-29	International Human Resource Management
	MS-4	Accounting and Finance for Managers (Compulsory)
	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
Operations Management (PGDOM)	MS-46	Management of Financial Services
	MS-7	Information Systems for Managers (Compulsory)
	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
Marketing Management (PGDMM)	MS-58	Management of R&D and Innovation
	MS-6	Marketing for Managers (Compulsory)
	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
Financial Markets Practice (PGDFMP)	MS-611	Rural Marketing
	MS-612	Retail Management
	MS-4	Accounting and Finance for Managers (Compulsory)
	MFP-1	Equity Markets
	MFP-2	Equity Derivatives
	MFP-3	Commodity Markets
MFP-4	Currency and Debt Markets	
MFP-5	Professionals in Financial Markets Practice	

MAXIMUM DURATION IN MANAGEMENT PROGRAMME

- 1) **The maximum duration of the MBA Programme is 5 (five) years.** Thereafter, students seeking ‘**fresh admission**’ for completion of the left over course(s) will not be required to qualify the OPENMAT Entrance Test again. However, this facility is available only once. A separate admission form (Form 3), which is a part of this booklet, is required to be filled by such students.
- 2) If a student fails to successfully complete all the requirements for the award of Degree/Diploma in another 5 year duration (i.e., 5+5=10 years), then s/he will have to **seek admission afresh** by qualifying the OPENMAT entrance and no credit transfer facility will be provided. All formalities in such cases would remain the same as is applicable in case of a fresh student.
- 3) **Students seeking fresh admission from January 2018 admission cycle.**
Old students seeking ‘Fresh admission’ through Form No. 3 from January 2018 session onwards, the extended duration would be 5 (Five) years as per revised rules applicable from January 2018. Such students will have to complete all the requirements for the award of Degree within 8+5 (13 years). If they fail to do so, they will have to seek fresh admission after clearing the OPENMAT again and complete all the courses afresh. No credit transfer/ credit exemption would be allowed.

Those students who were admitted earlier to Management Programmes [including SDM (Direct Entry)] 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) for continuance in the Programme.

As indicated in ‘Re-Registration’ above, students would be **allowed to register maximum five courses in a semester to enable them to register/re-register for proper combination of 21 courses for the award of MBA Degree in four semesters.** However, course(s) once registered must be successfully completed within four semesters, failing which s/he would need to re-validate the registration for the course as prescribed above. The validity of a course registered after 3½ year of the initial admission to the Programme would be reduced appropriately, so that the prescribed maximum duration of five 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, s/he would have to take **fresh admission** in the programme by filling **Form-3**. 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 s/he 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 **credit of a successfully completed course cannot be accounted for more than one programme.**

RESERVATION

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, War Widows, Kashmiri Migrants and Physically Handicapped Learners, as per the Government of India rules, for admission to its various programmes. However, submission of forged certificate under any category shall lead not only to cancellation of admission but also be legally implicated as per Govt. of India rules.

FEE STRUCTURE

Course fee of ₹1500/- 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.

Fee once paid is not refundable under any circumstances. It is also not adjustable against any other 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 (NCPEDP) 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 s/he is seeking a transfer. Further, s/he has to obtain a certificate from the Coordinator of the Study Centre from where s/he 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

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 SRD, IGNOU, Maidan Garhi, New Delhi-110 068. **Requests received directly will not be entertained. The form for change of address can also be downloaded from IGNOU website www.ignou.ac.in. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to get the mail redirected to the changed address during this period. In case a change of Study Centre is desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Counselling facilities are not available for all Programmes at**

all the Study Centres. As such, learners are advised to make sure that counselling facilities are available for the subject s/he has chosen, at the new Study Centre opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new Study 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, every student has to submit an Examination form through on-line (www.ignou.ac.in) 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 courses subject to the maximum of 8 courses 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-registration 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 examinations. 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 PG Specialisation Diplomas and Integrative Courses, except the Project Course (MS-100).
- vi) 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%.
- vii) Students cannot register for more than five courses inclusive of exempted courses, in a semester. For registration purposes the course MS-100 is counted as one course only.
- viii) Students seeking Course Exemption should apply individually to the Registrar (SRD), IGNOU, Maidan Garhi, New Delhi-110068, enclosing a Demand Draft for ₹400/- per Course drawn in the name of IGNOU and payable at New Delhi, self-attested copies of Marks Sheet and self-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. Fee paid for exemption will not be refunded under any circumstances even if exemption in a certain course(s) is rejected.

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 Form (can be obtained from the Head Office or photocopy of the one given in programme guide could be used).
- 2) Self-attested copy of the Grade card and Provisional certificate.
- 3) Fee of ₹400/- 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 5 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 (January-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 Through Online only at IGNOU website www.ignou.ac.in	1st March to 31st March (without late fee) 1st April to 30th April - with ₹500 late fee 1st May to 15th May - with ₹1000 late fee	1st September to 30th September (without late fee) 1st October to 31st October - with ₹500 late fee 1st November to 15th November - with ₹1,000 late fee
vii) Dates for Re-registration online for next semester	1st August to 1st October (without late fee) 3rd October to 31st October - with ₹200 late fee 1st November to 30th November with ₹500 late fee 1st December to 20th December with ₹1,000 late fee	1st February to 31st March (without late fee) 1st April to 30th April - with ₹200 late fee 1st May to 31st May with ₹500 late fee 1st June to 20th June with ₹1,000 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.)

1. Examination fee is ₹120/- per course.
2. Examination Form should be filled up and submitted through IGNOU website www.ignou.ac.in till March 31st and September 30th for June and December Term-end examinations respectively.
3. Examination Form is to be submitted Online only as per instructions/Guidelines available at IGNOU website i.e. www.ignou.ac.in.

NAME AND CODE OF PROGRAMMES, ELIGIBILITY, FEES

Sl. No.	Name of the Programme	Programme Code	Eligibility	Minimum Duration (Years)	Fee
1.	Master of Business Administration	MP	<p>Eligibility:</p> <ul style="list-style-type: none"> Any graduate (Including Chartered Accountancy/ Cost Accountancy/ Company Secretaryship) with 50% marks for general category/45% for reserved category as per government of India rules. Clearance of OPENMAT conducted by IGNOU. No age bar 	2	₹1,500 per course (₹3,000 for MS-100)
2.	Post Graduate Diploma in Human Resource Management	PGDHRM		1	₹1,500/- per course
3.	Post Graduate Diploma in Financial Management	PGDFM		1	₹1,500/- per course
4.	Post Graduate Diploma in Operations Management	PGDOM		1	₹1,500/- per course
5.	Post Graduate Diploma in Marketing Management	PGDMM		1	₹1,500/- per course
6.	Post Graduate Diploma in Financial Markets Practice	PGDFMP		1	₹1,500/- per course

NOTES :

- All Programmes are offered in English medium.
- The candidate should meet the eligibility requirement as mentioned above by the last date for submission of application form for admission (Form 2) to Management Programme.

Appendix-2**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES**

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
1	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M. B. B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799 004 TRIPURA 0381-2519391, 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICTS: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP NIRMA UNIVERSITY SARKHEJ GANDHINAGAR HIGHWAY, CHHARODI AHMEDABAD: 382481 GUJARAT 02717-242975-242976 02717-241579 02717-241580 rcahmedabad@ignou.ac.in	STATE OF GUJARAT (DISTRICTS: AHMEDABAD, ANAND, ARAVALLI, BANASKANTHA, BHARUCH, CHHOTA UDAIPUR, DANG, DAHOD, GANDHINAGAR, KHEDA, MAHISAGAR, MEHSANA, NARMADA, NAVSARI, PANCHMAHAL, PATAN, SABARKANTHA, SURAT, TAPI, VADODARA, VALSAD, DAMAN, DADARA NAGARHAVELI)
3	AIZAWL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, H/No. YC-10 ROPHIRA BUILDING, CHALTLANG, DAWRKAWN, AIZAWL, MIZORAM-796012 0389-2391692, 0389-2391788 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICTS: AIZAWL, CHAMPHAI, KOLASIB, LAWNGTLAI, LUNGLEI, MAMIT, SAIHA, SERCHHIP)
4	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD, ALIGARH - 202001 UTTAR PRADESH 0571-2700120/2701365 0571-2405471 rcaligarh@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICTS: ALIGARH, AGRA, BUDAUN, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR, SAMBHAL)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
5	BANGALORE	13	IGNOU REGIONAL CENTRE, NSSS KALYANA KENDRA NO. 293, 39TH CROSS, 8TH BLOCK, JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747/26657376 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICTS: BANGALORE- URBGAN, BANGALORE - RURAL, CHAMARAJA NAGARA, CHIKBALLAPUR, CHIKMAGALUR, CHITRADURGA, DAKSHINA KANNADA, DAVANGERE, HASSAN, KODAGU, KOLAR, MANDYA, MYSORE, RAMANAGARA, SHIMOGA, TUMKUR, UDUPI)
6	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3RD FLOOR, SUMAN PLAZA CENTRAL JAIL ROAD, TILKAMANJHI BHAGALPUR BIHAR-812001 0641-2610055/2610077 rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICTS: BHAGALPUR, BANKA & MUNGER)
7	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS, BHOPAL -.462 011 MADHYA PRADESH PH.OFF :0755-2578455/ 0755-2578452/2578454/ 0755-2570517 Email : rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICTS: ALIRAJPUR, AGAR- MALWA, ASHOK NAGAR, BADWANI, BETUL, BHIND, BHOPAL, BURHANPUR, DATIA, DEWAS, DHAR, GUNA, GWALIOR, HARDA, HOSHANGABAD, INDORE, JHABUA, KHANDWA, KHARGONE, MANDSAUR, MORENA, NEEMUCH, RAISEN, RAJGARH, RATLAM, SEHORE, SHAJAPUR, SHEOPUR, SHIVPURI, UJJAIN, VIDISHA)
8	BHUBANE SWAR	21	REGIONAL DIRECTOR REGIONAL CENTRE C-1, INSTITUTIONAL AREA, BHUBANESWAR- 751013 0674-2301348, 2301250, 2301352 0674- 2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORRISSA (DISTRICTS: ANGUL, BALASORE, BARGARH, BHADRAK, BOLANGIR, BOUDH, CUTTACK, DEOGARH, DHENKANAL, GAJAPATI, GANJAM, JAGATSINGHPUR, JAJPUR, JHARSUGUDA, KANDHAMAL, KENDRAPARA, KEONJHAR, KHURDA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SONEPUR, SUNDERGARH)

Appendix-2

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
9	BIJAPUR	85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIJAPUR B.L.D.E.A'S OLD ADMINISTRATIVE BUILDING SMT. BANGARAMMA SAJJAN CAMPUS SOLAPUR ROAD BIJAPUR-586103 KARNATAKA 08352-260006 9482311006 rcbijapur@ignou.ac.in	STATE OF KARNATAKA (DISTRICTS: BAGALKOT, BELGAUM, BELLARY, BIDAR, BIJAPUR, DHARWAD, GADAG, GULBARGA, HAVERI, KOPPAL, RAICHUR & YADAGIRI)
10	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208, SECTOR 14, PANCHKULA - 134109 HARYANA 0172-2590277, 2590278 0172-2590208 0172-2590279 rcchandigarh@ignou.ac.in	CHANDIGARH (U.T.), & STATE OF HARYANA (DISTRICTS: AMBALA, PANCHKULA), & STATE OF PUNJAB: (DISTRICTS: FATEHGARH SAHEB, MOHALI, PATIALA, RUP NAGAR)
11	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, THIRD FLOOR, GR COMPLEX, 407 ANNA SALAI, NANDANAM, CHENNAI - 600 035 TAMILNADU 044-24312766/24312979 rcchennai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICTS: CHENNAI, CUDDALORE, DHARMAPURI, KANCHEEPURAM, KRISHNAGIRI, NAGAPATTINAM, NAMAKKAL, PERAMBALUR, PUDUCHERRY,(U.T.), SALEM, THIRUVALLUR, THIRUVANNAMALI, VELLORE, VILLUPURAM)
12	COCHIN	14	REGIONAL DIRECTOR REGIONAL CENTRE COCHIN, KALOOR PO COCHIN-682017 ERNAKULAM Ph: +91 484- 2340203,2348189 Fax: +91 484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICTS: ALAPUZHA, ERNAKILAM, IDUKKI, KOTTAYAM, PALAKKAD, THRISSUR, UNION TERRITORY OF LAKSHADWEEP)

Appendix-2

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
13	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, LNMU CAMPUS, KAMESHWAR NAGAR, NEAR CENTRAL BANK OF INDIA, DARBHANGA - 846 004 BIHAR 06272-251833, 251862 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICTS: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, MADHUBANI, MUZAFFARPUR, SAMASTIPUR, SHEOHAR, SITAMARHI, WEST CHAMPARAN)
14	DEHRADUN	31	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE NANOORKHERA, TAPOVAN, RAIPUR ROAD, DEHRADUN, UTTARAKHAND-248008 PH. 0135-2789200, FAX. 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICTS: ALMORA, BAGESHWAR, CHAMOLI, CHAMPAWAT, DEHRADUN, HARIDWAR, NAINITAL, PAURI, PITHORAGARH, RUDRAPRAYAG, TEHRI, US NAGAR, UTTARKASHI), STATE OF UTTAR PRADESH (DISTRICT: BIJNORE, MUZAFFAR NAGAR, SAHARANPUR, SHAMLI (PRABUDH NAGAR))
15	DELHI-1	07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DELHI-1, PLOT NO J-2/1 BLOCK - B-1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD, (NEAR MOHAN ESTATE METRO STATION) NEW DELHI-110044 011-26990082 83 011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF ASHRAM, BADARPUR, BHO GAL, CHANAKYAPURI, FRIENDS COLONY, GREEN PARK, GREATER KAILASH PART- 1 & 2, HAUZ KHAS, LAJPAT NAGAR, MALVIYA NAGAR, MEHRAULI, MUNIRKA, R.K.PURAM, SAKET, SANGAM VIHAR, VASANT KUNJ, OKHLA) & STATE OF HARYANA (DISTRICTS: FARIDABAD, PALWAL)

Appendix-2

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
16	DELHI-2	29	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT, NEW DELHI-110002 011-23392374-23392376/ 23392377 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF ASHOK VIHAR, BUDH VIHAR, BURARI, CIVIL LINES, DR. MUKHERJEE NAGAR, GTB NAGAR, JHARODA MAJRA, JAHANGIR PURI, KARALA, LIBASPUR, MANGOLPURI, MODEL TOWN, NAND NAGRI, PRAHLADPUR BANAGAR, PITAMPURA, RAMA VIHAR, RANI BAGH, SULTAN PURI, SHAKURPUR COLONY, SHASTRI NAGAR, YAMUNA VIHAR)
17	DELHI-3	38	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, F-634-636 PALAM EXTENSION, SHAHEED RAMPHAL CHOWK (NEAR SECTOR-7) DWARKA NEW DELHI- 110077 011-25088944 011-25088939 FAX:25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, 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, KAPASHERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN) &
18	DEOGHAR	87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN, BASUWADIH, ROHINI ROAD, JASIDIH, DEOGHAR, JHARKHAND-814142 +91 9234455958 rcdeoghar@ignou.ac.in	STATE OF HARYANA (DISTRICTS: GURUGRAM AND MEWAT) STATE OF JHARKHAND (DISTRICTS: DEOGHAR, DUMKA, GIRIDIH, GODDA, JAMTARA, PAKUR, SAHIBGANJ)
19	GANGTOK	24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5TH MILE TADONG, NH-10, BELOW MANIPAL HOSPITAL, EAST SIKKIM-737102 SIKKIM 03592-231102, 270923 03592-231103 rcgangtok@ignou.ac.in	STATE OF SIKKIM (EAST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM, WEST SIKKIM)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
20	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, MC ROAD CHRISTIAN BASTI GUWAHATI ASSAM 81005 0361-2343771/ 2343785 0361-2343786 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICTS: TINSUKIYA DIBUGARH, IBSAGAR, DHEMAJI, JORHAT, KAKHIMPUR, GOLGHAT, SONITPU, KARBI, ANGLONG, NAGAO MORIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP, METROPOLITAN, BAKSA, UDALGURI, CHIRANG)
21	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS, PHASE-II, NEAR MADHAPUR P.S, UBILEE HILLS (P.O) HYDERABAD - 500 033 TELANGANA STATE 040-23117550/52/53 9492451812, 040-23117554 rchyderabad@ignou.ac.in	STATE OF TELANGANA
22.	IMPHAL	17	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, IMPHAL, ASHA-JINA COMPLEX, NORTH AOC, IMPHAL - 795001, MANIPUR 0385-2421190/2421191 / 421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICTS: BISHNUPUR, CHANDEL, CHURCHANDPUR, IMPHAL EAST, IMPHAL WEST, JIRIBAM, KAKCHING, KAMJONG, KANGPOKPI, NONEY, PHERZAWL, SENAPATI, TAMENGLONG, TENGNOUNPAL, THOUBAL, UKHRUL)
23	ITANAGAR	03	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, ORNBILL COMPLEX, C-SECTOR, NAHARLAGUN, R. CENTRAL SCHOOL, PAPUM PARE DISTRICT, ARUNACHAL PRADESH - 791110 0360-2247538/36, 2351705 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH, (DISTRICTS: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KRA DAADI, KRUNG KUMEY, LOHIT, LONGDING, LOWER DIBANG VALLEY, LOWER SUBANSIRI, NAMSAI, PAPUM PARE, SAING, TAWANG, TIRAP, UPPER DIBANG VALLEY, UPPER SIANG, UPPER SUBANSIRI, WEST KAMENG AND WEST SAING)

Appendix-2

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
24	JABALPUR	41	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAWAN, RANI DURGAWATI UNIVERSITY CAMPUS, PACHPEDHI JABALPUR-482001 (MADHYA PRADESH) 0761-2600219; 2600411; 2609896 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICTS : ANUPPUR, BALAGHAT, CHHINDWARA, CHHATTARPUR, DINDORI, DAMOH, JABALPUR, KATNI, MANDLA, NARSINGHPUR PANNA, REWA, SAGAR, SATNA, SEONI, SHAHDOL, SIDHI, SINGRAULI, TIKAMGARH,UMARIA)
25	JAIPUR	23	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE 70/79, PATEL MARG, SECT-7 MANSAROVER, JAIPUR PIN: 302020, RAJASTHAN 0141-2785730/2396427 0141-27840430 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICTS: JAIPUR, AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTIORGARH, CHURU, DHOLPUR, DOUSA, HANUMANGARH, JHALAWARA, JHUNJHUN, KARALI, KOTA, SAWIMADHEPUR, SIKAR, SRIGANGANAGAR, TONK)
26	JAMMU	12	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, SPMR COLLEGE OF COMMERCE, AUROBINDO BLOCK, 1ST FLOOR, CANAL ROAD, JAMMU-180001 (J&K) 0191-2579572, 0191-2546529, 0191-2585154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR JAMMU REGION- (DISTRICTS: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27	JODHPUR	88	REGIONAL DIRECTOR IGNOU, REGIONAL CENTRE, PLOT NO.439, PAL LINK ROAD, OPPOSITE KAMLA NAGAR HOSPITAL, JODHPUR - 342 008 RAJASTHAN 0291-2751424, 2756579, 2755424 rcjodhpur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJSAMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH & BANSWARA)

Appendix-2

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
28	JORHAT	37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI BUILDING 1ST FLOOR TULSI NARAYAN SARMAH PATH, NEAR NEHRU PARK JORHAT, ASSAM-785001 0376-2301116(O) rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICTS: BISWANATH, CHARAIDEO, DHEMAJI, DIBRUGARH, GOLAGHAT, HOJAI, JORHAT, LAKHIMPUR, MAJULI, NAGAON, SIBSAGAR, SONITPUR & TINSUKIA)
29	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 6, SUBHASH COLONY, KARNAL-132001 0184-2271514 0184-2255738 0184-2251417 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICTS: BHIWANI, FATEHABAD, HISSAR, JHAJJAR, JIND, KAITHAL, KARNAL KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONEPAT, YAMUNANAGAR)
30	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING, BULEPUR KHANNA, DISTRICT - LUDHIANA PUNJAB - 141401 01628-229993/237361 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICTS: AMRITSAR, BARNALA, BATHINDA, FARIDKOT, FAZILKA, FEROZEPUR, GURDASPUR, HOSHIARPUR, JALANDHAR, KAPURTHALA, LUDHIANA, MANSA, MOGA, MUKTSAR, PATHANKOT, SANGRUR, SBS NAGAR (NAWANSHAHR), TARN TARAN)
31	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL, DON BOSCO HR.SEC.SCHOOL ROAD KENUOZOU KOHIMA-797001 NAGALAND 0370-2260366/2260167 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICTS: DIMAPUR, KOHIMA, KIPHIRE, LONGLENG, MOKOKCHUNG, MON, PEREN, PHEK, TUENSANG, WOKHA, ZUNHEBOTO)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
32	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK, SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850, 033-23592719, 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICTS: BANKURA, BURDWAN, HOOGHLY, HOWRAH, KOLKATA, , NADIA , NORTH 24 PARAGANAS, PASCHIM MEDINIPUR, PURBA MEDINIPUR, PURULIA, SOUTH 24 PAMGANAS)
33	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, DIST. AGRICULTURE OFFICE ROAD, PO. KORAPUT DIST. KORAPUT ODISHA - 764020 06852-251535 06852-252503 rckorapat@ignou.ac.in	STATE OF ODISHA (DISTRICTS: KALAHANDI, KORAPUT, MALKANGIRI, NABARANGPUR, NUAPADA, RAYAGADA)
34	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 5-C/INS-1, SECTOR - 5, VRINDAVAN YOJNA, TELIBAGH LUCKNOW 0522-2442832, rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICTS: AMETHI, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKOOT, FAIZABAD, FARRUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN (ORAI), JHANSI, KANNAUJ, KANPUR (RURAL), KANPUR (URBAN) KAUSHAMBI, LAKHIMPUR (KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBARELI, SHAHJAHANPUR, SHRAVASTI, SIDHHARTHANAGAR, SITAPUR & UNNAO)
35	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI-625 018 TAMIL NADU 0452-2380775, 2380733 0452-2380588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICTS: ARIYALUR, COIMBATORE, DINDIGUL, ERODE , KARUR, MADURAI, NILGIRIS, PUDUKKOTIAI, RAMANATHAPURAM, SIVAGANGAI, THANJAVUR, THENI, THIRUVARUR , TRICHY, TIRUPUR & VIRUDHUNAGAR)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
36	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND & 3RD.FLOOR, KAPPEESH BUILDING, M.G.ROAD, OPPOSITE TO MULUND STATION, MULUND WEST, MUMBAI-400080. 022-25923159/25925540 022-25925411 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICTS : MUMBAI, MUMBAI SUBURBAN, PALGHAR, RAIGARH, RATNAGIRI, THANE.)
37	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 'GYAN VATIKA' 14 HINDUSTAN COLONY, AMRAVATI ROAD, NAGPUR - 440 033 MAHARASHTRA 0712-2536999, 2537999 0712-2022000 0712-2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICTS: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, HINGOLI, NAGPUR, NANDED, PARBHANI, WARDHA, WASHIM, YAVATMAL)
38	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NOIDA, C-53, INSTITUTIONAL AREA, SECTOR - 62, NOIDA - 201301 (U.P.) 0120-2405012 / 13/14 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICTS: BAGHPAT, BULANDSHAHR, GAUTAM BUDH NAGAR, GHAZIABAD, HAPUR, MEERUT & PARTS OF EAST DELHI)
39	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, H.NO 1576, NEAR P&T QUARTERS ALTO PORVORIM PO. 403521 GOA. 0832-2412443, 2412550 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICTS: NORTH GOA, SOUTH GOA) & STATE OF KARNATAKA (DISTRICT: UTTARA KANNADA) & STATE OF MAHARASHTRA (DISTRICT: SINDHUDURG)
40	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCO MAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001, BIHAR 0612-2219539 / 2219541 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICTS: ARWAL, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPPRA)

Appendix-2

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
41	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING NEAR SYNDICATE BANK 18, TAGORE ROAD, MOHANPURA PORT BLAIR-744101 03192-230111(FAX) 03192-242888, 211088 rreportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICTS: SOUTH ANDAMAN, NORTH & MIDDLE ANDAMAN, CAR NICOBAR)
42	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR, 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 020-25611864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICTS: AHMEDNAGAR, AURANGABAD, BEED, DHULE, JALGAON, JALNA, KOLHAPUR, NANDURBAR, NASHIK, OSMANABAD, PUNE, SANGLI, SATARA)
43	RAGHUNATH GANJ	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK, FULTALA MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 03483-271555/271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICTS: BIRBHUM, MALDA, MURSHIDABAD)
44	RAIPUR	35	REGIONAL DIRECOTR, IGNOU REGIONAL CENTRE, IGNOU COMPLEX, KACHNA, POST-SADDU, RAIPUR-492014. CHHATTISGARH 0771-2283285, 2971322 2971323 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICTS: BILASPUR, DHAMTARI, DURG, JANJIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, KONDAGAON, BASTAR, BIJAPUR, NARAYANPUR, SUKMA, DANTEWADA)

Appendix-2

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
45	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360005 GUJARAT 0281-2572988 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICTS: AMRELI, BHAVNAGAR, BOTAD, DEV- BHOO MI DWARKA, GIR- SOMNATH, JAMNAGAR, JUNAGADH, KACHCHH, MORBI, PORBANDAR, RAJKOT, SURENDRANAGAR), DIU (U.T.)
46	RANCHI	32	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 57/A, ASHOK NAGAR, RANCHI-834022, JHARKHAND 0651-2244677, 2244688, 2244699 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICTS: BOKARO, CHATRA, DHANBAD, EAST SINGHBHUM, GARHWA, GUMLA, HAZARIBAGH, KHUNTI, KODERMA, LATEHAR, LOHARDAGA, PALAMAU, RAMGARH, RANCHI, SARAIKELA KHARSAWAN, SIMDEGA WEST SINGHBHUM)
47	SAHARSA	86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, KAUSHALYAMANSION, NAYA BAZAR SAHARSA -85220 1 BIHAR 06478-219014,219015 06478-219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR (DISTRICTS: ARARIA, KATI HAR, KHAGARIA, KISHANGANJ, MADHEPURA, PURNIA, SAHARSA & SUPAUL)
48	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEHU CAMPUS, UMSHING, MAWKYNROH, SHILLONG- 793022, MEGHALAYA 0364-2550088/ 2550102/ 2551010/2550015 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISIRICTS: EAST GARO HILLS, EAST JAINTIA HILTS, EAST KHASI HILLS , NORTH GARO HILLS RIBHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINIIA HILLS, WEST KHASI HILLS)

Appendix-2

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
49	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, CHAUHAN NIWAS BUILDING, KHALINI SHIMLA-171 002 HIMACHAL PRADESH 0177-2624612 & 2624613 1800-180-8055 (TOLL FREE) 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICTS: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHAUL & SPITI, MANDI, SHIMLA, SIRMAUR & SOLAN, UNA)
50	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J.C. BOSE ROAD SUBHAS PALLY SILIGURI - 734 001 WEST BENGAL 0353- 252 6818 0353 - 252 6929 rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICTS : ALIPURDUAR, COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR and DAKSHIN DINAJPUR)
51	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTER, KURSOO, RAJBAGH, NEAR LAWRENCE VIDYA BHAWAN, SRINAGAR J&K 190008. 0194-2311251/2311258 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU AND KASHMIR (DISTRICTS: ANANTNAG, BANDIPORA, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL KILLIPALAM KARAMANA P O TRIVANDRUM- 695 002 KERALA 0471-2344113/2344120 0417-2344121 rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICTS: KOLLAM, PATHANAMTHITTA, TRIVANDRUM) STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI, TIRUNELVELI, TUTICORIN)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
53	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, GANDHI BHAWAN, BHU CAMPUS, VARANASI-221005 UTTAR PRADESH 0542-2368022/2368622/ 2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICTS: ALLAHABAD, AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, PRAPGARH, SULTANPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
54	VATAKARA	83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NUT STREET (PO) VATAKARA KOZHIKODE.673104 KERALA 0496-2525281 0496-2515413 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICTS: KANNUR, KASARGOD, KOZHIKODE, WAYANAD, MALAPPURAM, & MAHE OF UT OF PONDICHERY)
55	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SKPVV HINDU HIGH SCHOOL PREMISES #9-76-18, KOTHAPET, VIJAYAWADA - 520 001 0866-2565253, 2565959 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICTS: ANANTAPUR, CHITTOOR, GUNTUR, KADAPA, KRISHNA, KURNOOL, NELLORE, PRAKASAM)
56	VISAKHA- PATNAM	84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM-530 017 0891-2511200 0891-2511300 0891-2511400 rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICTS: EAST GODAVARI, WEST GODAVARI, SRIKAKULAM VISHAKHAPATNAM, VIZIANAGARAM & YANAM OF UNION TERRITORY - PUDHUCHERRY)

Appendix-2

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
01	IAEP - KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-22222668 (CIVIL) 2670(MILITARY) 033-22222668 rc51army_ec@yahoo.co.in rcarmy51@ignou.ac.in	EASTERN COMMAND AREA
02	IAEP - CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL.EDUCATION(G.S.EDU.BRANCH) HQ WESTERN COMMAND CHANDIMANDIR -134107 HARYANA 0172-2589355,(CIVIL) 2670 (MILITARY) 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
03	IAEP - LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ.CENTRAL COMMAND- GS (EDN) LUCKNOW - 226002 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) iaeppc53@yahoo.co.in	CENTRAL COMMAND AREA
04	IAEP - PUNE	54	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND HRDC-1 BEG & CENTRE C/O 56 APO - 908 791 020-20265568 CIVIL); 3019(MILITAR 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
05	IAEP - UDHAMPUR	55	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992-242486 01992-242486 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
06	IAEP - JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH HQ SOUTHERN WESTERN COMMAND C/O 56 APO 908546 JAIPUR RAJASTHAN 0141-6640 (MILITARY) swciaep@gmail.com	SOUTH WESTERN COMMAND

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

SL. NO.	RC CODE	REGIONAL CENTRE	ADDRESS	JURISDICTION
1.	81	IAREP– SHILLONG	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 11 MEGHALAYA PH. OFF: 0364-2705181 FAX: 0364-2705184 iarrrc_81@yahoo.co.in	COMMAND AREA

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

SL. NO.	RC CODE	REGIONAL CENTRE	ADDRESS	JURISDICTION
1.	71	INEP- NEW DELHI	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 PH. OFF: 011-26194686 FAX: 011-26105067 EMAIL: inepdelhi@rediffmail.com	NAVAL HQS
2.	72	INEP-MUMBAI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400023 MAHARASHTRA PH. OFF: 022-22752245 FAX: 022-22665458 EMAIL: inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
3.	73	INEP-VISAKHA- PATNAM	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530014 ANDHRA PRADESH PH. OFF: 0891-2812669 FAX: 0891-2515834 EMAIL: inepv@hotmail.com rc73@ignou.ac.in	HQ EASTERN NAVAL COMMAND
4.	74	INEP-KOCHI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682004, KERALA PH. OFF: 0484-266210,2662515 FAX: 0484-2666194 EMAIL: inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND

IGNOU – SUB-REGIONAL CENTRES

SL. NO.	SUB-RC	MENTOR RC	ADDRESS	OPERATIONAL AREA
1	DARJEELING	Siliguri	ARD (I/C) IGNOU SUB REGIONAL CENTRE C/O RAMESH CUPTA LASA VILLA H. C. ROAD DARJEELING WEST BENGAL 08116903933	DARJEELING, KALIMPONG, KURSEONG, MIRIK SUB- DIVISION
2	KANDHAMAL	Bhubaneswar	ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI ODISHA	KANDHAMAL, BOUDH, GAJAPATI, BOLANGIR, SONEPUR
3	PITHORAGARH	Dehradun	ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARAKHAND-262502 05964-264077	BAGESHWAR, CHAMPAWAT, ALMORA, NAINATL
4	TIRUPATI	Vijayawada	ARD (I/C) IGNOU SUB-REGIONAL CENTRE OPERATING FROM MENTOR RC	ANANTPUR, CHITTOOR, KADAPA, KURNOOL

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
1	AGARTALA	2601	AGARTALA	COORDINATOR IGNOU STUDY CENTRE TRIPURA UNIVERSITY UNIVERSITY CAMPUS AGARTALA TRIPURA-799004
2	AHMEDABAD	0901	AHMEDABAD	COORDINATOR IGNOU STUDY CENTRE L.D. ARTS COLLEGE NAVRANGPURA AHMEDABAD GUJARAT-380009
3	AHMEDABAD	0902	VADODARA	COORDINATOR IGNOU STUDY CENTRE M.S. UNIVERSITY GENERAL EDUCATION BUILDING VADODARA GUJARAT-390002
4	AHMEDABAD	0905	SURAT	COORDINATOR IGNOU STUDY CENTRE MTB ARTS COLLEGE SURAT GUJARAT-395001
5	AHMEDABAD	0909	MEHSANA	COORDINATOR IGNOU STUDY CENTRE NEW PROGRESIVE EDUCATION TRUST ABOVE HOMEOPATHY COLLEGE MEHSANA GUJARAT-384002
6	AHMEDABAD	0910	ANAND	COORDINATOR IGNOU STUDY CENTRE SARDAR PATEL UNIVERSITY UNIVERSITY HEALTH CENTRE VALLABH VIDYANAGAR ANAND GUJARAT-388120
7	AHMEDABAD	0911	GANDHINAGAR	COORDINATOR IGNOU STUDY CENTRE SAMARPAN ARTS & COMMERCE COLLG GANDHINAGAR GUJARAT
8	AHMEDABAD	0913	BHARUCH	COORDINATOR IGNOU STUDY CENTRE ANJUMAN-E-TALIME-IDARA COURT ROAD OPPOSITE TREASURY BHARUCH GUJARAT-392001

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
9	AHMEDABAD	0920	AHMEDABAD	COORDINATOR IGNOU STUDY CENTRE L.J. COMMERCE COLLEGE VASTRAPUR AHMEDABAD GUJARAT 380015
10	AHMEDABAD	0922	ANKLESHWAR	COORDINATOR IGNOU RECOG. STUDY CENTRE ANKLESHWAR IND. DEV. SOCIETY PLOT NO. 910 GIDC ESTATE ANKLESHWAR GUJARAT 390002
11	AHMEDABAD	0928	RAJKOT	COORDINATOR IGNOU RECOG. STUDY CENTRE N.I.M.I.T. C/O PARAG AD. JANSATTA PRESS RAJKOT GUJARAT 360005
12	AHMEDABAD	2901	DAMAN & DIU	COORDINATOR IGNOU STUDY CENTRE DAMAN GOVERNMENT ARTS COLLEGE DAMAN & DIU DAMAN & DIU 396210
13	AHMEDABAD	09132	SABARMATI	COORDINATOR IGNOU SPCL STUDY CENTRE CENTRAL PRISON SABARMATI AHMEDABAD GUJARAT 380027
14	ALIGARH	2702	AGRA	COORDINATOR IGNOU STUDY CENTRE ST. JOHN'S COLLEGE AGRA FORT AGRA UTTAR PRADESH 282002
15	ALIGARH	2713	ALIGARH	COORDINATOR IGNOU STUDY CENTRE ALIGARH MUSLIM UNIVERSITY ALIGARH UTTAR PRADESH 202002

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
16	ALIGARH	2714	MORADABAD	COORDINATOR IGNOU STUDY CENTRE HINDU COLLEGE STATION ROAD MORADABAD UTTAR PRADESH 244001
17	ALIGARH	2764	MATHURA	COORDINATOR IGNOU STUDY CENTRE BABU SHIVNATH AGRAWAL COLLEGE MATHURA UTTAR PRADESH 281004
18	BANGALORE	1301	BANGALORE	COORDINATOR IGNOU STUDY CENTRE BES COLLEGE OF ARTS & SCIENCE IV 'T' BLOCK JAYANAGAR BANGALORE KARNATAKA 560011
19	BANGALORE	1302	MANGALORE	COORDINATOR IGNOU STUDY CENTRE ST. ALOYSIUS COLLEGE KODIALBAIL MANGALORE KARNATAKA 575003
20	BANGALORE	1305	MYSORE	COORDINATOR IGNOU STUDY CENTRE VIDYAVARDHAKA LAW COLLEGE SHESHADRI IYER ROAD MYSORE KARNATAKA 570021
21	BANGALORE	1309	BANGALORE	COORDINATOR IGNOU STUDY CENTRE AL-AMEEN ARTS SCI. & COM. COL. HOSUR ROAD NEAR LAL BAGH MAIN GATE BANGALORE KARNATAKA-560002
22	BANGALORE	1311	DAVANGERE	COORDINATOR IGNOU STUDY CENTRE BAPUJI INSTT. OF ENGG & TECH. SHAMANUR ROAD DAVANAGERE KARNATAKA-577004

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
23	BANGALORE	1314	BANGALORE	COORDINATOR IGNOU STUDY CENTRE BANGALORE INSTT. OF TECHNOLOGY K.R. ROAD V.V. PURAM BANGALORE KARNATAKA 560004
24	BANGALORE	1319	TUMKUR	COORDINATOR IGNOU STUDY CENTRE SRI SIDDARTHA INSTT. OF TECH TUMKUR KARNATAKA 572105
25	BANGALORE	1320	BANGALORE	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT SCIENCE COLLEGE NRUPATHUNGA ROAD BANGALORE KARNATAKA 560001
26	BANGALORE	1344	BANGALORE	COORDINATOR IGNOU STUDY CENTRE CMR INSTT. OF MNGMT.STUDIES 2079, 2ND CROSS, 3RD BLOCK HENNUR BANASWADI LAYOUT, KALYANGR BANGALORE KARNATAKA
27	BHAGALPUR	0505	BHAGALPUR	COORDINATOR IGNOU STUDY CENTRE MARWARI COLLEGE (T.M. BHAGALPUR UNIVERSITY) BHAGALPUR BIHAR 812007
28	BHOPAL	1501	BHOPAL	COORDINATOR IGNOU STUDY CENTRE MOTILAL VIGYAN MAHAVIDYALAYA BHOPAL MADHYA PRADESH 462008
29	BHOPAL	1504	GWALIOR	COORDINATOR IGNOU STUDY CENTRE JIWAJI UNIVERSITY GWALIOR MADHYA PRADESH 474011

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
30	BHOPAL	1506	INDORE	COORDINATOR IGNOU STUDY CENTRE HOLKAR SCIENCE COLLEGE INDORE MADHYA PRADESH 452001
31	BHOPAL	1516	UJJAIN	COORDINATOR IGNOU STUDY CENTRE VIKRAM UNIVERSITY UJJAIN MADHYA PRADESH 456010
32	BHOPAL	1519	RAJGARH	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT BOYS PG COLLEGE RAJGARH MADHYA PRADESH 465661
33	BHOPAL	15211	UJJAIN	COORDINATOR IGNOU SPL STUDY CENTRE (IN) CENTRAL JAIL BHERUGARH UJJAIN MADHAYA PRADESH 456003
34	BHOPAL	15219	INDORE	COORDINATOR IGNOU STUDY CENTRE INDIAN INSTITUTE OF MANAGEMENT PRABANDH SHIKHAR RAU-PITHMPUR ROAD INDORE-MP 453556
35	BHUBANESHWAR	2101	BHUBANESHWAR	COORDINATOR IGNOU STUDY CENTRE KALINGA INSTT OF INDL. TECH, PATIA BHUBANESHWAR ORISSA 751024
36	BHUBANESHWAR	2102	CUTTACK	COORDINATOR IGNOU STUDY CENTRE RAVENSHAW UNIVERSITY ARTS BLOCK, I FLOOR CUTTACK-ORISSA 753003
37	BHUBANESHWAR	2103	ROURKELA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT COLLEGE ROURKELA ORISSA-796004

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
38	BHUBANESHWAR	2104	BERHAMPUR	COORDINATOR IGNOU STUDY CENTRE KHALIKOTE COLLEGE GANJAM BERHAMPUR ORISSA 760001
39	BHUBANESHWAR	2106	BALASORE	COORDINATOR IGNOU STUDY CENTRE FAKIR MOHAN COLLEGE BALASORE ORISSA 756001
40	BHUBANESHWAR	2108	SAMBALPUR	COORDINATOR IGNOU STUDY CENTRE GANGADHAR MEHER COLLEGE SAMBALPUR ORISSA 768004
41	BHUBANESHWAR	2191	CUTTACK	COORDINATOR IGNOU STUDY CENTRE BOSE SCHOOL OF ENGINEERING GOVT. OF ORISSA POLYTECHNIC AT-JOBRA, PO SCB MED.COLL. DT. CUTTACK ORISSA 753007
42	BIJAPUR	1304	GULBARGA	COORDINATOR IGNOU STUDY CENTRE GULBARGA UNIVERSITY GULBARGA UNIVERSITY CAMPUS GULBARGA KARNATAKA 585106
43	BIJAPUR	1310	BELLARY	COORDINATOR IGNOU STUDY CENTRE VEERA SAIVA COLLEGE CANTONMENT BELLARY KARNATAKA 583101
44	BIJAPUR	13113	BELLARY	COORDINATOR IGNOU STUDY CENTRE O P JINDAL CENTRE OPP TO POLICE QUARTERS VIDYANAGAR PO, TORNAGAIU BELLARY KARNATAKA 583275

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
45	CHANDIGARH	0601	CHANDIGARH	COORDINATOR IGNOU STUDY CENTRE UNIVERSITY SCHOOL OF OPEN LEARNING (USOL), PANJAB UNIVERSITY, SECTOR 14, CHANDIGARH 160014
46	CHANDIGARH	0602	CHANDIGARH	COORDINATOR IGNOU STUDY CENTRE DAV COLLEGE SECTOR 10 CHANDIGARH CHANDIGARH 160011
47	CHANDIGARH	1036	AMBALA	COORDINATOR IGNOU STUDY CENTRE M.D.S.D. GIRLS COLLEGE AMBALA CITY HARYANA 134002
48	CHANDIGARH	2203	PATIALA	COORDINATOR IGNOU STUDY CENTRE DEPT. OF DISTANCE EDUCATION (DDE), NEW DE BUILDING, ARTS BLOCK - III TOP FLOOR, PUNJABI UNIVERSITY, PATIALA PUNJAB 147002
49	CHENNAI	2501	CHENNAI	COORDINATOR IGNOU STUDY CENTRE DDGD VAISHNAVA COLLEGE 445, E.V.R. PERIYAR HIGH ROAD ARUMBAKKAM CHENNAI-TAMILNADU 600106
50	CHENNAI	2508	MAYILADUTHURAI	A.V.C COLLEGE, MANNAMPANDAL, NAGAPATTINAM, MAYILADUTHURAI, TAMILNADU
51	CHENNAI	2509	TIRUPATTUR	SACRED HEART COLLEGE TIRUPATTUR,VELLORE- 635601 TAMILNADU
52	CHENNAI	2532	THIRUVELLORE	COORDINATOR IGNOU STUDY CENTRE JAYA COLLEGE OF ARTS & SCIENCE MTH ROAD, TIRUNINRAVUR THIRUVELLORE TAMILNADU 602024

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
53	CHENNAI	2534	HOSUR	COORDINATOR IGNOU STUDY CENTRE ER. PERUMAL MANIMEKALAI P'NIC KRISHNAGIRI HIGHWAYS KONERIPALLI HOSUR TAMILNADU 635117
54	CHENNAI	2564	TIRUCHENGODE	COORDINATOR IGNOU STUDY CENTRE K.S. RANGASAMY COLLEGE OF TECH KSR KALVI NAGAR THOKKAVADI POST (NAMAKKAL DT.) THIRUCHENGODE TAMILNADU 637209
55	CHENNAI	2578	CHENNAI	GURU NANAK COLLEGE, ANNA CAMPUS, VELACHERY ROAD, CHENNAI-600042, TAMILNADU
56	CHENNAI	2593	VELLORE	COORDINATOR IGNOU STUDY CENTRE VOORHEES COLLEGE OFFICERS LINE VELLORE TAMILNADU 632001
57	CHENNAI	3101	PONDICHERRY	COORDINATOR IGNOU STUDY CENTRE ACADEMIC STAFF COLLEGE CENTRAL UNIVERSITY LAWSPET, PUDUCHERRY PUDUCHERY 605008
58	CHENNAI	25160	CHENNAI	COORDINATOR IGNOU STUDY CENTRE SHRI S S S JAIN COLLEGE(WOMEN) NO 3 MADLEY ROAD T NAGAR CHENNAI TAMILNADU 600017
59	COCHIN	1402	COCHIN	COORDINATOR IGNOU STUDY CENTRE SACRED HEART COLLEGE THEVARA COCHIN KERALA 682013

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
60	COCHIN	1407	TRICHUR	COORDINATOR IGNOU STUDY CENTRE SREE KERALA VERMA COLLEGE TRICHUR KERALA 680001
61	COCHIN	1435	ALLEPPEY	COORDINATOR IGNOU SPL STUDY CENTRE-RA IMPERIAL COLLEGE MICHEL JUNCTION MAVELIKKARA ALLEPPEY KERALA
62	COCHIN	1481	KAKKAND	COORDINATOR IGNOU STUDY CENTRE RAJAGIRI COLLEGE OF MANAGEMENT APPLIED SCIENCE RAJAGIRI VALLEY, PO KAKKAND COCHIN KERALA 682039
63	COCHIN	14101	KOCHI	PROG I/C IGNOU PROG STUDY CENTRE ICFAI BUSINESS SCHOOL CHAKRAM PILLI TOWERS, PUTHAI RD JUNCTION NH 47 BI -PASS PO PALARIVATTOM KOCHI KERALA 682028
64	COCHIN	14103	ALAPUZHA	PROG I/C IGNOU PROG STUDY CENTRE ICFAI NATIONAL COLLEGE J P TOWERS, NEAR DISTT COURT ALAPUZHA, KERALA 688011
65	COCHIN	14104	KOTTAYAM	PROG I/C IGNOU PROG STUDY CENTRE ICFAI NATIONAL COLLEGE PALLIMOUTI ARCADE KAYI-KUZHY, K K ROAD KOTTAYAM, KERALA 686004
66	COCHIN	14105	KANNUR	PROG I/C IGNOU PROG STUDY CENTRE ICFAI NATIONAL COLLEGE NEAR ASHOKA HOSPITAL, SOUTH BAZHAR, KANNUR KERALA 670002

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
67	COCHIN	14106	PALAKKAD	PROG I/C IGNOU PROG STUDY CENTRE ICFAI NATIONAL COLLEGE ROYAL PLAZA,CALICUT MAIN ROAD OLAVAKKODE PALAKKAD KERALA 678002
68	COCHIN	14107	KASARGODE	PROG I/C IGNOU PROG STUDY CENTRE ICFAI NATIONAL COLLEGE T B JUNCTION MUNICIPAL OFFICE ROAD KASARGODE KERALA 671121
69	COCHIN	14108	MALLAPURAM	PROG I/C IGNOU PROG STUDY CENTRE ICFAI NATIONAL COLLEGE NEAR POST OFFICE KOTTAPADI MALLAPURAM, KERALA 676519
70	COCHIN	14129	COCHIN	COORDINATOR IGNOU STUDY CENTRE IFCR LITTLE FLOWER CAMPUS 37/715/ S A ROAD KADAVANTHRA COCHIN, KERALA 682020
71	COCHIN	14156	PALAKKAD	COORDINATOR IGNOU STUDY CENTRE PALGHAT MANAGEMENT ASSOCIATION MANAGEMENT HOUSE 066 NH 47 MARUTHARODE PALAKKAD, KERALA 678007
72	COCHIN	14157	KOCHI	COORDINATOR IGNOU SPL STUDY CENTRE R.M.A.S 3RD FLOOR GCDA SHOPPING COMPLEX MARINE DRIVE, KOCHI KERALA 682031
73	COCHIN	14165	THRIKKAKARA	COORDINATOR IGNOU SPCL STUDY CENTRE BHARATA MATA COLLEGE THRIKKAKARA P.O., COCHIN KERALA 682021

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
74	COCHIN	14166	COCHIN	COORDINATOR IGNOU STUDY CENTRE THE COCHIN COLLEGE COCHIN 682002
75	DARBHANGA	0504	MUZAFFARPUR	COORDINATOR IGNOU STUDY CENTRE BRA BIHAR UNIVERSITY LIBRARY CAMPUS MUZAFFARPUR BIHAR 842001
76	DARBHANGA	0557	MADHUBANI	COORDINATOR IGNOU STUDY CENTRE RAMKRISHNA COLLEGE MADHUBANI BIHAR 847211
77	DEHRADUN	2705	DEHRADUN	COORDINATOR IGNOU STUDY CENTRE D.A.V. PG COLLEGE D A V COLLEGE ROAD DEHRADUN UTTRANCHAL 248001
78	DEHRADUN	2711	HALDWANI	COORDINATOR IGNOU STUDY CENTRE MB GOVERNMENT PG COLLEGE HALDWANI UTTRANCHAL 263141
79	DEHRADUN	2717	ALMORA	COORDINATOR IGNOU STUDY CENTRE KUMAON UNIVERSITY ALMORA, UTTRANCHAL 263601
80	DEHRADUN	2749	MUZAFFARNAGAR	COORDINATOR IGNOU STUDY CENTRE S.D. COLLEGE BHOPA ROAD MUZAFFAR NAGAR UTTAR PRADESH 251001
81	DEHRADUN	3702	SAHARANPUR	COORDINATOR IGNOU STUDY CENTRE MAHARAJ SINGH COLLEGE SAHARANPUR- UTTAR PRADESH 247001

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
82	DEHRADUN	3715	PANTNAGAR	COORDINATOR IGNOU STUDY CENTRE G B PANT UNIVERSITY AGRICULTURE & TECHNOLOGY PANTNAGAR DIST U.S.NAGAR UTTARKHAND 263145
83	DEHRADUN	47002	NAJIBABAD	COORDINATOR IGNOU STUDY CENTRE SAHU JAIN P G COLLEGE NAJIBAD UTTAR PRADESH 246763
84	DELHI 1	0713	DELHI	COORDINATOR IGNOU STUDY CENTRE JESUS & MARY COLLEGE UNIVERSITY OF DELHI CHANAKYAPURI NEW DELHI DELHI-110021
85	DELHI 1	0714	DELHI	COORDINATOR IGNOU STUDY CENTRE DELHI COLL. OF ARTS & COMMERCE NETAJI NAGAR NEW DELHI DELHI-110023
86	DELHI 1	0747	DELHI	COORDINATOR IGNOU STUDY CENTRE ALLIANCE EDUCARE & RES PVT LTD C/O JAGRITI PUBLIC SCHOOL F-2/152, RATIA MARG MAIN ROAD SANGAM VIHAR NEW DELHI 110062
87	DELHI 1	0757	DELHI	COORDINATOR IGNOU STUDY CENTRE AMITY INSTITUTE OF EDUCATION AMITY CAMPUS, 44 M-BLOCK SAKET NEW DELHI DELHI-110017
88	DELHI 1	1007	FARIDABAD	COORDINATOR IGNOU STUDY CENTRE PT. J.L. NEHRU GOVT. COLLEGE SECTOR - 16A FARIDABAD HARYANA 121001

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
89	DELHI 1	1042	FARIDABAD	COORDINATOR IGNOU STUDY CENTRE GOVT COLLEGE FOR WOMEN SECTOR 16-17 FARIDABAD HARYANA
90	DELHI 1	07103	DELHI	COORDINATOR IGNOU STUDY CENTRE COLLEGE OF VOCATIONAL STUDIES SHEIKH SARAI, PHASE II NEW DELHI DELHI-110017
91	DELHI 1	07153	DELHI	COORDINATOR IGNOU STUDY CENTRE MODI ACADEMIC INTERNATIONAL INSITUTE, 24-A LAJPAT NAGAR IV RING ROAD NEW DELHI-110024
92	DELHI 1	07175	LODHI ROAD	COORDINATOR IGNOU REGULAR STUDY CENTRE DAYAL SINGH COLLEGE UNIVERSITY OF DELHI LODHI ROAD NEW DELHI DELHI-110003
93	DELHI 1	07177	SARITA VIHAR	COORDINATOR IGNOU REGULAR STUDY CENTRE KAUTILYA INSTITUTE OF TECH. EDUCATION, C/O COSMOS PUBLIC SCHOOL, TAJPUR MOLARBAND EXTN BADARPUR NEW DELHI-110044
94	DELHI 2	0712	DELHI	COORDINATOR IGNOU STUDY CENTRE VIVEKANAND MAHILA COLLEGE VIVEK VIHAR NEW DELHI DELHI-110032
95	DELHI 2	0731	DELHI	COORDINATOR IGNOU STUDY CENTRE PC TRAINING INSTITUTE PCTI HOUSE, UU-11 NORTH PITAMPURA NEW DELHI DELHI-110034

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
96	DELHI 2	0769	DELHI	COORDINATOR IGNOU STUDY CENTRE SHYAM LAL COLLEGE G.T. ROAD SHAHDARA DELHI DELHI-110032
97	DELHI 2	0772	DELHI	COORDINATOR IGNOU STUDY CENTRE ACHARYA INST OF PROF. STUDIES 2647, HUDSON LANE NORTH CAMPUS DELHI DELHI-110009
98	DELHI 2	0776	DELHI	PROG. I/C IGNOU PROG. STUDY CENTRE UNIV. INSTT OF COMPUTERS & TEC 'A' BLOCK, UPS CAMPUS PREET VIHAR NEW DELHI DELHI-110092
99	DELHI 2	0784	ROHINI	COORDINATOR IGNOU STUDY CENTRE BITCOM SERVICES (P) LTD. PLOT NOT 366,3RD FLOOR KOHAT ENCLAVE DELHI DELHI-110034
100	DELHI 2	29010	DELHI	COORDINATOR IGNOU STUDY CENTRE TECNIA INSTITUE 5 PSP MADHUBAN CHOWK ROHINI DELHI-110085
101	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
102	DELHI 2	29032	DELHI	COORDINATOR IGNOU STUDY CENTRE JAGANNATH INSTITUTE OF MANAGEMENTY SCIENCES PLOT NO 2 COMMUNITY CENTRE SECTOR 3 ROHINI NEW DELHI 110058

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
103	DELHI 2	29038	PATPARGANJ	COORDINATOR IGNOU STUDY CENTRE GOVINDAM BUSINESS SCHOOL 514, INDUSTRIAL ESTATE PATPARGANJ DELHI-110092
104	DELHI 2	29045	SHALIMAR BAGH	COORDINATOR IGNOU REGULAR STUDY CENTRE SCHOOL OF PROFESSIONAL DEVELOPMENT, AG-22 RING ROAD SHALIMAR BAGH DELHI-110088
105	DELHI 3	0719E	HARI NAGAR	ASSISTANT COORDINATOR IGNOU SUB-STUDY CENTRE CENTRAL JAIL NO. 5 TIHAR JAIL LAJWANTI CHOWK, HARI NAGAR NEW DELHI DELHI-110064
106	DELHI 3	0701	DELHI	COORDINATOR IGNOU STUDY CENTRE SHYAMA PRASAD MUKHERJEE COLL. FOR WOMEN PUNJABI BAGH (WEST) NEW DELHI DELHI-110026
107	DELHI 3	0709	DELHI	COORDINATOR IGNOU REGULAR STUDY CENTRE ARYABHATTA COLLEGE BENITO JUAREZ ROAD ANAND NIKETAN NEW DELHI DELHI-110021
108	DELHI 3	0719	DELHI	COORDINATOR IGNOU STUDY CENTRE TIHAR CENTRAL JAIL NO. 3, TIHAR JAIL HARI NAGAR (ONLY FOR INMATES) NEW DELHI DELHI-110064
109	DELHI 3	0719B	HARI NAGAR	ASSISTANT COORDINATOR IGNOU SUB-STUDY CENTRE CENTRAL JAIL NO. 1 TIHAR JAIL LAJWANTI CHOWK, HARI NAGAR NEW DELHI DELHI 110064

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
110	DELHI 3	0719C	HARI NAGAR	ASSISTANT COORDINATOR IGNOU SUB-STUDY CENTRE CENTRAL JAIL NO. 2 TIHAR JAIL LAJWANTI CHOWK, HARI NAGAR NEW DELHI DELHI-110064
111	DELHI 3	0719D	HARI NAGAR	ASSISTANT COORDINATOR IGNOU SUB-STUDY CENTRE CENTRAL JAIL NO. 4 TIHAR JAIL LAJWANTI CHOWK, HARI NAGAR NEW DELHI DELHI-110064
112	DELHI 3	0719F	HARI NAGAR	ASSISTANT COORDINATOR IGNOU SUB-STUDY CENTRE CENTRAL JAIL NO. 7 TIHAR JAIL JALWANTI CHOWK, HARI NAGAR NEW DELHI DELHI-110064
113	DELHI 3	0719G	HARI NAGAR	ASSISTANT COORDINATOR IGNOU SUB-STUDY CENTRE CENTRAL JAIL NO. 8 TIHAR JAIL JALWANTI CHOWK, HARI NAGAR NEW DLHI DELHI-110064
114	DELHI 3	0719H	HARI NAGAR	ASSISTANT COORDINATOR IGNOU SUB-STUDY CENTRE TIHAR JAILS EMPLOYEES RESID. COMPLEX, TIHAR JAIL LAJWANTI CHOWK, HARI NAGAR NEW DELHI DELHI-110064
115	DELHI 3	0737	DELHI	COORDINATOR IGNOU STUDY CENTRE ATMA RAM SANATAN DHARMA COLLEG UNIVERSITY OF DELHI DHAULA KHAN NEW DELHI DELHI-110021
116	DELHI 3	0762	DELHI	COORDINATOR IGNOU STUDY CENTRE MAHARAJA SURAJMAL INSTITUTE C - 4, JANAKPURI NEW DELHI DELHI-110058

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
117	DELHI 3	1006	GURGAON	COORDINATOR IGNOU STUDY CENTRE DRONACHARYA GOVERNMENT COLLEGE GURGAON HARYANA 122001
118	DELHI 3	1040	GURGAON	PROG. I/C IGNOU PROG STUDY CENTRE IILM INST.FOR HIGHER EDUCATION PLOT NO 69 SECTOR 53 GURGAON HARYANA 122003
119	DELHI 3	1045	GURGAON	COORDINATOR IGNOU STUDY CENTRE GOVT GIRLS COLLEGE SECTOR 14 GURGAON HARYANA
120	DELHI 3	07109	DELHI	COORDINATOR IGNOU STUDY CENTRE INSTITUTE OF PUBLIC HEALTH & HYGIENE,RZ A-44 MAHIPALPUR DELHI DELHI-110037
121	DELHI 3	07111	DELHI	COORDINATOR IGNOU STUDY CENTRE DOT COM ACADEMIA N R CONVENT SCHOOL PREMISES NANGLOI NILOTHI MAIN NANGLOI NAJAFGARH ROAD NEW DELHI-110041
122	DELHI 3	07127	DELHI	COORDINATOR IGNOU SPL STUDY CENTRE INST. OF VOCATIONAL STUDIES C/O BASWA INTERNATIONAL SCHOOL SETCOR 23 DWARKA NEW DELHI-110075
123	DELHI 3	38015	GURGAON	COORDINATOR IGNOU SPL STUDY CENTRE (IN) DISTRICT JAIL BHONDSI GURGAON HARYANA 122002

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
124	DELHI 3	38026	PALAM COLONY	COORDINATOR IGNOU REGULAR STUDY CENTRE INST. OF VOCATIONAL STUDIES C/O DELHI JAIN PUBLIC SCHOOL 12 RAILWAY ROAD, RAJNAGAR PALAM COLONY, NEW DELHI DELHI-110017
125	GANGTOK	2401	GANGTOK	COORDINATOR, IGNOU STUDY CENTRE SIKKIM GOVT. COLLEGE P.O. TADONG GANGTOK SIKKIM-737102
126	GUWAHATI	0401	GUWAHATI	COORDINATOR IGNOU STUDY CENTRE GUWAHATI UNIVERSITY GUWAHATI ASSAM 781014
127	GUWAHATI	0404	BONGAIGAON	COORDINATOR IGNOU STUDY CENTRE BIRJHORA MAHAVIDYALAYA BONGAIGAON ASSAM 783380
128	HYDERABAD	0105	WARANGAL	COORDINATOR IGNOU STUDY CENTRE LAL BAHADUR COLLEGE WARANGAL ANDHRA PRADESH 506007
129	HYDERABAD	01131	HYDERABAD	COORDINATOR IGNOU STUDY CENTRE AURORA'S BUSINESS SCHOOL 6-3-456/18 & 19 DWARAKPURI COLONY NEAR NIMS PUNJAGUTTA HYDERABAD ANDHRA PRADESH 500082
130	IMPHAL	1701	IMPHAL	COORDINATOR IGNOU STUDY CENTRE MANIPUR UNIVERSITY UNIVERSITY CAMPUS CANCHIPUR IMPHAL MANIPUR 795003

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
131	ITANAGAR	0301	ITANAGAR	COORDINATOR IGNOU STUDY CENTRE D.N.GOVERNMENT COLLEG ITANAGAR ITANAGAR ARUNACHAL PRADESH 791113
132	JABALPUR	1502	JABALPUR	COORDINATOR IGNOU STUDY CENTRE RANI DURGAWATI UNIVERSITY JABALPUR MADHYA PRADESH 482001
133	JABALPUR	1515	CHHINDWARA	COORDINATOR IGNOU STUDY CENTRE DANIELSON DEGREE COLLEGE CHHINDWARA MADHYA PRADESH 480001
134	JABALPUR	41015	TILHARI	COORDINATOR IGNOU SPL STUDY CENTRE (M) XAIVER INST. OF MANAGEMENT 4TH MILE MANDALA ROAD TILHARI, JABALPUR MADHYA PRADESH 482021
135	JABALPUR	41017	SINGRAULI	COORDINATOR IGNOU SPCL STUDY CENTRE SINGRAULI IST OF TEC EDU(SITE) CIRCUIT HOUSE ROAD SINGRAULI MADHYA PRADESH 486889
136	JAIPUR	2303	KOTA	COORDINATOR IGNOU STUDY CENTRE KOTA ENGINEERING COLLEGE RAWAT BHATA ROAD, KOTA RAJASTHAN 324010
137	JAIPUR	2306	AJMER	COORDINATOR IGNOU STUDY CENTRE GOVT COLLEGE, AJMER RAJASTHAN 305001
138	JAIPUR	2308	ALWAR	COORDINATOR IGNOU STUDY CENTRE RAJRISHI COLLEGE ALWAR, RAJASTHAN 301001

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
139	JAIPUR	2312	LAKSHMANGARH	COORDINATOR IGNOU STUDY CENTRE SHRI BHAGWANDAS TODI PG COLLEG (SIKAR) LAKSHMANGARH RAJASTHAN 332311
140	JAIPUR	2320	JAIPUR	COORDINATOR IGNOU SPL STUDY CENTRE-RA INDIA INT. INSTT. OF MGT. SECTOR-12, MAHAVEER MARG MANSAROVAR JAIPUR RAJASTHAN 302020
141	JAIPUR	2328	NAWALGARH	COORDINATOR IGNOU SPL. STUDY CENTRE-RA SETH G.B. PODAR COLLEGE RAMBILAS PODAR ROAD NAWALGARH RAJASTHAN 333042
142	JAIPUR	23102	JAIPUR	COORDINATOR IGNOU SPL STUDY CENTRE VIVEKANANDA INST.PROF.STUDIES VIPS 178 ANAND NAGAR SIRSI ROAD KHATIPURA JAIPUR RAJASTHAN
143	JAIPUR	23104	JAIPUR	PROG I/C IGNOU PROG STUDY CENTER SANGEET ASHRAM 1-A 98 SHIVSHAKTI COLONY SHASTRI NAGAR JAIPUR RAJASTHAN 302016
144	JAIPUR	23137	CHITTORGARH	COORDINATOR IGNOU REGULAR STUDY CENTRE MEWAR UNIVERSITY NH-79 GANGRAR CHITTORGARH RAJASTHAN 312901
145	JAMMU	1201	JAMMU	COORDINATOR, IGNOU STUDY CENTRE,DDE, UNIVERSITY OF JAMMU, JAMMU -TAWI, J & K, 180001.

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
146	JODHPUR	2302	UDAIPUR	COORDINATOR IGNOU STUDY CENTRE VIDYA BHAWAN RURAL INSTITUTE BADGAON ROAD UDAIPUR RAJASTHAN 313004
147	JODHPUR	2304	JODHPUR	COORDINATOR IGNOU STUDY CENTRE ONKARMAL SOMANI COLLEGE OF COM JODHPUR RAJASTHAN 342008
148	JODHPUR	2305	BIKANER	COORDINATOR IGNOU STUDY CENTRE BJS RAMPURIA JAIN COLLEGE J N VYAS NAGAR BIKANER RAJASTHAN 334003
149	JODHPUR	2321	JODHPUR	COORDINATOR IGNOU SPL STUDY CENTRE-W AB MEMORIAL SECONDARY SCHOOL E-43, SHASTRI NAGAR JODHPUR RAJASTHAN 342003
150	JODHPUR	2370	PRATAPGARH	COORDINATOR IGNOU STUDY CENTRE GOVT PG COLLEGE DIST PRATAPGARH RAJASTHAN
151	JORHAT	0407	DIBRUGARH	COORDINATOR IGNOU STUDY CENTRE DIBRUGARH UNIVERSITY DEPT. OF APPLIED GEOLOGY DIBRUGARH, ASSAM 786004
152	JORHAT	0410	JORHAT	COORDINATOR IGNOU STUDY CENTRE C.K.B. COMMERCE COLLEGE JORHAT, ASSAM 785001
153	JORHAT	0413	NORTH LAKHIMPUR	COORDINATOR IGNOU STUDY CENTRE LAKHIMPUR COMMERCE COLLEGE NORTH LAKHIMPUR ASSAM-787001

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
154	JORHAT	0455	TEZPUR	COORDINATOR IGNOU STUDY CENTRE DARRANG COLLEGE TEZPUR DISTRICT SONITPUR ASSAM 784001
155	KARNAL	1002	SONEPAT	COORDINATOR IGNOU STUDY CENTRE HINDU COLLEGE SONEPAT HARYANA 131001
156	KARNAL	1005	ROHTAK	COORDINATOR IGNOU STUDY CENTRE CHOTU RAM COLLEGE OF EDUCATION ROHTAK HARYANA 124001
157	KARNAL	1008	KARNAL	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE ARTS BLOCK, ROOM NO. 28-29 SECTOR - 14, URBAN ESTATE KARNAL HARYANA 132001
158	KARNAL	1009	HISSAR	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE HISSAR HARYANA 125001
159	KARNAL	1059	PANIPAT	COORDINATOR IGNOU STUDY CENTRE I B POST GRADUATE COLLEGE G T RAOD PANIPAT HARYANA 132103
160	KHANNA	2204	BATHINDA	COORDINATOR IGNOU STUDY CENTRE MGDAV COLLEGE BIBIWALA ROAD BATHINDA PUNJAB 151001

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
161	KHANNA	2205	AMRITSAR	COORDINATOR IGNOU STUDY CENTRE DAV COLLEGE OF EDUCATION AMRITSAR PUNJAB 143001
162	KHANNA	2206	LUDHIANA	COORDINATOR IGNOU STUDY CENTRE GURU NANAK GIRLS COLLEGE MODEL TOWN LUDHIANA PUNJAB 141008
163	KHANNA	2210	LUDHIANA	COORDINATOR IGNOU SPL STUDY CENTRE EVEREST PUBLIC SR. SEC. SCHOOL MOTI NAGAR LUDHIANA PUNJAB
164	KHANNA	2211	KHANNA	COORDINATOR IGNOU STUDY CENTRE A.S. COLLEGE SAMRALA ROAD KHANNA, LUDHIANA PUNJAB 141402
165	KHANNA	2212	JALANDHAR CITY	COORDINATOR IGNOU STUDY CENTRE DOABA COLLEGE TANDA ROAD JALANDHAR CITY PUNJAB
166	KHANNA	2225	MANSA	COORDINATOR IGNOU STUDY CENTRE NEHRU MEMORIAL GOVT. COLLEGE MANSA DT. MANSA PUNJAB 151505
167	KOHIMA	2001	KOHIMA	COORDINATOR IGNOU STUDY CENTRE MODERN COLLEGE DZUVURU AREA POST BOX - 405 KOHIMA NAGALAND 797001

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
168	KOHIMA	2002	DIMAPUR	COORDINATOR IGNOU STUDY CENTRE DIMAPUR GOVERNMENT COLLEGE DIMAPUR NAGALAND 797112
169	KOLKATA	2801	KOLKATA	COORDINATOR IGNOU STUDY CENTRE ISHWAR CHANDRA PATHABHAVAN 299 ACHARYA PRAFULA CHANDRA RD KOLKATA WEST BENGAL 700009
170	KOLKATA	2802	KOLKATA	COORDINATOR IGNOU STUDY CENTRE ST. XAVIER'S COLLEGE 30 PARK STREET KOLKATA WEST BENGAL 700016
171	KOLKATA	2803	KANCHRAPARA	COORDINATOR IGNOU STUDY CENTRE RAILWAY TECHNICAL SCHOOL KANCHRAPARA 24 PARGANAS (N) WEST BENGAL 743145
172	KOLKATA	2804	KOLKATA	COORDINATOR IGNOU STUDY CENTRE ASWINI DATTA MEMORIAL COLLEGE 94/2, PARK CIRCUS KOLKATA WEST BENGAL 700017
173	KOLKATA	2814	KOLKATA	COORDINATOR IGNOU STUDY CENTRE DINABANDHU ANDREWS COLLEGE GARIA P.O. KOLKATA WEST BENGAL 700084
174	KOLKATA	2841	KOLKATA	COORDINATOR IGNOU STUDY CENTRE THE INDIAN INST OF PSYCHOMETRY EVERGREEN PLAZA, II TO V FLOOR 117, BARRACKPORE TRUNK ROAD KOLKATA WEST BENGAL 700035

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
175	KOLKATA	2854	DURGAPUR	COORDINATOR IGNOU SPL. STUDY CENTRE DURGAPUR SOCIETY OF MGT.SCIENC DR. ZAKIR HUSSAIN AVENUE BIDHANNAGAR, DURGAPUR WEST BENGAL 713206
176	KOLKATA	2863	HALDIA	COORDINATOR IGNOU STUDY CENTRE INDIAN CNTR FOR ADV.OF RES.EDU ICARE COMPLEX, PO HATIBERIA HALDIA DISTT. PURBA MEDINIPUR WEST BENGAL 721657
177	KOLKATA	28125	JADAVPUR	PROG I/C IGNOU PROG STUDY CENTRE DIVINE INSPIRATION 149 REGENT ESTATE LAYELKA JADAVPUR KOLKATA WEST BENGAL
178	KOLKATA	28126	BENTINCK STREET	PROG I/C IGNOU PROG STUDY CENTRE PRAFULLA KANAN DESHAPRIYA VIDYAMANDIR (H.S) KRISHNAPUR V I P ROAD,KESTOPUR KOLKATA, WEST BENGAL 700101
179	KORAPUT	2110	JEYPORE	COORDINATOR IGNOU STUDY CENTRE V D COLLEGE AT/PO: JEYPORE DIST: KORAPUT ODISHA 764001
180	KORAPUT	44004	BASTAR	PROG I/C IGNOU PROG STUDY CENTRE CHRIST COLLEGE JAGDALPUR, DISTT BASTAR CHHATTISGARH 494001
181	KORAPUT	44023	SUNABEDA	COORDINATOR IGNOU STUDY CENTRE AERONAUTICS COLLEGE SUNABEDA KORAPUT, ODISHA 763002

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
182	LUCKNOW	2701	LUCKNOW	COORDINATOR IGNOU STUDY CENTRE JAI NARAIN DEGREE COLLEGE LUCKNOW UTTAR PRADESH 226001
183	LUCKNOW	2704	BAREILLY	COORDINATOR IGNOU STUDY CENTRE BAREILLY COLLEGE P O BOX NO 15 BAREILLY UTTAR PRADESH 243005
184	LUCKNOW	2706	KANPUR	COORDINATOR IGNOU STUDY CENTRE P.P.N. COLLEGE 96/12, MG MARG KANPUR UTTAR PRADESH 208001
185	LUCKNOW	2712	JHANSI	COORDINATOR IGNOU STUDY CENTRE BIPIN BIHARI PG COLLEGE JHANSI UTTAR PRADESH 284001
186	LUCKNOW	2724	MANAKAPUR	COORDINATOR IGNOU STUDY CENTRE INDIA TELEPHONES INDIA LTD. E.S.S. PROJECT MANAKAPUR UTTAR PRADESH 271308
187	LUCKNOW	2742	RAIBARELI	COORDINATOR IGNOU RECOG. STUDY CENTRE NTPC LIMITED UNCHA HAR RAIBARELI UTTAR PRADESH 229406
188	LUCKNOW	2767	BANDA	COORDINATOR IGNOU STUDY CENTRE JAWAHAR LAL NEHRU (PG) COLLEGE BANDA UTTAR PRADESH 210001

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
189	LUCKNOW	27218	FAIZABAD	COORDINATOR IGNOU REGULAR STUDY CENTRE DR.RAM M. L. AVADH UNIVERSITY HAWAI PATTI, ALLAHABAD ROAD FAIZABAD UTTAR PRADESH 224001
190	MADURAI	2502	COIMBATORE	COORDINATOR IGNOU STUDY CENTRE G.R.D. COLLEGE OF SCIENCES. AVANASHI ROAD CIVIL AERODROME POST COIMBATORE TAMILNADU 641014
191	MADURAI	2503	MADURAI	COORDINATOR IGNOU STUDY CENTRE THIYAGARAJAR COLLEGE POST BOX NO 107 139-140 KAMARAJAR SALAI MADURAI TAMILNADU 625002
192	MADURAI	2504	TIRUCHIRAPALLI	COORDINATOR IGNOU STUDY CENTRE BISHOP HEBER COLLEGE P O BOX 615 TIRUCHIRAPALLI TAMILNADU 620017
193	MADURAI	2548	ERODE	COORDINATOR IGNOU STUDY CENTRE KONGU ENGINEERING COLLEGE PERUNDURAI, ERODE DT TAMILNADU 638052
194	MADURAI	2551	POLLACHI	COORDINATOR IGNOU STUDY CENTRE SREE RAMU COLLEGE OF ARTS & SCI. ALIYAR ROAD, POLLACHI COIMBATORE DT TAMILNADU 642007
195	MADURAI	43015	MADURAI	COORDINATOR IGNOU MODEL STUDY CENTRE IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI, TAMILNADU-625018

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
196	MUMBAI	1601	MUMBAI	COORDINATOR IGNOU STUDY CENTRE KJS COLLEGE OF EDUCATION T & R VIDYANAGAR, VIDYA VIHAR GHATKOPAR (E) MUMBAI MAHARASHTRA 400077
197	MUMBAI	1603	MUMBAI	COORDINATOR IGNOU STUDY CENTRE SATHAYE COLLEGE DIXIT ROAD VILE PARLE (E) MUMBAI MAHARASHTRA 400057
198	MUMBAI	1615	TARAPUR	COORDINATOR IGNOU RECOG. STUDY CENTRE SHRI G.A. LOKSEVA NIDHI P/17, MIDC TARAPUR MAHARASHTRA 401506
199	MUMBAI	1629	VASIND	COORDINATOR IGNOU RECOG. STUDY CENTRE JINDAL IRON AND STEEL CO. LTD. VASIND VILLAGE SHAHPUR TALUK THANE DISTRICT MAHARASHTRA 421604
200	MUMBAI	1632	MUMBAI	COORDINATOR IGNOU STUDY CENTRE MAHATMA EDUCATION SOCIETY COMPOSITE COLLEGE CAMPUS, PLOT # 10 SECTOR 16, PODI # 2 NEW PANVEL MAHARASHTRA 410206
201	NAGPUR	1607	NAGPUR	COORDINATOR IGNOU STUDY CENTRE NAGPUR UNIVERSITY GURU NANAK BHAWAN NAGPUR MAHARASHTRA 440001

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
202	NAGPUR	1609	AMRAVATI	COORDINATOR IGNOU STUDY CENTRE AMRAVATI UNIVERSITY TAPOVAN CAMPUS AMRAVATI MAHARASHTRA 444602
203	NAGPUR	1613	NANDED	COORDINATOR IGNOU STUDY CENTRE PRATIBA NIKETAN MAHA VIDYALAYA PANDAGHAT ROAD VAZIRABAD NANDED MAHARASHTRA 431610
204	NAGPUR	1614	CHANDRAPUR	COORDINATOR IGNOU STUDY CENTRE CHANDRAPUR ENGINEERING COLLEGE BABUPETH CHANDRAPUR MAHARASHTRA 442403
205	NAGPUR	36029	NAGPUR	COORDINATOR IGNOU STUDY CENTRE DR PANJABRAO DESHMUKH INST. OF MANAGEMENT TECH.& RESH(PDIMTR) DHANWAATE NATIONAL COLLEGE CONGRESS NAGAR NAGPUR MAHARASHTRA 400012
206	NAGPUR	36038	GONDIA	COORDINATOR IGNOU STUDY CENTRE DHOTE BANDHU SCIENCE COLLEGE KUDWA ROAD, GONDIA MAHARASHTRA 441614
207	NOIDA	2707	MODI NAGAR	COORDINATOR IGNOU STUDY CENTRE M.M.P.G. COLLEGE MODI NAGAR GHAZIABAD UTTAR PRADESH 201204
208	NOIDA	2718	GHAZIABAD	COORDINATOR IGNOU STUDY CENTRE M.M.H. COLLEGE GHAZIABAD UTTAR PRADESH 201001

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
209	NOIDA	2728	MEERUT	COORDINATOR IGNOU STUDY CENTRE MEERUT COLLEGE MEERUT UTTAR PRADESH 250001
210	NOIDA	2730	GHAZIABAD	COORDINATOR IGNOU RECOG. STUDY CENTRE N.T.P.C. VIDYUT NAGAR GAUTAM BUDH NAGAR GHAZIABAD UTTAR PRADESH 201001
211	NOIDA	2738	BULANDSHAHR	COORDINATOR IGNOU STUDY CENTRE I.P. (POST GRADUTATE) COLLEGE BULANDSHAHR UTTAR PRADESH 203001
212	NOIDA	2739	NOIDA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE SECTOR - 39 NOIDA UTTAR PRADESH 201303
213	NOIDA	2761	HAPUR	COORDINATOR IGNOU STUDY CENTRE S.S.V. (P.G.) COLLEGE HAPUR DISTT. GHAZIABAD UTTAR PRADESH
214	NOIDA	2798	BARAUT	COORDINATOR IGNOU STUDY CENTRE J.V. POST GRADUATE COLLEGE BARAUT BAGHPAT UTTAR PRADESH 250611
215	NOIDA	2799	MEERUT	COORDINATOR IGNOU STUDY CENTRE D.N. POST GRADUATE COLLEGE MEERUT UTTAR PRADESH 250005

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
216	NOIDA	07107	DELHI	COORDINATOR IGNOU STUDY CENTRE MAHARAJA AGRASEN COLLEGE VASUNDARA ENCLAVE NEAR CHILLA SPORTS COMPLEX DELHI DELHI-110096
217	NOIDA	39007	DUHAI (GHAZIABAD)	COORDINATOR IGNOU STUDY CENTRE MODERN INST.FOR TECH.& MANG. NH-58 DUHAI DELHI-MEERUT ROAD DISTT. GHAZIABAD UTTAR PRADESH 201206
218	NOIDA	39010	MEERUT	COORDINATOR IGNOU STUDY CENTRE NANAKCHAND ANGLO SANSKRIT COLLEGE (NASC) E K RAOD DISTT MEERUT UTTAR PRADESH
219	NOIDA	39014	MEERUT	COORDINATOR IGNOU SPL STUDY CENTRE (W) RAGHUNATH GIRLS (P.G.) COLLEGE WESTERN KUTCHERY ROAD MEERUT UTTAR PRADESH 250001
220	PANAJI	0801	COMBA	COORDINATOR IGNOU STUDY CENTRE SH. DAMODAR COLL. OF COM & ECO P.B. NO. 347 TANSOR, COMBA GOA-MARGAON GOA-403601
221	PANAJI	1303	DHARWAD	COORDINATOR IGNOU STUDY CENTRE J.S.S. COLLEGE VIDYAGIRI DHARWAD KARNATAKA 580004
222	PANAJI	1312	KARWAR	COORDINATOR IGNOU STUDY CENTRE BGVS ARTS, COMMERCE & SCI COLL SADASHIVGAD, KARWAR KARNATAKA 581301

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
223	PATNA	0501	PATNA	COORDINATOR IGNOU STUDY CENTRE VANIJYA MAHAVIDYALAYA PATNA COLLEGE CAMPUS PATNA, BIHAR 800005
224	PUNE	1605	SATARA	COORDINATOR IGNOU STUDY CENTRE D.G. DEGREE COLL. OF COMMERCE LECTURER IN ECONOMICS SATARA MAHARASHTRA 415001
225	PUNE	1606	KOLHAPUR	COORDINATOR IGNOU STUDY CENTRE C.S. CENTRAL INST OF BUSINESS ECONOMICS & RESEARCH UNIVERSITY ROAD, KOLHAPUR MAHARASHTRA 416004
226	PUNE	1608	NASIK	COORDINATOR IGNOU STUDY CENTRE KTHM COLLEGE GANGAPUR ROAD SHIVAJI NAGAR, NASIK MAHARASHTRA 422002
227	PUNE	1610	AURANGABAD	COORDINATOR IGNOU STUDY CENTRE VIVEKANAND ARTS & SDS COM. COL SAMRAT NAGAR, AURANGABAD MAHARASHTRA 431001
228	PUNE	1611	JALGAON	COORDINATOR IGNOU STUDY CENTRE NORTH MAHARASHTRA UNIVERSITY BLOCK NO. 125, ADMN. BLDG. P.B. NO. 80 JALGAON MAHARASHTRA 425001
229	PUNE	16129	PUNE	COORDINATOR IGNOU STUDY CENTRE VIDYA PRATISHTHAN'S INST. OF INFORMATION TECHNOLOGY (VIIT) VIDHYANAGARI BHIGWAN ROAD BARAMATI PUNE MAHARASHTRA 413133

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
230	PUNE	16138	WANLESSWADI	COORDINATOR IGNOU REGULAR STUDY CENTRE VASANTRAODATA PATIL INSTITUTE OF MNGMNT. STUDIES & RESEARCH POST-WANLESSWADI, SANGLI SANGLI MIRAJ ROAD MAHARASHTRA 416414
231	PUNE	16142	PUNE	COORDINATOR IGNOU REGULAR STUDY CENTRE M.E. SOCIETY'S INSTITUTE OF MNGMT AND CAREER COURSE (IMCC) 131, MAYUR COLONY, KOTHRUD PUNE MAHARASHTRA 411038
232	PUNE	16143	PIMPRI, PUNE	COORDINATOR IGNOU REGULAR STUDY CENTRE M.U. COLLEGE OF COMMERCE PIMPRI, PUNE MAHARASHTRA 411017
233	PUNE	16144	PUNE	COORDINATOR IGNOU REGULAR STUDY CENTRE ABEDA INAMDAR SENIOR COLLEGE OF ARTS, SCIENCE AND COMMERCE 2390-B, K.B. HIDAYATULLAH ROAD AZAM CAMPUS, PUNE MAHARASHTRA 411001
234	RAIPUR	1503	DURG	COORDINATOR IGNOU STUDY CENTRE GOVT. ARTS & SCI. COLLEGE, DURG CHHATTISGARH 491002
235	RAIPUR	1505	BILASPUR	COORDINATOR IGNOU STUDY CENTRE GOVT E RAGHAVENDRA RAO P G COLLEGE, SEEPAT ROAD BILASPUR CHHATTISGARH 495001
236	RAIPUR	1510	RAIPUR	COORDINATOR IGNOU STUDY CENTRE PT. RAVI SHANKAR SHUKLA UNIV. ARTS BLOCK EXTN. (RIGHT WING) RAIPUR, CHHATTISGARH 492010

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
237	RAIPUR	3514	KORBA	COORDINATOR IGNOU STUDY CENTRE GOVT. P.G. COLLEGE RAJGAMAR ROAD KORBA CHHATTISGARH
238	RAJKOT	0923	ADIPUR	COORDINATOR IGNOU STUDY CENTRE TOLANI COMMERCE COLLEGE P.B. N. 27 ADIPUR (KACHCHH) 370205 (GUJARAT)
239	RAJKOT	42011	RAJKOT	COORDINATOR IGNOU STUDY CENTRE SHRI SUNSHINE EDUCATIONALTRUST GROUP OF INSTITUTIONS MOTA MAVA BEHIND RANGOLI PARK KALAWAD ROAD RAJKOT 360005 (GUJARAT)
240	RAJKOT	42012	RAJKOT	COORDINATOR IGNOU STUDY CENTRE SAURASHTRA UNIVERSITY DEPT OF ELECTRONICS RAJKOT 360005 (GUJARAT)
241	RANCHI	0502	JAMSHEDPUR	COORDINATOR IGNOU STUDY CENTRE JAMSHEDPUR COOPERATIVE COLLEGE JAMSHEDPUR JHARKHAND -831001
242	RANCHI	0503	DHANBAD	COORDINATOR IGNOU STUDY CENTRE P.K. ROY MEMORIAL COLLEGE SERAIHELIA DHANBAD JHARKHAND 826001
243	RANCHI	0507	BOKARO	COORDINATOR IGNOU STUDY CENTRE EDN. & RESEARCH TRUST (NIPM) NEW ADMN. BUILDING III/B SCHOOL BOKARO STEEL CITY BOKARO JHARKHAND 827006

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
244	RANCHI	0513	RANCHI	COORDINATOR IGNOU STUDY CENTRE MARWARI BOY'S COLLEGE RANCHI, JHARKHAND - 834001
245	RANCHI	0528	HAZARIBAGH	COORDINATOR IGNOU STUDY CENTRE ST. COLUMBA'S COLLEGE P.O. COLLEGE MORE HAZARIBAGH JHARKHAND 825301
246	RANCHI	0531D	RANCHI	COORDINATOR IGNOU STUDY CENTRE MARKAZ-E-ADAB-O-SCIENCE KANTATOLI CHOWK, RANCHI JHARKHAND-834001
247	RANCHI	32002	RANCHI	COORDINATOR IGNOU SPL STUDY CENTRE JHARKHAND EDUCATION CENTRE 202 C ROAD NO 1 VIDHAYALAYA MARG ASHOK NAGAR RANCHI JHARKHAND 834002
248	RANCHI	32024	JAMSHEDPUR	COORDINATOR IGNOU STUDY CENTRE KARIM CITY COLLEGE PO. SAKCHI JAMSHEDPUR EAST SINGHBHUM JHARKHAND 831001
249	SHILLONG	1801	SHILLONG	COORDINATOR IGNOU STUDY CENTRE NORTH EASTERN HILL UNIVERSITY BIJNI COMPLEX LAITUMKHAH, SHILLONG MEGHALAYA 793003
250	SHIMLA	1102	MANDI	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE, MANDI HIMACHAL PRADESH 175001
251	SHIMLA	1103	SOLAN	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE SOLAN, HIMACHAL PRADESH 173212

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
252	SHIMLA	1104	HAMIRPUR	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE HAMIRPUR HIMACHAL PRADESH 177005
253	SHIMLA	1105	DHARAMSHALA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE DEPT. OF CHEMISTRY DHARAMSHALA HIMACHAL PRADESH 177005
254	SHIMLA	1106	CHAMBA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE CHAMBA HIMACHAL PRADESH 176310
255	SHIMLA	1108	NAHAN	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE NAHAN HIMACHAL PRADESH 173001
256	SHIMLA	1109	UNA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT PG COLLEGE UNA HIMACHAL PRADESH 174303
257	SHIMLA	1113	BILASPUR	COORDINATOR IGNOU STUDY CENTRE GOVT. P.G. COLLEGE BILASPUR HIMACHAL PRADESH 174001
258	SHIMLA	1114	SHIMLA	PROG. I/C IGNOU PROG. STUDY CENTRE H.P. UNIVERSITY ACADEMIC STAFF COLLEGE, IV FLR LIBRARY BLD, SUMMER HILL SHIMLA HIMACHAL PRADESH 171005

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
259	SILIGURI	2805	SILIGURI	COORDINATOR IGNOU STUDY CENTRE ADARSH MAHAVIDYALAYA PRAKASH NAGAR, NORTH BENGAL MORE, P.O. SALUGARA SILIGURI-734 008
260	SILIGURI	45013	SILIGURI	COORDINATOR IGNOU SPL STUDY CENTRE SALESIAN COLLEGE DON BOSCO ROAD SILIGURI-734 001 WEST BENGAL
261	SILIGURI	45019	KALIMPONG	COORDINATOR IGNOU STUDY CENTRE KALIMPONG COLLEGE P.O. KALIMPONG DISTT. DARJEELING 734301 WEST BENGAL
262	SRINAGAR	1209	SRINAGAR	COORDINATOR IGNOU STUDY CENTRE SHRI PRATAP SINGH COLLEGE MAULANA AZAD ROAD SRI NAGAR J & K 190001
263	TRIVANDRUM	1404	PATHANAMTHITTA	COORDINATOR IGNOU STUDY CENTRE CATHOLICATE COLLEGE PO BOX NO. 102 PATHANAMTHITTA KERALA 689645
264	TRIVANDRUM	1413	KOLLAM	COORDINATOR IGNOU STUDY CENTRE SREE NARAYANA COLLEGE KOLLAM KERALA 691001
265	TRIVANDRUM	1441	TRIVANDRUM	COORDINATOR IGNOU STUDY CENTRE MAR IVANIOS INSTT. OF ADVANCED STUDIES MAR IVANIOS COLLEGE CAMPUS NALANCHIRA TRIVANDRUM 695 015

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
266	TRIVANDRUM	1464	TRIVANDRUM	COORDINATOR IGNOU STUDY CENTRE C ACHYUTHA MENON STUDY CENTRE & LIBRARY POOJAPURA THIRUVANANTHAPURAM KERALA 695012
267	TRIVANDRUM	1473	TRIVANDRUM	COORDINATOR IGNOU STUDY CENTRE BIAR SAMSKRITHI BHAWAN GPO LANE THIRUVANANTHAPURAM KERALA 695001
268	TRIVANDRUM	2507	TUTICORIN	COORDINATOR IGNOU STUDY CENTRE V.O.C. COLLEGE PALAYAMKOTAI ROAD TUTICORIN TAMILNADU 628008
269	TRIVANDRUM	2511	NAGERCOIL	COORDINATOR IGNOU STUDY CENTRE S.T. HINDU COLLEGE NAGERCOIL TAMILNADU 629002
270	VARANASI	2703	ALLAHABAD	COORDINATOR IGNOU STUDY CENTRE ALLAHABAD DEGREE COLLEGE 15, KYADGANJ, ALLAHABAD UTTAR PRADESH 211003
271	VARANASI	2708	VARANASI	COORDINATOR IGNOU STUDY CENTRE UDAI PRATAP PG COLLEGE VARANASI UTTAR PRADESH 221002
272	VARANASI	2709	GORAKHPUR	COORDINATOR IGNOU STUDY CENTRE GORAKHPUR UNIVERSITY DEPARTMENT OF PHYSICS GORAKHPUR UTTAR PRADESH 273009

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
273	VARANASI	2710	SULTANPUR	COORDINATOR IGNOU STUDY CENTRE KAMALA INSTT. OF PHY & SO SCI SULTANPUR UTTAR PRADESH 228118
274	VARANASI	2722	SHAKTINAGAR	COORDINATOR IGNOU RECOG. STUDY CENTRE N.T.P.C. SHAKTINAGAR UTTAR PRADESH 231222
275	VARANASI	2723	AZAMGARH	COORDINATOR IGNOU RECOG. STUDY CENTRE CHILDREN COLLEGE A I C C E D S C/O CHILDREN COLLEGE AZAMGARH UTTAR PRADESH 276001
276	VARANASI	2745	JAUNPUR	COORDINATOR IGNOU STUDY CENTRE VBS PURVANCHAL UNIVERSITY SHAHGANJ ROAD JAUNPUR UTTAR PRADESH 222002
277	VARANASI	27109	VARANASI	COORDINATOR IGNOU STUDY CENTRE DEPARTMENT OF EDUCATION BANARAS HINDU UNIVERSITY KAMACHHA VARANASI UTTAR PRADESH 221005
278	VARANASI	48012	VARANASI	COORDINATOR IGNOU STUDY CENTRE MICROTEK COLLEGE OF MANAGEMENT & TECHNOLOGY C-27-279 A-2 MALDAHIYA VARANASI UTTAR PRADESH
279	VARANASI	48028	CIVIL COURT ROAD	COORDINATOR IGNOU REGULAR STUDY CENTRE ST. ANDREW'S COLLEGE CIVIL COURT ROAD GORAKHPUR UTTAR PRADESH 273001

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
280	VATAKARA	1403	CALICUT	COORDINATOR IGNOU STUDY CENTRE JDT ISLAM MARI KUNNU P.O. CALICUT KERALA 673012
281	VATAKARA	1485	NIRMALAGIRI	COORDINATOR IGNOU STUDY CENTRE IRISH PO NIRMALAGIRI DIST KANNUR KERALA 670701
282	VATAKARA	83003	GOVINDAGIRI	COORDINATOR IGNOU REGULAR STUDY CENTRE CHINMAYA INST. OF TECHNOLOGY GOVINDAGIRI CHALA, THOTTADA(PO) KANNUR KERALA 670007
283	VIJAYAWADA	0102	NELLORE	COORDINATOR IGNOU STUDY CENTRE V.R. COLLEGE NELLORE ANDHRA PRADESH-524 001
284	VIJAYAWADA	0103	VIJAYAWADA	COORDINATOR IGNOU STUDY CENTRE KBN COLLEGE KOTHAPETA VIJAYAWADA ANDHRA PRADESH 520001
285	VIJAYAWADA	0104	GUNTUR	COORDINATOR IGNOU STUDY CENTRE TJPS COLLEGE RING ROAD GUNTUR ANDHRA PRADESH 522006
286	VIJAYAWADA	0106	ANANTAPUR	COORDINATOR IGNOU STUDY CENTRE SHRI SAIBABA NATIONAL. DEGREE COLLEGE. ANANTAPUR ANDHRA PRADESH 515001

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
287	VIJAYAWADA	0148	KHAMMAM	COORDINATOR IGNOU STUDY CENTRE KAVITHA MEMORIAL DEGREE. COLLEGE N.S.T. ROAD KHAMMAN TELANGANA STATE 507002
288	VIJAYAWADA	33023	KOTHAGUEDEM	COORDINATOR IGNOU REGULAR STUDY CENTRE S.R. GOVT. ARTS & SCIENCE COLLEGE LAKSHMI DEVIPPALLY KHAMMAM DIST. TELANGANA STATE- 507101
289	VIJAYAWADA	33030	NELLORE	COORDINATOR IGNOU REGULAR STUDY CENTRE SRI VSSC GOVT. DEGREE COLLEGE SULLURUPET NELLORE DISTRICT ANDHRA PRADESH 524121
290	VIJAYAWADA	33031	CHITTOOR	COORDINATOR IGNOU REGULAR STUDY CENTRE S.V.A GOVT. DEGREE COLLEGE(M) SRIKALAHASTI CHITTOOR DIST. 517644
291	VIJAYAWADA	33036	KADAPA	COORDINATOR IGNOU REGULAR STUDY CENTRE GLOBAL COLLEGE OF ENGINEERING & TECHNOLOGY, CHINNAMACHUPALLI CHENNUR MANDAL KADAPA DIST. 516162
292	VISAKHAPATNAM	0109	VISAKHAPATNAM	THE COORDINATOR IGNOU STUDY CENTRE DR. L. BULLAYA COLLEGE, RESAPUVANIPALEM, VISAKHAPATNAM ANDHRA PRADESH 530013
293	VISAKHAPATNAM	0110	KAKINADA	THE COORDINATOR IGNOU STUDY CENTRE IDEAL COLLEGE OF ARTS & SCIENCES., P.G COURSES, VIDYUT NAGAR, KAKINADA ANDHRA PRADESH 533003

REGION-WISE LIST OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	STUDY CENTRE CODE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
294	VISAKHAPATNAM	33015	BHIMAVARAM	THE COORDINATOR IGNOU STUDY CENTRE PG COURSES & RESEARCH CENTRE DNR COLLEGE BHIMAVARAM DIST WEST GODAVARI ANDHRA PRADESH 534202
295	VISAKHAPATNAM	33018	VIZIANAGARAM	THE COORDINATOR IGNOU STUDY CENTRE MAHARAJAH'S PG COLLEGE, DEPT. OF MANAGEMENT STUDIES, PHOOLBAUGH, VIZIANAGARAM-535 002 ANDHRA PRADESH
296	VISAKHAPATNAM	84002	RAJAHMUNDRY	THE COORDINATOR IGNOU STUDY CENTRE GOVERNMENT COLLEGE(AUTONOMOUS) Y-JUNCTION RAJAHMUNDRY EAST GODAVARI DISTRICT ANDHRA PRADESH 533103

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

SL. NO.	RECOGNIZED REGIONAL CENTRE	STUDY CENTRE CODE	ADDRESS OF THE RECOGNIZED STUDY CENTRE
1	IAEP - CHANDIMANDIR	5201	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE WESTERN COMMAND HRDC C/O HQ WESTERN COMMAND (EDN) CHANDIMANDIR
2	IAEP - CHANDIMANDIR	5202	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 2 CORPS HRDC C/O 56 APO
3	IAEP - CHANDIMANDIR	5204	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 11 CORPS HRDC C/O 56 APO
4	IAEP - CHANDIMANDIR	5205	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 9 CORPS, HRDC-56, APO
5	IAEP - CHANDIMANDIR	5206	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 22 ARTY BDE C/O 56 APO-926922
6	IAEP - CHANDIMANDIR	5207	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 35 INF BDE C/O 56 APO-908035
7	IAEP - CHANDIMANDIR	5502	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE 29 INF DIV HRDC, C/O 56 APO
8	IAEP - JAIPUR	5203	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 10 CORPS HRDC C/O 56 APO
9	IAEP - JAIPUR	5303	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ I CORPS HRDC C/O 56 APO-2668
10	IAEP - JAIPUR	5601	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HEAD QUARTER SOUTH WESTERN COMMAND GS EDN C/O 56 APO -908546
11	IAEP - JAIPUR	5604	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE ALLAHABAD

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

SL. NO.	RECOGNIZED REGIONAL CENTRE	STUDY CENTRE CODE	ADDRESS OF THE RECOGNIZED STUDY CENTRE
12	IAEP - KOLKATA	5101	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE EASTERN COMMAND HRDC C/O 101 AREA C/O 99 APO
13	IAEP - KOLKATA	5102	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 3 CORPS HRDC C/O 99 APO
14	IAEP - KOLKATA	5103	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 4 CORPS HRDC C/O 99 APO
15	IAEP - KOLKATA	5104	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 33 CORPS HRDC C/O 56 APO
16	IAEP - KOLKATA	5105	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE KOLKATA
17	IAEP - KOLKATA	5106	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE RANCHI
18	IAEP - KOLKATA	5107	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE DINGJAM
19	IAEP - KOLKATA	5108	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE GANGTOK
20	IAEP - KOLKATA	5109	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE BINNAGURI
21	IAEP - KOLKATA	5110	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE KALIMPONG
22	IAEP - KOLKATA	5111	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE LIKABALI
23	IAEP - KOLKATA	5112	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE LEIMAKHONG
24	IAEP - KOLKATA	5113	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE SONITPUR

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

SL. NO.	RECOGNIZED REGIONAL CENTRE	STUDY CENTRE CODE	ADDRESS OF THE RECOGNIZED STUDY CENTRE
25	IAEP - KOLKATA	5114	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE BENG DUBI
26	IAEP - LUCKNOW	5301	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE CENTRAL COMMAND HRDC-1 C/O HQ CENTRAL COMMAND (EDN) LUCKNOW
27	IAEP - LUCKNOW	5302	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE 1, SIGNAL TRAINING CENTRE JABALPUR-482001
28	IAEP - LUCKNOW	5304	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HRDC 33 ARMY DIVISION
29	IAEP - LUCKNOW	5305	COORDINATOR IAEP (ARMY) RECOG. STUDY CENTRE HRDC HEAD QUARTERS BENGAL ENGINEER GROUP & CENTRE ROORKEE CANTT UTTARAKHAND
30	IAEP - PUNE	5401	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE SOUTHERN COMMAND HRDC-II C/O MEG AND CENTRE BANGALORE-560042
31	IAEP - PUNE	5402	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 12 CORPS HRDC C/O 56 APO-908512
32	IAEP - PUNE	5403	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 21 CORPS GS (EDN) C/O 56 APO-908521
33	IAEP - PUNE	5404	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE SOUTHERN COMMAND, HRDC-1 C/O BEG & CENTRE, KIRKEE PUNE-411003
34	IAEP - PUNE	5405	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE H Q 108 MOUNTAIN BRIGADE C/O 56 APO-908108

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

SL. NO.	RECOGNIZED REGIONAL CENTRE	STUDY CENTRE CODE	ADDRESS OF THE RECOGNIZED STUDY CENTRE
35	IAEP - PUNE	5406	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 31, ARMOURED DIVISION C/O 56 APO-908431
36	IAEP - PUNE	5407	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ. MUMBAI, SUB AREA
37	IAEP - PUNE	5408	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ. 54, INF. DIV.
38	IAEP - UDHAMPUR	5501	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE NORTHERN COMMAND HRDC C/O HQ NORTHERN COMMAND (EDN) C/O 56 APO
39	IAEP - UDHAMPUR	5503	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 15 CORPS HRDC, C/O 56 APO
40	IAEP - UDHAMPUR	5504	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 16 CORPS HRDC, C/O 56 APO
41	IAEP - UDHAMPUR	5505	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 14 CORPS (HRDC) C/O 56 APO
42	IAEP - UDHAMPUR	5506	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 25 INF DIV C/O 56 APO-908425
43	IAEP - UDHAMPUR	5507	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE EASTERN LADAKH
44	IAEP - UDHAMPUR	5508	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE KARGIL
45	IAEP - UDHAMPUR	5509	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE AKHNOOR
46	IAEP - UDHAMPUR	5510	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE BARAMULLAH
47	IAEP - UDHAMPUR	5511	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE KANGRA

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

SL. NO.	RECOGNIZED REGIONAL CENTRE	STUDY CENTRE CODE	ADDRESS OF THE RECOGNIZED STUDY CENTRE
1	IAREP - SHILLONG	8101	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC ARASU, HAPPY VALLEY C/O ASSAMRIFLES ADMINISTRATIVE UNIT, HAPPY VALLEY SHILLONG
2	IAREP - SHILLONG	8102	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC HQ AC & ASSAM RANGE ASSAM RIF. C/O HQ AC & ASSAM RANGE ASSAM RIFLES, C/O, 99 APO
3	IAREP - SHILLONG	8103	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 7 ASSAM RIFLES C/O 7 ASSAM RIFLES C/O 99 APO
4	IAREP - SHILLONG	8104	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 6 ASSAM RIFLES C/O 6 ASSAM RIFLES C/O 99 APO
5	IAREP - SHILLONG	8105	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 29 ASSAM RIFLES C/O 29 ASSAM RIFLES C/O 99 APO
6	IAREP - SHILLONG	8106	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 26 ASSAM RIFLES C/O 26 ASSAM RIFLES C/O 99 APO
7	IAREP - SHILLONG	8107	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 27 ASSAM RIFLES C/O 27 ASSAM RIFLES C/O 99 APO
8	IAREP - SHILLONG	8108	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 31 ASSAM RIFLES C/O 31 ASSAM RIFLES C/O 99 APO
9	IAREP - SHILLONG	8109	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 2 ASSAM RIFLES C/O 2 ASSAM RIFLES C/O 99 APO

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

SL. NO.	RECOGNIZED REGIONAL CENTRE	STUDY CENTRE CODE	ADDRESS OF THE RECOGNIZED STUDY CENTRE
10	IAREP - SHILLONG	8110	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 14 ASSAM RIFLES C/O 14 ASSAM RIFLES C/O 99 APO
11	IAREP - SHILLONG	8111	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 34 ASSAM RIFLES C/O 34 ASSAM RIFLES C/O 99 APO
12	IAREP - SHILLONG	8112	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 9 ASSAM RIFLES C/O 9 ASSAM RIFLES C/O 99 APO
13	IAREP - SHILLONG	8113	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 12 ASSAM RIFLES C/O 12 ASSAM RIFLES C/O 99 APO
14	IAREP - SHILLONG	8114	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 33 ASSAM RIFLES C/O 33 ASSAM RIFLES C/O 99 APO
15	IAREP - SHILLONG	8115	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 21 ASSAM RIFLES C/O 21 ASSAM RIFLES C/O 99 APO
16	IAREP - SHILLONG	8116	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC HQ B RANGE AR C/O HQ B RANGE ASSAM RIFLES C/O 99 APO
17	IAREP - SHILLONG	8117	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 25 ASSAM RIFLES C/O 25 ASSAM RIFLES C/O 99 APO
18	IAREP - SHILLONG	8118	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 8 ASSAM RIFLES C/O 8 ASSAM RIFLES C/O 99 APO

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

SL. NO.	RECOGNIZED REGIONAL CENTRE	STUDY CENTRE CODE	ADDRESS OF THE RECOGNIZED STUDY CENTRE
19	IAREP - SHILLONG	8119	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 1 ASSAM RIFLES C/O 1 ASSAM RIFLES C/O 99 APO
20	IAREP - SHILLONG	8120	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 19 ASSAM RIFLES C/O 19 ASSAM RIFLES C/O 99 APO
21	IAREP - SHILLONG	8121	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 18 ASSAM RIFLES C/O 18 ASSAM RIFLES C/O 99 APO
22	IAREP - SHILLONG	8122	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC HQ TRIPURA RANGE ASSAM RIFLES C/O HQ TRIPURA RANGE ASSAM RIF C/O 99 APO
23	IAREP - SHILLONG	8123	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 22 ASSAM RIFLES C/O 22 ASSAM RIFLES C/O 99 APO
24	IAREP - SHILLONG	8124	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 23 ASSAM RIFLES C/O 23 ASSAM RIFLES C/O 99 APO
25	IAREP - SHILLONG	8125	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC ARTC & S, DIMAPUR C/O ASSAM RIFLES TRAINING CENTRE & SCHOOL, DIMAPUR NAGALAND
26	IAREP - SHILLONG	8126	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 30 ASSAM RIFLES C/O 30 ASSAM RIFLES C/O 99 APO
27	IAREP - SHILLONG	8127	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 4 ASSAM RIFLES C/O 4 ASSAM RIFLES C/O 99 APO

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

SL. NO.	RECOGNIZED REGIONAL CENTRE	STUDY CENTRE CODE	ADDRESS OF THE RECOGNIZED STUDY CENTRE
28	IAREP - SHILLONG	8128	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 24 ASSAM RIFLES C/O 24 ASSAM RIFLES C/O 99 APO
29	IAREP - SHILLONG	8129	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 16 ASSAM RIFLES C/O 16 ASSAM RIFLES C/O 99 APO
30	IAREP - SHILLONG	8130	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 3 ASSAM RIFLES C/O 3 ASSAM RIFLES C/O 99 APO

IGNOU - NAVY RECOGNIZED STUDY CENTRES
(For NAVY Personnel Only)

SL. NO.	RECOGNIZED REGIONAL CENTRE	STUDY CENTRE CODE	ADDRESS OF THE RECOGNIZED STUDY CENTRE
01	INEP - NEW DELHI	7101	COORDINATOR IGNOU-NAVY RECOG. STUDY CENTRE NAUSENABAUGH -II NARAINA, DELHI CANTT. NEW DELHI 110028
02	INEP - MUMBAI	7201	COORDINATOR IGNOU-NAVY RECOG. STUDY CENTRE 2ND FLOOR, TARANG NEW NAVY NAGAR MUMBAI MAHARASHTRA 400005
03	INEP - KOCHI	7401	COORDINATOR IGNOU-NAVY RECOG. STUDY CENTRE COMMAND EDUCATION OFFICE HEAD QUARTERS SOUTHERN NAVAL COMMAND NAVAL BASE KOCHI 682004
04	INEP - KOCHI	7402	COORDINATOR IGNOU-NAVY RECOG. STUDY CENTRE INDIAN NAVAL ACADEMY EZHIMALA PAYYANNUR DIST. KANNUR KERALA 670310
05	INEP - VISAKHAPATNAM	7301	COORDINATOR IGNOU NAVY RECOG. STUDY CENTRE NAVY CHILDREN SCHOOL GANDHI GRAM P.O. VISAKHAPATNAM-530005

List of State Codes

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

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

EDUCATIONAL QUALIFICATION CODE

Code	Description
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
A1	General

TERRITORY CODE

Code	Description
A1	Urban
B2	Rural
C3	Tribal
D4	Kashmiri Migrant

PROGRAMME CODE

Code	Description
MP	Master of Business Administration
PGDHRM	Post-Graduate Diploma in Human Resource Management
PGDFM	Post-Graduate Diploma in Financial Management
PGDOM	Post-Graduate Diploma in Operations Management
PGDMM	Post-Graduate Diploma in Marketing Management
PGDFMP	Post-Graduate Diploma in Financial Markets Practice

SEX CODE

Code	Description
A1	Male
B2	Female
C3	Others

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 a 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.

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**.

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 assignments are to be submitted 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 to RC and RC will forward the same to 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 RC and RC will forward the same 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 Right hand corner of the first page of your response sheet.
2. Write the Programme Title, Course Code, Course Title, Assignment Code and Name of your Study Centre on the left hand corner of the first page of your response sheet.

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

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

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

3. Read the assignments carefully and follow the specific instructions, if any, given on the assignment itself about the subject matter or its presentation.
4. Go through the units on which assignments are based. Make some points regarding the question and then rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question, give adequate attention to introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to the question. Make sure that the answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasise. While solving numericals, use proper format and give working notes wherever necessary.
5. Use only fullscape 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 only to the Coordinator of the Study Centre allotted to you.
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) in those courses by the due date.

- **Examination Fee**

Examination fee of ₹120/- per course is required to be paid on line by way of credit/debit card as per guidelines through IGNOU website at www.ignou.ac.in

- **Examination Centre**

Normally the study centre is the examination centre. However, a student is required to fill the exam centre code in the examination form. For the purpose you are advised to go through the list of study centres available in the Student Handbook and Prospectus/Programme Guide. In case any student wish to take examination at a particular centre, the code of the chosen centre be filled up as examination centre code. However, if the examination centre chosen by a student 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	HOW TO SUBMIT THE FORM
1st March to 31st March	1st Sept. to 30th Sept.	NIL	On-line submission only
1st April to 30th April	1st Oct. to 31st Oct.	₹500/-	
1st May to 15th May	1st Nov. to 15th Nov.	₹1000/-	On-line submission only

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 their Study Centre/Regional Centre/SE Division for change in schedule of submission of examination form fee if any;
2. fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the examination form through online;
3. retain proof of mailing/submission of examination form or control no. generated by online submission of examination form till they receive examination hall ticket;

- **Issue of Examination Hall Ticket on the University website**

University uploads Examination Hall Ticket two weeks before the commencement of Term-end Examination. The students can download the hall ticket from the website and approach the exam centre for appearing in the examination.

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 as well as term-end examination of a course, 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 conditions:

- 1. You should have paid the course fee. Also ensure that your registration of the courses is valid.**
- 2. You should have submitted the assignment for the respective course and must have obtained a certificate to this effect from the coordinator of the study centre.**
- 3. You should have submitted the examination form in time alongwith the examination fee through online mode.**

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

It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. Student(s) can submit examination Form through online mode.

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 Identity 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 or concerned Regional Centre atleast one month before the commencement of examinations.

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.

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

The student can apply for early declaration of Term-End-Examination result with a fee of Rs.1000/- per course. **The application for early declaration of result shall be entertained only if the student has been selected for any post or applied for further studies.** The student must compulsorily submit documentary evidence (proof) in support of the reason for early declaration of result to the concerned Evaluation Centre whose details are available on the University website.

Early Declaration is permissible in Term-End-Examination only. This facility is not applicable for Lab/Practical courses, Project, Assignment, Workshop, seminar etc. based courses. The Application for Early Declaration of result shall be entertained for final year only. Prescribed Form along-with rules & regulations is enclosed in the Student Handbook and Prospectus and also made available on IGNOU website.

Re-evaluation of Term-End-Examination

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Scripts on payment of Rs.750/- per course. The request for re-evaluation by the student must be made within one month from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along-with the fee of Rs.750/- per course in the form of Demand Draft in favour of IGNOU payable at the city where the Re-evaluation Form is being submitted. Prescribed Form along-with rules & regulations is enclosed in the Student Handbook and Prospectus and also made available on IGNOU website.

Obtaining Photocopy of Answer Scripts

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University for obtaining Photocopy of Answer Scripts on payment of Rs. 100/- per course. The request for obtaining Photocopy of Answer Scripts by the student must be made within 45 days from the date of declaration of result to the concern Evaluation Centre in the prescribed format along-with the fee of Rs.100/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Photocopy form. Prescribed Form along-with rules & regulations is enclosed in the Student Handbook and Prospectus and also made available on IGNOU website.

Official Transcript

The University provides the facility of official transcripts on request made by the learners on prescribed form addressed to Registrar, Student Evaluation Division (SED), Block-12, IGNOU, Maidan Garhi, New Delhi-110 068. A fee of Rs. 300/- per transcript payable through DD in favour of IGNOU is charged for this purpose. In case of request for sending transcript outside India, the students are required to pay Rs. 500/-. Prescribed Form along-with rules & regulations is enclosed in the Student Handbook and Prospectus and also made available on INGOU website.

Duplicate Grade Card

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through Demand Draft of Rs. 200/- in favour of IGNOU payable at "New Delhi". Prescribed Form along-with rules & regulations is enclosed in the Student Handbook and prospectus and also made available on IGNOU website.

Improvement of Marks

The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:

- The students of Bachelor's/Master's Degree Programme who fall short of 2% marks to secure 2nd and 1st division.
- The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.

Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc. Only one opportunity will be given to improve the marks/grade.

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 on payment of Rs. 750/- per course in the form of demand draft favouring IGNOU payable at New Delhi, 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.

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

A) General Instructions

1. **Application form (Form 1) for OPENMAT XLII & XLIII 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.(a) For item no. 1 & 3 – Please refer to Appendix 2 & 4.
(b) Item no. 2 – Selected Study Centres given in **Appendix-3** will be designated as Exam Centres for OPENMAT. Write a Study Centre Code against item no. 2, though it is not necessary that the chosen Centre will be allocated for OPENMAT.
4. Admission is open only to candidates residing in India.
Please send your Application Form for Entrance Test (OPENMAT) FORM-1 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. In case the number of candidates for Entrance Test at a center is ten or less, the candidates will be allotted nearest possible centre. **No request for change of test centre will be entertained.**
8. **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 ₹1050/- 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 Programme would be conducted on the following Sundays:
(1) 20.08.2017# — OPENMAT - XLII
(2) 04.02.2018 — OPENMAT - XLIII

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 Ticket three (03) days before the entrance test, candidate can download hall ticket from IGNOU website (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 (**Form-1**).
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 centre 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).

For change in dates, if any refer to our website www.ignou.ac.in or contact the concerned regional centre.

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 self-attested copies of relevant documents to establish your eligibility.

Proforma of Category Certificate is 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. 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 Regional Centre Code under which it falls and the State Code under item no. 5 to which you belong (see appendices 2,3,4).
2. For Item No. 14 and 15, fill the relevant code in the box provided.
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) Self attested copies of Certificates in support of your educational qualification(s).
 - ii) Original score card of qualifying OPENMAT
 - iii) OPENMAT Original Hall Ticket
 - iv) Category Certificate for SC/ST/OBC candidates
 - v) Identity Card duly filled up
- c) Enclosed Demand Draft for fee of programme @ **₹1,500/- per course**. Please ensure that you have written your name, programme code and address on the back of the demand draft.
- d) Name on Column No.8 of Form No.2 should be written as in the 10th/12th **Certificate**. In case of any change, legal documents be enclosed. Also refer to the rule position given under 'UNIVERSITY RULES'.

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.

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 XLII	OPENMAT XLIII
30.11.2017 (1st Semester 2018)	31.05.2018 (2nd Semester 2018)
31.05.2018 (2nd Semester 2018)	30.11.2018 (1st Semester 2018)

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

M P

2. D/D Details

D/D Number

Date

Month

Year

Amount

 /

 /

Bank Name

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) Mobile/Telephone Number (if any) with STD Code

10. (c) Aadhaar No.

10. (d) E-mail id.

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

Male Female Others

12. Date of Birth

/ /
Date Month Year

13. Nationality: Cross (x) Appropriate Box only

Indian Other

14. Category

A1 – Gen B2 – SC C3 – ST D4 – OBC

15. Whether physically handicapped:

A1 – Yes
B2 – No

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 Year of Passing Percentage of Marks

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 (If any)

Duration Years Months Not Applicable

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 ₹1 Lakh	₹1 Lakhs to 2 Lakhs	₹2 Lakhs to 5 Lakhs
<input type="checkbox"/>	<input type="checkbox"/>	
₹5 Lakhs to 10 Lakhs	Above ₹10 Lakhs	

23. Courses Opted:

Course Code	<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"/> <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"/>
Course Fee Rs.	<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"/>	<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 AND UNDERTAKING:

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. To the best of my knowledge and belief, I fulfil the minimum eligibility criteria and accordingly I have provided necessary information and relevant self-attested documents with this application. I further undertake that I have not concealed or distorted any information and in the event of any information or self-attested documents is found to be incorrect, false or misleading, my candidature shall be liable for cancellation by the University at any time and I shall have no claim of any nature including refund of any fee paid by me and all the benefits availed by me shall be summarily withdrawn. I do undertake that I have carefully studied the rules of the University as printed in the Prospectus and I accept them in totality and shall not raise any dispute over the same. I do understand that the university can amend or change any rules without advance intimation and I will be abiding by them.

Place: _____
Date : _____

Signature of the Applicant

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.)

**FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE
BELONGING TO OBC (NON-CREAMY LAYER) CATEGORIES —
ALONG WITH APPLICATION FORM**

This is to certify thatson/daughter of of village District/Division in the State belongs to the community which is recognized as a Backward Class in under following resolutions of Government of India, Ministry of Welfare*(i) Resolution No. 12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India.

Extraordinary, Part-I, Section 1, No. 186, dated the 13th September, 1993.

- (ii) Resolution No. 12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section, 1 No. 163, dated the 20th October, 1994.
- (iii) Resolution No. 12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 88, dated the 25th May, 1995.
- (iv) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.
- (v) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/12/99.
- (ix) Resolution No. 12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part-I Section 1 No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part-I Section 1 No. 71 dated 04/04/2000
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part-I Section 1 No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part-I Section I No. 210 dated 16/01/2006.
- Shri. and/or his/her family ordinarily reside(s) in the District/Division of the State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No. 36012/22/93-Estt. (SCT), dated 8-9-1993 which is modified vide OM. No. 36033/3/3004 Estt. (Res) dated 09/03/2004.

District Magistrate

Deputy Commissioner, etc.

Dated

SEAL _____

* Strike out whichever is not applicable

N.B._

- a) The above certificate should not be more than 3 years old from the date of issuance till the time of submission of application form
- b) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950
- c) The authorities competent to issue caste certificates are indicated below:
 - i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate)
 - ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate. (iii) Revenue Officer not below the rank of Tehsildar; and (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides

NOTE: IF THE CERTIFICATE FURNISHED BY OBC CANDIDATES (NON-CREAMY LAYER) FOUND TO BE FAKE AT LATER STAGE ADMISSION WILL BE CANCELLED WITH NO REFUND OF FEE AND DISCIPLINARY PROCEEDINGS WILL BE INITIATED BY THE UNIVERSITY

**INTERNAL CREDIT TRANSFER SCHEME FOR FRESH ADMISSION
TO MANAGEMENT PROGRAMME APPLICABLE
AFTER EXPIRY OF MAXIMUM DURATION**

1. A Student who is not able to complete the Management Programme fully within the maximum stipulated time period i.e., 5 years, will have to take fresh 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, as per credit transfer scheme. No credit transfer/exemption will be granted in respect of the courses partially completed.
3. The student will have to apply for credit transfer by paying the requisite fee of ₹400/- per course after filling up the form for fresh admission to Management Programme given on the following pages and a new enrolment no. will be allotted.

Once a student takes fresh admission into the Management Programme, it will be valid for another 5 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 10 years. In case, such a student wishes to pursue the programme further, s/he will have to appear in OPENMAT as a fresh candidate and there will be no provision for credit transfer.

4. Credit transfer under the above scheme will be applicable only once and for a successfully completed course only.
5. For fresh admission, the student will have to fill up fresh Admission Form (Form 3).
6. 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 can be filled only after new enrolment no. has been duly allotted.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Registration Division
Maidan Garhi, New Delhi - 110068

Application for Internal Credit Transfer (ICT) in Management Programmes
for those who have sought Fresh Admission through Form-3
(to be submitted after the new Enrol.# is allotted by the R.C.)

1. Enrolment No. (Old) (New)
2. Specialisation stream to be reflected in the MBA degree _____
3. Credit Transfer fee paid: Prog. _____ DD No. _____
(fee @ ₹400/- per course) Date _____ Amount _____ Bank _____
4. Name & Address of Student _____

- Phone/Mobile (with STD Code) _____ E-mail _____
5. Credit transfer sought for (only for **courses successfully completed under old Enrolment Number**).

Details of Credits Transfer Applied for				
Sl. No.	Course Code	Title of the Course	Credit	Overall Grade obtained
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

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/copy(ies) 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. I also understand that **credit transfer will not be granted for the courses that are not part of the Programme curriculum in which I sought fresh admission** and is governed by the Programme Structure now in vogue for the award of MBA Degree/Diploma.

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 rules framed by the School of Management Studies. No credit transfer/exemption will be granted** in respect of the courses partially completed (i.e. assignments only or term-end examination only).
- (ii) Once a student takes fresh admission into Management Programme, it will be valid for another 5 years. The student is required to complete all the requirements for the award of Degree/Diploma during this time period, as **no further fresh admission will be granted after expiry of the second term**. In case such student wishes to pursue the programme further, s/he will have to **appear in OPENMAT entrance and seek admission afresh, subject to fulfillment of revised eligibility criteria. The candidate thereafter will not be provided the facility of credit transfer and thus pursue all the courses afresh.**
- (iii) **Credit transfer fee @ ₹400/- per course** is to be paid by way of a Demand Draft drawn in favour of 'IGNOU' payable at New Delhi.
- (iv) 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 five 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.
- (v) 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.
- (vi) Students are required to spend at least a **minimum of ONE YEAR duration** to complete the left over courses in the new Enrolment Number.
- (vii) 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**

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

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) 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 it 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 & 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. 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 Regional Centre Code under which it falls and the State Code under Item No. 5 to which you belong (see appendices 2,3,4).
2. At Item No. 6, please fill-up Enrol. No. previously allotted for pursuing Management Programme. Also fill the **appropriate Programme Code** at the relevant column. Please enclose self **attested copy of the Grade Card** to prove that you were earlier admitted to the Management Programme after clearing the Entrance test.
3. Information against item No. 10(b) and 10(d) are mandatory.
4. For Item No. 14 and 15, fill the relevant code in the box provided.
5. For Item No. 21(a), see Appendix-5 for qualification codes.
6. 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.
7. Old students seeking fresh admission through Form No. 3 may please note that they are eligible, if they fulfil at least the following criteria among others:
 - i) they must possess at least a **Bachelor's degree of 3 year duration**
 - ii) **OR 2 year Bachelor's degree** obtained from a recognized university up to the year 1998-99 **with one year Bridge course.**
 - iii) Master's Degree obtained without a First degree will not be accepted. However, this condition is not applicable for the five year Integrated Master's degree acquired from a recognized University/Institution.

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

- a) Affix your photograph and signed over it.
- b) Enclosed the following documents:
 - i) Self-attested copies of certificates in support of your educational qualifications.
 - ii) Self-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) Identity Card duly filled up.
- c) Enclose Demand Draft for fee of programme @ **₹1,500/- 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 9).

- 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 through Form 2 accordingly.**
 - (ii) **Fresh admission through Form No. 3 will not be permitted for obtaining additional MBA with another specialisation or acquiring an additional PG Specialisation Diploma in Management.**
 - (iii) **Fresh admission will not be permitted for improvement of grade/division.**
 - (iv) Students downloading Form-3 from IGNOU website will have to enclose a Demand Draft of ₹1,050/- in favour of IGNOU along with the filled in Form-3.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY, NEW DELHI

For Seeking 'Fresh Admission' to Management Programme in order to complete the left-over courses

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 3)

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:

For January–June 2018 Semester: 30-11-2017

For July–December 2018 Semester: 31-05-2018

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

M	P
---	---

2. D/D Details

D/D Number	Date	Month	Year	Amount
_ _ _ _ _ _ _	_ / _ /	_ _	_ _ _	_ _ _ _ _ _ _

Bank Name

3. Regional Centre Code 4. Study Centre Code 5. State Code

6. Previous Enrolment No. Mgt. Prog.

7. Programme Code of Previous Enrol No. (MP) (pl. write the appropriate code)

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) Mobile/Telephone Number (if any) with STD Code

10. (c) Aadhaar No.

10. (d) E-mail id.

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

Male Female Others

12. Date of Birth

_	_	/	_	_	/	_ _	_
Date			Month			Year	

13. Nationality: Cross (x) Appropriate Box only

Indian Other

14. Category

A1 – Gen B2 – SC C3 – ST D4 – OBC

15. Whether physically handicapped:

A1 Yes
B2 No

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					18. Social 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Urban	Rural	Tribal	Kashmiri Migrant	Ex-Serviceman	War-Widow	Not Applicable		
19. Marital Status: Cross (X) any one of the Appropriate Box only					20. Employment status: Cross (X) any one of the Appropriate Box only			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Married	Divorced	Widowed	Unmarried	Unemployed	Employed	Regular IGNOU Employee	KVS Employee	
21. (a) Educational Qualifications (which makes you eligible for the programme):								
Qualification Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	Year of Passing	<input type="text"/>	<input type="text"/>	Percentage of Marks	<input type="text"/>
21. (b) Stream: Cross (X) any one of the Appropriate Box only								
	Science	Arts	Commerce	Engineering	Others			
GRADUATE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
POST GRADUATE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
22. Work Experience								
Duration	Years	<input type="text"/>	Months	<input type="text"/>	<input type="checkbox"/> Not Applicable			
Employed in (cross (X) any one of the Appropriate Box only)								
<input type="checkbox"/>	<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"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Upto ₹1,00,000/-	₹1 Lakhs to 2 Lakhs	₹2 Lakhs to 5 Lakhs						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
₹5 Lakhs to 10 Lakhs	Above ₹10 Lakhs							
23. Courses Opted:								
Course Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Course Fee Rs.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Fees Rs.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

DECLARATION AND UNDERTAKING:

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. To the best of my knowledge and belief, I fulfil the minimum eligibility criteria and accordingly I have provided necessary information and relevant **self-attested documents** with this application. I further undertake that I have not concealed or distorted any information and in the event of any information or self-attested documents is found to be incorrect, false or misleading, my candidature shall be liable for cancellation by the University at any time and I shall have no claim of any nature including refund of any fee paid by me and all the benefits availed by me shall be summarily withdrawn. I do undertake that I have carefully studied the rules of the University as printed in the Prospectus and I accept them in totality and shall not raise any dispute over the same. I do understand that the university can amend or change any rules without advance intimation and I will be abiding by them.

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 self-attested Grade Card as proof thereof.

Place: _____

Date : _____

Signature of the Applicant

Course Components of Management Programme

MS-1 : MANAGEMENT FUNCTIONS AND BEHAVIOUR

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

MS-2 : MANAGEMENT OF HUMAN RESOURCES

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

MS-3 : ECONOMIC AND SOCIAL ENVIRONMENT

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

MS-4 : ACCOUNTING AND FINANCE FOR MANAGERS

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

MS-5 : MANAGEMENT OF MACHINES AND MATERIALS

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

MS-6 : MARKETING FOR MANAGERS

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

MS-7 : INFORMATION SYSTEMS FOR MANAGERS

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

MS-8 : QUANTITATIVE ANALYSIS FOR MANAGERIAL APPLICATIONS

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

MS-9 : MANAGERIAL ECONOMICS

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

MS-10 : ORGANISATIONAL DESIGN, DEVELOPMENT AND CHANGE

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

MS-11 : STRATEGIC MANAGEMENT

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

MS-21 : SOCIAL PROCESSES AND BEHAVIOURAL ISSUES

BLOCK	UNIT NOs.	UNIT TITLE
I		SOCIETY AND ORGANISATIONS
	1	Social Process and Organisation in dynamic environment
	2	Organisational Processes
	3	Individual Processes
II		ORGANISATIONAL PROCESSES
	4	Organisational Communication Processes
	5	Leadership and Decision Making
	6	Organisational Power and Politics
	7	Diversity Management
	8	Organisational Cultures
III		INTRAPERSONAL PROCESSES
	9	Personality
	10	Learning
	11	Perception and Attribution
	12	Motivation
IV		INTERPERSONAL AND GROUP PROCESSES
	13	Group Dynamics and Team Building
	14	Counseling and Behaviour Modification
	15	Conflict and Stress Management
	16	Negotiating Strategies
V		EMERGING TRENDS
	17	Employee Empowerment
	18	Organisational Citizenship Behaviour
	19	Organisational Inclusiveness
	20	Corporate Social Responsibilities
	21	Positive Approaches to Work Behaviour

MS-22 : HUMAN RESOURCE DEVELOPMENT

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

MS-23 : HUMAN RESOURCE PLANNING

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

MS-24 : INDUSTRIAL RELATIONS

BLOCK	UNIT NOs.	UNIT TITLE
I		CONCEPTUAL FRAMEWORK OF INDUSTRIAL RELATIONS
	1	Concept, Scope and Approaches to Industrial Relations
	2	Evolution of Industrial Relations and Current Developments
	3	Constitutional and Legal Framework of Industrial Relations
	4	Labour Administration in India
	5	Global trends in Industrial Relations
II		TRADE UNIONISM
	6	Trade Union Development and Functions
	7	Trade Union Structure, Registration and Recognition
	8	Managerial Unionism
	9	Employers' Organisations in India
III		COLLECTIVE BARGAINING
	10	Concepts and Theories of Collective Bargaining
	11	Bargaining Process and Agreements
	12	Negotiation Skills
	13	Issues and Trends in Collective Bargaining
IV		EMPLOYEE PARTICIPATION
	14	Evolution, Structure and Process of Participation
	15	Design and Dynamics of Participative Forums
	16	Implementing Participative Strategies
V		GRIEVANCE, DISCIPLINE AND DISPUTE RESOLUTION
	17	Grievance Handling System
	18	Disciplinary Procedures
	19	Disputes Resolution Machineries

MS-25 : MANAGING CHANGE IN ORGANISATIONS

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

MS-26 : ORGANISATIONAL DYNAMICS

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

MS-27 : COMPENSATION AND REWARDS MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE
I		COMPENSATION AND REWARDS MANAGEMENT – CONCEPT AND CONTEXT
	1	Role of Compensation and Rewards in Organisation
	2	Framework of Compensation Policy and Reward System
	3	Economic and Behavioural Issues in Compensation and Rewards Management
II		LEGAL FRAMEWORK OF WAGE AND SALARY ADMINISTRATION
	4	Wage Concepts and Definition of Wages Under Various Labour Legislation
	5	Constitutional Perspective and International Norms for wage determination
	6	Laws on Wages and Bonus
	7	Laws on Minimum Wages and Equal Remuneration
	8	Laws on Retiral benefits
III		COMPENSATION STRUCTURE AND DIFFERENTIALS
	9	Pay Structure
	10	Institutional Mechanism for Wage Determination
	11	Job Evaluation and Internal Equity
	12	External Equity and Pay Surveys
	13	Tax Planning
IV		REWARD SYSTEM, INCENTIVES AND PAY RESTRUCTURING
	14	Design of Performance-linked Reward System
	15	Incentives Schemes
	16	Reward System
	17	Allowances, Perquisites and benefits
	18	Downsizing and Voluntary Retirement Scheme
V		TRENDS
	19	International Compensation
	20	Compensation : Challenges and Trends

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

MS-29 : INTERNATIONAL HUMAN RESOURCE MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE
I		THE ENVIRONMENT OF INTERNATIONAL HUMAN RESOURCE MANAGEMENT
	1	International HRM : An Overview
	2	The Organisational Context of International HRM
	3	Culture and Cultural Diversity
	4	Strategic Human Resource Management in International Context
II		HRM PRACTICES IN INTERNATIONAL CONTEXT
	5	Staffing for International Assignments
	6	Training and Development in International Context
	7	International Performance Management
	8	International Compensation Management
III		BEHAVIOURAL DYNAMICS OF IHRM
	9	Cross-Cultural Communication and Negotiation
	10	Leadership and Motivation in a Global Context
	11	Global Ethical Environment
IV		HRM RELATIONS, ISSUES AND CHALLENGES
	12	International Employee Relations
	13	Mergers and Acquisitions – HR Perspective
	14	IHRM Trends and Future Challenges

MS-41 : WORKING CAPITAL MANAGEMENT

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

MS-42 : CAPITAL INVESTMENT AND FINANCING DECISIONS

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

MS-43 : MANAGEMENT CONTROL SYSTEMS

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

MS-44 : SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT

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

MS-45 : INTERNATIONAL FINANCIAL MANAGEMENT

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

MS-46 : MANAGEMENT OF FINANCIAL SERVICES

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

MS-51 : OPERATIONS RESEARCH

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

MS-52 : PROJECT MANAGEMENT

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

MS-53 : PRODUCTION/OPERATIONS MANAGEMENT

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

MS-54 : MANAGEMENT INFORMATION SYSTEM

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

MS-55 : LOGISTICS AND SUPPLY CHAIN MANAGEMENT

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

MS-56 : MATERIALS MANAGEMENT

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

MS-57 : MAINTENANCE MANAGEMENT

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

MS-58 : MANAGEMENT OF R&D AND INNOVATION

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

MS-61 : CONSUMER BEHAVIOUR

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

MS-62 : SALES MANAGEMENT

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

MS-63 : PRODUCT MANAGEMENT

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

MS-64 : INTERNATIONAL MARKETING

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

MS-65 : MARKETING OF SERVICES

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

MS-66 : MARKETING RESEARCH

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

**MS-68 : MANAGEMENT OF MARKETING COMMUNICATION
AND ADVERTISING**

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

MS-611 : RURAL MARKETING

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

MS-612 : RETAIL MANAGEMENT

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

MS-91 : ADVANCED STRATEGIC MANAGEMENT

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

MS-92 : MANAGEMENT OF PUBLIC ENTERPRISES

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

MS-93 : MANAGEMENT OF NEW AND SMALL ENTERPRISES

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

MS-94 : TECHNOLOGY MANAGEMENT

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

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

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

MS-96 : TOTAL QUALITY MANAGEMENT

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

MS-97 : INTERNATIONAL BUSINESS MANAGEMENT

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

MFP-1 : EQUITY MARKETS

BLOCK	UNIT NOs.	UNIT TITLE
I		INTRODUCTION TO FINANCIAL MARKETS
	1	Evolution and Significance of Financial Markets
	2	Concepts and Cases
	3	Types of Markets
	4	Market Institutions and Intermediaries
II		PRIMARY MARKETS
	5	Sources and Methods of Raising Capital
	6	Pre-Issuance Activities
	7	Issuance and Post Issuance Activities
	8	Regulatory Framework
III		SECONDARY MARKETS
	9	Trading
	10	Securities Settlement and Payment Systems
	11	Market Surveillance and Risk Management
	12	Dematerialization and Depositories
	13	Investor Grievances and Dispute Resolution
IV		VALUATION
	14	Financial Statements and Analysis
	15	Time Value of Money
	16	Valuation Models
	17	Fundamental Analysis
	18	Technical Analysis
V		SPECIAL ISSUES
	19	Investment Styles and Trading Strategies
	20	Portfolio Management
	21	Corporate Actions

MFP-2 : EQUITY DERIVATIVES

BLOCK	UNIT NOs.	UNIT TITLE
I		INTRODUCTION TO DERIVATIVES
	1	Evolution and Significance of Derivative Markets
	2	Basic Derivative Products
	3	Spot and Derivative Markets
	4	Policy and Regulation
II		EQUITY FUTURES & OPTION BASICS
	5	Index and Stock Futures
	6	Index and Stock Options
	7	Trading Strategies with Futures
	8	Factors Affecting Future Prices
III		EQUITY OPTIONS
	9	Option Framework
	10	Option Pricing
	11	Trading Strategies Using Options
IV		TRADING, RISK MANAGEMENT AND SUPPORT SYSTEMS
	12	Market Indicators, Challenges in Derivative Trading and Option Greeks
	13	Managing and Value at Risk
	14	Clearing and Settlement
	15	Accounting and Taxation

MFP-3 : COMMODITY MARKETS

BLOCK	UNIT NOs.	UNIT TITLE
I		INTRODUCTION TO COMMODITY MARKETS
	1	Evolution and Significance of Commodity Markets
	2	Introduction to Community Derivative
	3	International Commodity Markets
	4	Regulatory Framework
II		EXCHANGE MARKET OPERATIONS
	5	Exchange Risk Management
	6	Clearing and Settlement Systems
	7	Technology in Derivatives Trading
III		FUNDAMENTAL ANALYSIS OF COMMODITIES
	8	Bullion
	9	Base Metals
	10	Energy
	11	Major Agricultural Commodities
	12	Exotics
	13	Technical Analysis
IV		COMMODITY DERIVATIVES
	14	Commodity Futures
	15	Risk Management using Commodity Futures
	16	Options on Commodity Futures
	17	Investing in Commodities
	18	Case Studies in Commodity Price Risk Management

MFP-4 : CURRENCY AND DEBT MARKETS

BLOCK	UNIT NOs.	UNIT TITLE
I		INTRODUCTION TO CURRENCY MARKETS
	1	Evolution and Significance of Currency Markets
	2	Structure of Currency Markets in India
	3	Currency Quotation Conventions: Exchange Arithmetic
	4	Economic Variables Impacting Exchange Rates
II		CURRENCY DERIVATIVES AND RISK MANAGEMENT
	5	OTC and Exchange Traded Products
	6	Forward Contracts
	7	Currency Futures Trading
	8	Currency Options
III		INTRODUCTION TO DEBT MARKETS
	9	Debt Markets in India
	10	Money Markets in India
	11	Debt Products
	12	Primary and Secondary Markets for Debt Instruments
IV		BOND MATHEMATICS AND DERIVATIVES
	13	Bond Valuation and Conventions
	14	Interest Rate Risk Management
	15	Interest Rate Futures
	16	Interest Rate Derivatives

MFP-5 : PROFESSIONALS IN FINANCIAL MARKETS PRACTICE

BLOCK	UNIT NOs.	UNIT TITLE
I		INTERMEDIARIES IN FINANCIAL MARKETS
	1	Brokerage Houses
	2	Trading Infrastructure in Markets
	3	Depositories and Depository Participants
	4	Custodian and Clearing Houses
	5	Registrars and Transfer Agents
II		INVESTMENT AND MERCHANT BANKING
	6	Preparing Prospectus
	7	Due Diligence and Road Shows
	8	Issue Process and Post Issue Compliances
	9	Venture Capital and Private Equity
	10	Mergers and Takeovers
III		MARKETING AND DISTRIBUTION OF FINANCIAL PRODUCTS
	11	Products, Consumers and Pricing
	12	Distribution and Sales Promotion Processes
	13	Sector Specific Strategies
	14	Cases from Banking, Insurance and Mutual Funds
IV		REGULATION AND COMPLIANCES
	15	Regulation and Compliances: An Introduction
	16	Compliances for Market Intermediaries
	17	Compliances for Specific Purposes and Mechanisms
	18	Compliances for Specific Processes
V		RESEARCH AND ANALYSIS
	19	Organising a Research Firm
	20	Research in Financial Markets
	21	Case Studies in Market Research
	22	Portfolio Management Services
VI		SELF EMPLOYMENT OPPORTUNITIES IN MARKETS
	23	Sub Broker, Remisiers and Authorised Persons
	24	Financial Planning
	25	Financial Advisory
	26	Other Employment Opportunities

GUIDELINES FOR PROJECT COURSE (MS-100)

Students can take up Project Course only after having registered for the courses MS-1 to MS-11 and MS-95. The Project Course (MS-100) is equivalent to Two Courses. But for registration purposes the project course is treated as one course, and the fee is ₹3000/- (equivalent to two courses).

1) Objective

The objective of the project course is to help the student develop ability to apply multi- disciplinary concepts, tools and techniques to analyse and logically approach the organisational problems.

2) Type of Project

The project may be from any one of the following types, however, it should preferably be from your area of specialisation in MBA:

- 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

3) Proposal Formulation

Proposal of the project should be prepared in consultation with the guide and be **sent to THE CO-ORDINATOR (Projects), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110068.**

The Proposal must have the following components:

- i) **Proper Project Proposal Proforma** duly signed by the student and the guide with dates.
- ii) **Bio-data of the Guide-** A detailed biodata of the guide (duly signed, in original, by the guide along with date).

The biodata of the guide must have the following information in absolutely unambiguous manner:

- a) **Name and Date of Birth** of the guide.
- b) **Full Address and contact numbers** of residence and current work place.
- c) **Detailed Educational Qualifications** – clearly mentioning the Degrees (with specialisation), name and address of the University/Institution and the year of award of degree/qualification, along with percentage of marks obtained.
- d) **Detailed work experience**, stated clearly in chronological order having details of the designation, period, name and contactable address of the organisations.
- e) Any other information relevant for assessment of the eligibility of the guide. You may also attach current business card of the proposed guide.

iii) **The Proposal of the proposed Project should essentially have the following:**

The Project Proposal must have the following:

- a) Introduction, brief background, and Rationale of the topic chosen for the project.
- b) Brief Introduction and vital details of the organisation/s under study.
- c) Statement of the problem.
- d) Objectives of the Project (clearly stated in behavioural terms).
- e) Research Methodology:
 - Research Design
 - Nature and source of data/information to be collected.
 - Sample and sampling technique. Rationale of chosen organisation and the sample.
 - Tools and Techniques to be used for data collection – details of the tools/questionnaire to be used and its relevance with the objectives of the project.

- Method/s to be used for data collection.
 - Data handling and analysis- organisation and analysis of data. Statistical tools to be used for analysis. Relevance of statistical tools with the objectives of the project.
- f) Limitation of the proposed project, if any.
 - g) Future direction for further research (optional).
 - h) Any other relevant detail which will help better appreciation and understanding of the project proposal.

4) Eligible Project Guide

- i) Management Faculty in the School of Management Studies at Headquarters.
- ii) Teacher in Management/Counsellor of Management programme 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 guide with a B.E. degree and 5 years of relevant teaching/professional experience may also be considered].

Please note that spouse, direct relatives, and blood relations are not permitted to be the guide.

In case the proposed guide is not approved by the Faculty, the student shall be advised so, and in such cases the student will change the guide and submit the project proposal afresh with the signature of the new guide, as it will be considered as a new proposal.

Similarly, if a student wants to change his/her guide for any reason, s/he would be required to submit the project proposal along with the signature of the new guide 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 courses s/he is counselling for and since when, along with the name and code of the study centre, s/he is attached with. The project guide will be paid a token honorarium of ₹500/- by the University for guiding the student.

At any given point of time a guide is not permitted to guide more than five students.

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

5) Project Proposal Submission and Approval

After selection of the guide and finalising the topic, student should send the Project Proposal Proforma along with one copy of the proposal and Bio-data of the guide to The Coordinator (Projects), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110068 for approval.

Proposals incomplete in any respect will not be accepted. Students are advised to retain a copy of the proposal. Proposals not accompanying a complete and signed Bio-Data of guide (as per details given in para 3(ii) above) will not be considered.

Project Proposal can be submitted throughout the year. However, the project proposal must be received in the school latest by the end of second semester (within 12 months) of the registration of MS-100. This is to ensure that the students get atleast 8-9 months time to complete their project work and submit it before the expiry of the 4th semester of Registration validity of MS-100. **In case Project Proposals are received in School after 12 months of MS-100 registration, the school will not be responsible for timely disposal of the project proposals. Those failing under this category are likely to miss the timeline for submission of the project report. In such cases, they may have to re-register for MS-100.**

6) Communication of Approval

A written communication regarding the approval/non-approval of the project proposal will be sent to the student within **four months** (excluding the vacation period of the faculty) 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 proposal will be communicated to the student. In such case, the revised project proposal should be submitted along with fresh

project proposal proforma and a copy of the rejected proposal 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

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, rational variation on either side is permissible.

The **Project Report** must have the following:

- Cover Page – must have the Name and Enrolment No. of the Student and the Name of the Guide, along with the Title of the Project.
- Detailed table of contents with page nos.
- All pages of the Project Report must be numbered as reflected in the table of contents.
- Approved Proposal (i.e., Project Proposal, approved proforma and bio-data of the guide) properly bound in the project and not just stapled. **Please note that project with stapled Proposal will not be accepted.**
- Certificate of originality- duly signed by the student and the guide with dates.
- Introduction to the Project and Review of Literature along with brief details of the organisation/s under study.
- Rationale
- Statement of problem
- Objectives of the Project
- Scope of the study

Research Methodology:

- Research Design
- Nature and Source of data/information collected
- Sample and Sampling method with rationale
- Details of the tools:
 - The Questionnaire and other methods used and their purpose
 - Reliability and Validity of the tools used
 - Administration of tools and techniques
- Data collection
- Data Handling, Statistical tools used for Data Analysis
- Data Interpretation and Findings
- Recommendations
- Summary and Conclusion
- Limitations of the Project
- Direction for further research (optional)
- Reference/Bibliography
- Annexures/Appendices (Questionnaire used etc.)

Note: Research Methodology of the Project Report must have elaborate detail of all the components of the methodology.

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. Student should quote this P.R.No. while corresponding with Registrar (SED) regarding Project Report thereafter.

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 Proposal 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

- i) Send only one copy of the Project Proposal, and retain a copy with you.
- ii) "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.
- iii) Ensure the inclusion of the following while submitting the Project Proposal:
 - a) Proforma for Approval of Project Proposal, duly filled in and signed by both, the student and the guide along with date.
 - b) Detailed Bio-data of the Guide duly signed by him/her. (Bio-data of the Guide should have all the details as explained in para 3(ii).
 - c) The Project Proposal must have all the components as explained in para 3 above.

SOME IMPORTANT NOTES WHILE PREPARING THE PROJECT REPORT

- i) The Project Report 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/Speed Post/by hand.
- ii) Before binding the Project report the student should ensure that it contains the approved Project Proposal Proforma along with Approved Proposal, Bio-data of the Guide, and an Originality Certificate duly signed by the Student and the Guide (Proforma enclosed).
If any Project Report is received without the above inclusions, the same will be returned to the students for compliance.
- iii) Kindly mention on the top of the envelope "PROJECT REPORT-MP". This will facilitate sorting out Project Reports received in SE Division for various Programmes.
- iv) Students should keep a copy of the Project Report with them. The Project Report will not be returned to the student after evaluation.

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 GUIDE

SIGNATURE OF STUDENT

Place :

Place :

Date :

Date :

Note: This certificate is to be submitted along with the Project Report (Should be bound within the project Report)

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



MBA

School of Management Studies
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Proforma for Approval of Project Proposal (MS-100)

Enrolment No. _____ Study Centre Code _____

Semester & Year of Registration for MS-100 _____ Regional Centre Code _____

Name of the Student : _____

Address of the Student : _____

E-mail Address : _____

Title of the Project : _____

Subject Area : HRM / Finance / Operations / Marketing / General Management

Name of the Guide : _____

Address of the Guide : _____

Is the Guide an Academic Counsellor of Management Programme of IGNOU? Yes/No

If Yes, Name and Code of Study : _____
Centre, the courses s/he is
counselling, and period _____

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

Signature of Student

Signature of Guide

Date:

Date :

Please do not forget to enclose the Project Proposal and signed Bio-data of the guide.

For Office Use only

Proposal	Guide
Approved	Approved
Not Approved	Not Approved

(SIGNATURE OF MANAGEMENT FACULTY)

Date



The remuneration bill has to be submitted after or alongwith the submission of the Project Report.

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110 068**

REMUNERATION BILL FOR GUIDANCE OF PROJECT WORK (MS-100)

- 1. Programme Title : Management Programme PAN No.
- 2. Name of Supervisor :
- 3. Residential Address :
.....
.....
- 4. Designation :
- 5. Official Address :
.....
.....
- 6. Telephone No. Off : Res:.....

Sl.No.	Project	Enrolment No.	Name of the Student	Amount

Certified that I have guided the students for their Project Work.

Dated:

Signature of the Supervisor.....

Note: The remuneration payable for guidance of Project Work is ₹500/- per student.

Certified that the above Project Supervisor was approved and recommended by the concerned school of study and above claim may be admitted.

Dy. Registrar/Asstt. Registrar

Section Officer

Dealing Assistant

Specimen Only

Form to be submitted Online only



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
RE-REGISTRATION/COURSE OPTION FORM
for
MANAGEMENT PROGRAMMES

Session: 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 details of courses on offer, please see overleaf).

- 1. Name of Student :
in block letters
2. Enrolment No. :
3. Region Code :
4. Programme Code :
5. Specialisation :
Diploma Code for MBA degree
6. Details of course(s) opted

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

Table with 4 columns: Sl. No., Course Title, Course Code, Course Fee. Includes rows for 5 courses and a Total Fee row.

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...
3. A student can opt upto five courses in each semester. Courses already opted need not be repeated...
4. A course once selected for study, must be completed within 4 semesters.
5. Request for change of course should be submitted to the RC, as per schedule (fee @₹1500/- per course).
6. The validity of a course registered after 3 1/2 year of the initial admission would be reduced appropriately...

Signature of the Student
Address :
Phone No. & E-mail Id:
Mobile No.

* Schedule for submission of Re-registration form

Table with 4 columns: Sl. No., July Session, January Session, Late Fee. Shows registration periods and fees for different sessions.

PS: Students are required to fill-up compulsorily the statistical information in the enclosed annexure of this 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)

₹

₹

₹

(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 Code _____

Please mail this Form to :
Registrar (MPDD)
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi - 110 068

For Official Use Only:

Date of Despatch of Assignments to the Student

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

(Please use the photocopy of this proforma)

INSTRUCTIONS FOR SUBMITTING ASSIGNMENTS

1. Read instructions for submission of assignments given in this Handbook and Prospectus 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

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 Code
4. Contact No. (Mobile No.) :..... Landline No.
5. Month and Year of the Examination:.....
6. Examination Centre Code:
7. Address of the Examination Centre:.....
.....
8.

Courses, in which re-evaluation is sought	Course Code	Marks/Grade Obtained
.....
.....
.....
.....
.....
9. Fee detail:

(The fee for Re-evaluation of answer script is ₹750/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s)..... X ₹750/- = Total Amount.....

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

Issuing Bank

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

RULES & REGULATIONS FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made within one month of declaration of result.
2. The date of declaration of result will be calculated from the date on which the results 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*. 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 Improvement Cases/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. The application form duly filled-in may be sent to the following address except CPE* & DPE* programmes:
8. Application form must reach within the prescribed dates at the following address:

Sl. No.	Regional Evaluation Centre	Jurisdiction
1.	Dy. Registrar, Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682017, Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai Hyderabad, Vijayawada, Visakhapatnam, Bangalore Bijapur, Panaji, Port Blair.
2.	Dy. Registrar, Regional Evaluation Centre, Block 5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3 all Schools, Division, Centres, Units & Institutes at Headquarters, International Divsion and answr scripts reveived from other Evaluation Centre/Sources if and when any
3.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building Sunny Lodge, Nongthymmi Nongshilliang, Shillong-793 014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal Agartala, Gangtok, Kohima, Aizwal
4.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneshwar Orissa	Bhubaneshwar, Koraput, Kolkata, Siliguri Raghunathganj, Patna, Bhagalpur, Darbhanga Saharasa, Deoghar
5.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. Opp. Nirma Univesity Sarkhej Gandhi Nagar Highway, Chharodi Ahmedabad, Gujrat	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. 12, Arera Hills, Bhopal, Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. B-1/33 Sector-H, Aliganj Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Shimla, Chandigarh, Khanna, Dehradun, Jammu, Srinagar



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 back of this form. Please go through them carefully before filling up the form).

1. Name

2. Programme: Enrolment No.

3. Address

.....

..... Pin Code:

4. Contact No.

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

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

(b) Exam Centre Code:

(c) Exam Centre Address:

.....

.....

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

6. Fee details:

(The fee for this purpose is ₹100/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

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

Demand Draft No..... Date

Issuing Bank.....

7. 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. The fee for photocopy of the answer script shall be ₹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 the city of the evaluation centre.
2. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
3. 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 i.e. the date on which the result are placed on the IGNOU website.
4. 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.
5. 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.
6. The Application form duly filled-in may be sent to the following address except CPE* & DPE* programmes:

Sl. No.	Regional Evaluation Centre	Jurisdiction
1.	Dy. Registrar, Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682017, Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai Hyderabad, Vijayawada, Visakhapatnam, Bangalore Bijapur, Panaji, Port Blair.
2.	Dy. Registrar, Regional Evaluation Centre, Block 5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3 all Schools, Division, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/Sources if and when any
3.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building Sunny Lodge, Nongthymmi Nongshilliang, Shillong-793 014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal Agartala, Gangtok, Kohima, Aizwal
4.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri Raghunathganj, Patna, Bhagalpur, Darbhanga Sahasra, Deoghar
5.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. Opp. Nirma University Sarkhej Gandhi Nagar Highway, Chharodi Ahmedabad, Gujrat	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. 12, Arera Hills, Bhopal, Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. B-1/33 Sector-H, Aliganj Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Shimla, Chandigarh, Khanna, Dehradun, Jammu, Srinagar



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION**

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

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

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

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 ₹1000/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s)..... × ₹1000/- 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:

Sl. No.	Regional Evaluation Centre	Jurisdiction
1.	Dy. Registrar, Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682017, Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai Hyderabad, Vijayawada, Visakhapatnam, Bangalore Bijapur, Panaji, Port Blair.
2.	Dy. Registrar, Regional Evaluation Centre, Block 5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3 all Schools, Division, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/Sources if and when any
3.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building Sunny Lodge, Nongthymmi Nongshilliang, Shillong-793 014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal Agartala, Gangtok, Kohima, Aizwal
4.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri Raghunathganj, Patna, Bhagalpur, Darbhanga Saharasa, Deoghar
5.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. Opp. Nirma University Sarkhej Gandhi Nagar Highway, Chharodi Ahmedabad, Gujrat	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. 12, Arera Hills, Bhopal, Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. B-1/33 Sector-H, Aliganj Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Shimla, Chandigarh, Khanna, Dehradun, Jammu, Srinagar



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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK SHEET

Name

Programme

Enrolment No.

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

Address

.....

.....

.....

Pin Code

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

Contact No. (Mobile No.) Landline No.

Month and Year of the Exam

Centre from where appeared at last examination

Bank Draft/IPO No. Dated

for ₹200 in favour of IGNOU, New Delhi

Date :

Signature

Note : Fee for duplicate grade card is ₹200/- for Indian Student & Rs. 400/- for SAARC Countries Student and \$10 for Non-SAARC Countries Students. The duplicate grade card/mark sheet will be sent by Registered post by the University.

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

The Registrar
(Student Evaluation Division)
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 Code.....

4. Particulars of last examination

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

5. Name of the Regional Centre and Study Centre to which the Candidate attached

6. Name of the University to which the candidate wants to migrate

Draft Details	
Amount ₹400/-	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 ₹400/- 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 ₹400/- 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 ₹10/- to be sworn before a First Class Judicial 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
STUDENT EVALUATION DIVISION**

Application Form For Issue Of Official Transcript

IMPORTANT:- FOR INSTRUCTIONS: PLEASE SEE REVERSE

1. Name :

2. Programme: Enrolment No:

3. Address:

..... Pin

4. Contact No: (Mobile No.) Landline No:

5. Purpose for which, transcript is required :

.....

6. FEE FOR THE OFFICIAL TRANSCRIPT:- (Please note: Per transcript means one photocopy of one certificate, hence, each photocopy, which is required to be attested by the University will be charged on the following prescribed rates):

i) Rs. 300/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute within India.

ii) Rs. 500/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute outside India.

Rs. 600/- per transcript for SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and Rs. 1200/- per transcript for the same students, if transcripts is required to be sent to the outside India.

iv) \$60 per transcript for Non-SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and \$120 per transcript for the same students, if transcript is required to be sent to the outside India.

**(THE REQUISITE FEE IS REQUIRED TO BE PAID THROUGH DEMAND DRAFT DRAWN
IN FAVOUR OF 'IGNOU' PAYABLE AT NEW DELHI')**

7. **No. of Transcript(s) required:** × Rs.300/- or Rs.500/- or = **Total Amount:** Rs.....

Demand Draft No.: Date:..... Issuing Bank:

8. Mention the Name of Student/Programme & Enrolment No. at back side of above demand draft.

9. Name & Address of the University/Institute/Employer/Student (In capital letters) to whom transcript is required to be sent (Attached a separate list, if required):-

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

10. **If, the Transcript is required to collect Personally :** Name

Mobile No.....(Please see Instructions in back-side at Point-C)

Date:.....

(Signature of the student)

P.T.O.

INSTRUCTIONS FOR “OFFICIAL TRANSCRIPT”

- A) The filled in form duly signed by the student with the requisite fee & documents may be sent to:-
- The Registrar,
Student Evaluation Division, Indira Gandhi National Open University,
Block-12, Maidan Garhi, New Delhi-110068 (INDIA)**
- B) The students are required to enclose same number of legible photocopies of both sides of the statement of Mark-sheet/Grade Card/Provisional Certificate and Degree Certificate etc. issued to them, as the number of transcripts are required. Each photocopy of the certificate is chargeable as mentioned at prescribed format under Point No.- 6. Incomplete application will be entertained.
- C) If the Student/Applicant has applied for Official Transcript and wants to collect the same **Personally or By-Hand himself/herself from the Section Officer, Exam.-III Section of SED, Block-12, Room No.-10, IGNOU, Maidan Garhi, New Delhi-110068 (India)** then He/She is required to mention such information & Mobile No. under Point No.-10 in prescribed format for calling them provided that He/She has to produce the valid Original Identity Card/Votter Card/Aadhar Card/PAN Card/Driving License or Passport etc. for signature/photograph/residential Id. Proof. at the time of collecting their Transcripts.
- Note:-** If the student want to collect his/her transcript by-hand through any other person from the above Section then the receiver has to produce all above documents of the student alongwith “Authorization-Letter” of the concerned student. The person who want to receive the Transcript(s) on behalf of the student, has to produce his/her valid Original Identity Proof for signature/photograph/residence etc. like Identity Card/Votter Card/Aadhar Card/PAN Card/Driving License etc.and he is also required to submit the copies of the same to this Section at the time of collecting the Transcript.
- D) The University has been sending/dispatching the “Official-Transcripts” under sealed envelope(s) through Indian Speed Post Services and the normally, the Exam-III Section of SED takes minimum 15 days for the issuance/ dispatching the “Official Transcript(s)” after receiving the Application-Form of the student at this Section but “Dispatching/Issuance time depends on furnishing the Verification Report by another Sections and circumstances surrounding the case.
- E) As per the requirement, the demand draft of requisite fees should be reached to this Division prior to 60 days or earlier from the expiry of the same demand draft for smooth transaction with the bank.
- F) Under the existing procedure, the University issues the “Official Transcripts” on “University Letter-Head” duly signed & verified on current status of each copy of Mark-sheet/Grade-card/PC/ Degree Certificate etc. by the authorized Officer on behalf of the Registrar (SED) or Controller of the Examinations, containing the following information therein:-
- i) Attested copies of Mark-sheet/Grade-card/PC/ Degree Certificate etc. including detailed information about the “Programme” completed by the Student / Details of the Courses/ Scheme of Assessment of Student’s Performance / Minimum Standard for Completion of the Courses and Programme / Scheme of Study / Duration of Programme / Year of Admission & Completion of Programme / Mode of study / Medium of study etc. This information is based on the current status of the Mark-sheet/Grade card.
 - ii) Recognition of the University and authenticity of its Degrees/Diploma etc. It is also clarified in the “Official Transcript” that the University does not issue Year-wise/Semester-wise Mark-sheet/Grade-card but issue a comprehensive Mark-sheet/Grade-card after successful completion of the programme to the students.
- G) The inquiry about status of the “Official Transcript” submitted by the student/applicant can be obtained from “Official Transcript Counter” Exam.-III Section of SED (Block-12, Room No.-10), IGNOU, Maidan Garhi, New Delhi-110068 personally or on Telephone No. 011-29572210 between Monday to Friday during Office hours after 15 to 25 days of receiving the Application-Form at this Section.



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

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

Enrolment Number

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

Date of Change effective from

--	--	--	--

Write in BLOCK LETTERS only

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

New Address

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

Medium of Study

--

Programme of Study

--

New Study Centre Code

--	--	--	--

 (See Appendix-2)

Signature _____

Date _____

The filled-up form should be mailed to :

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

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

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

23232701/23236735/23239437/23235733/
23237721/23232317/23234116/23236351



विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
University Grants Commission
Bahadur Shah Zafar Marg
New Delhi-110 002

F1-52/2000 (CPP-II)

April. 2004

The Registrar
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110068

5 May 2004

Subject: **Recognition of Degrees awarded by Open Universities**

Sir/Madam,

There are a number of open Universities in the country offering various degrees/diploma through the mode of non-formal education. The Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22(1) of the UGC Act, 1956.

A circular was earlier issued vide UGC letter No.F.1-8/92 (CPP) dated February, 1992 mentioning that the Certificate, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Attention is further invited to UGC circular No. F1-25/93 (CPP-II) dated 28th July, 1993 (copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of universities so that the mobility of students from Open University stream to traditional Universities is ensured without any difficulty.

The UGC has specified the nomenclature of degrees under Section 22(3) of the UGC Act, 1956 to ensure mandatory requirements viz. minimum essential academic inputs required for awarding such degrees. A copy of Gazette Notification regarding specification of degrees issued vide. No. 1-52/97 (CPP-II) dated 31st January 2004 is enclosed. The details are also given in UGC Web site: www.ugc.ac.in

Contd...

May, I therefore request you to treat the Degrees/Diploma/Certificates awarded by the Open Universities in conformity with the UGC notification on Specification of Degrees as equivalent to the corresponding awards of the traditional Universities in the country.

Yours faithfully,

–Sd–

(Dr. [Mrs.] Pankaj Mittal)
Joint Secretary

Encl: As above.

Copy to:

1. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education and Higher Education, Shastri Bhavan, New Delhi-110001
2. The Secretary, All India Council for Technical Education, I.G. Sports Complex, Indraprastha Estate, New Delhi-110002
3. The Secretary, Association of Indian Universities (AIU), 16 Comrade Inderjit Gupta Marg (Kotla Marg), New Delhi-110002
4. The Secretary, National Council for Teacher Education, I.G. Stadium, I.P. Estate, New Delhi-110002
5. The Director of Distance Education Council, IGNOU Campus, Maidan Garhi, New Delhi-110068
6. The Vice-chancellor Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068
7. The Vice-chancellor Dr. B.R. Ambedkar Open University, Road No. 46, Jubilee Hills, Hyderabad-500033 (Andhra Pradesh)
8. The Vice-chancellor Nalanda Open University, West Gandhi Maidan, Patna-800001 (Bihar)
9. The Vice-chancellor Dr. Babasahab Ambedkar Open University, Shahibaug, Ahmedabad-380003 (Gujarat)
10. The Vice-chancellor Karnataka State Open University, Manasagangotri, Mysore-570006 (Karnataka)
11. The Vice-chancellor Yashwant Rao Chavan Maharashtra Open University, Nashik-422222 (Maharashtra)
12. The Vice-chancellor, Kota Open University (Vardhaman Mahaveer Open University), Kota-324010 (Rajasthan).
13. The Vice-chancellor Netaji Subhash Open University, Kolkata-700020 (West Bengal)
14. The Vice-chancellor, Madhya Pradesh Bhoj (Open) University, Bhopal-462016 (M.P.)

–Sd–

(V.K. Jaiswal)
Under Secretary



ASSOCIATION OF INDIAN UNIVERSITIES
AIU HOUSE, 16 KOTLA MARG, NEW DELHI-110 002

Gram : ASINGU
Phones :3312305, 3313390
3310059, 3312429
Telex : 31 66180 AIU IN
Fax : 011-3315105
No. EV/II(449)/94/176915-177115
January 14, 1994

The Registrar(s)

Member Universities

Subject: Recognition of Degrees/Diplomas of Open Universities

Dear Sir,

The Standing Committee at its 237th meeting held at Utkal University and the 68th Annual Session of the AIU and in December, 1993 at the University of Delhi have decided in principle that the Degrees of the Open Universities be recognized in terms of the following resolutions:

“Resolved that the examinations of one University should be recognized by another on reciprocal basis, provided that the entrance qualification, duration of course and the general standard of attainment are similar to those prescribed by the recognized university.”

“Further resolved that in case of Degrees awarded by Open Universities, the conditions regarding entrance qualifications and duration of the course be relaxed provided that the general standard of attainment are similar to those prescribed by the recognized university.”

The decision is brought to the notice of the Universities for favour of appropriate action in the matter. The additional information, if required in this behalf, may kindly be obtained from the Registrar of the Universities direct.

Thanking you,

Your faithfully,

Sd/-
(K.C. KALRA)
Joint Secretary



वर्षिक्य हक्य र्ह; र्दुहध फ' क{kk i fj "kn~
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
वर्षिक्य र्दुहध फ' क{kk i fj "kn~ (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 Application (MCA) degrees awarded by IGNOU are recognized by AICTE.

Your faithfully,

—Sd—

(Nagin Chand)

Copy to:
All Regional Officers, AICTE.



University Grants Commission
Bahadur Shah Zafar Marg
New Delhi-110 002

F.No. UGC/DEB/2013

Dated 14.10.2013

The Registrar/Director
of all the Indian Universities
(Deemed, State, Central Universities/
Institutions of National importance)

Subject: Equivalence of Degrees awarded by Open and Distance Learning (ODL) Institutions at par with
Conventional Universities/Institutions

Sir/Madam,

There are a number of Open and Distance Learning Institutions (ODLs) in the country offering Degree/Diploma/Certificate programmes through the mode of non formal education. These comprise Open Universities, Distance Education Institutions (either single mode or dual mode) of Central Universities, State Universities, Deemed to be Universities, Institutions of National Importance or any other Institution of Higher learning recognized by Central/State/Statutory Council/Societies registered under the Society Registration Act 1860.

2. A circular was earlier issued vide UGC letter F1 No.-52/2000 (CPP-II) dated May 05, 2004 (**copy enclosed**) mentioning that Degrees/Diplomas/Certificates/awarded by the Open Universities in conformity with the UGC notification of degrees be treated as equivalent to corresponding awards of the traditional Universities in the country.

3. Attention is also invited to UGC circular No. F1-25/93 (CPP-II) dated 28th July 1993 (**copy enclosed**) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of universities so that the mobility of students from Open University stream to traditional universities/institutions is ensured without any difficulty.

4. The Government of India, in exercise of its power conferred under section 20(1) of UGC Act 1956, issued directions dated 29th December 2012 entrusting UGC with the responsibility of regulating higher education programme in open and distance learning (ODL) mode. Consequently, Universities/Institutions desirous of offering any programme through distance mode would require recognition of UGC.

5. As you are aware, the Government of India has envisaged a greater role for the Open and the Distance Education System. The envisioned role may be fulfilled by recognizing and treating the Degrees/Diplomas/Certificates awarded through distance mode at par with the degrees obtained through the formal system of

education. Open and Distance Education System in the country is contributing a lot in expansion of Higher Education and for achieving target of GER, without compromising on quality. Non recognition/non equivalence of degrees of ODL institutions for the purpose of promotion/employment and pursuing higher education may prove a deterrent to many learners and will ultimately defeat the purpose of Open and Distance Education.

6. Accordingly, the Degrees/Diplomas/Certificates awarded for programmes conducted by the ODL institutions, recognized by DEC (erstwhile) and UGC, in conformity with UGC Notification on specification of Degrees should be treated as equivalent to the corresponding awards of the Degree/Diploma/Certificate of the traditional Universities/institutions in the country.

– Sd –

(Vikram Sahay)

Director (Admn)

Tel: 011 2323 0405

Email: vikramsahay7@gmail.com

Encl: As above

Copy to:

1. Secretary, Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi-110 001.
2. Secretary, All Indian Council for Technical Education, 7th Floor, Chandra Lok Building, Janpath, New Delhi.
3. Secretary, Association of Indian Universities, AIU House, 16 Comrade Indrajit Gupta Marg (Kotla Marg), New Delhi-110002

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002**

No. F.1-8/92 (CPP)

February, 1992

The Vice-Chancellors/Director's
of all the Indian Universities/
Deemed Universities/Institutions
of National Importance.

Sub: Recognition of Degrees/Diplomas awarded by Indira Gandhi National Open
University, New Delhi

Sir,

I am directed to say that Indira Gandhi National Open University, 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-Dusk(U) dated 19.9.1985 issued by the Government of India, Ministry of Human Resource Development (Department of Education), New Delhi and is competent to award its own degrees/Diplomas.

The Certificates, diplomas and degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Yours Faithfully

—Sd—

(Gurcharan Singh)
Under Secretary



का कुीरुन
विश्वविश्वक ककुल ककुल
ककुल ककुल ककुल
नई दिल्ली-110 002
GRAN'S UNIGRANTS
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

R.P. Gangurde
Additional Secretary
Tel. No. 3319659
D.D. No. F.1-25/93 (CPP-II)

28 July 1993

Dear Vice Chancellor,

As you are aware, the Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22 (1) of the UGC Act, 1956.

It has been brought to the notice of the Commission that the students who have done their M.A. from open universities are debarred by universities from registration for Ph.D. studies. This is most unfair in view of the importance attached to the Open University and distance learning in National Policy on Education, 1986. The Programme of Action-02 also aims at promoting the mobility of students among open universities and among the traditional universities. This can be made possible only when there is a workable understanding between Open Universities and traditional universities for recognition of each other's degrees on reciprocal basis. A memorandum of understanding has already been signed between University of Pondicherry and Indira Gandhi National Open University which provides for recognition of each other's degrees and diplomas as well as transfer of credits for courses successfully completed by students between the two universities. The other universities may also make similar arrangements so that the mobility of students from Open University stream to traditional universities is ensured without any difficulty.

I hope that your university will make necessary efforts in this direction and let the commission know the progress.

With regards,

Yours sincerely

—Sd—

(R.P. Gangurde)

SAMPLE OPENMAT Entrance Test Paper for Management Programme

Total No. of Questions: 200

Time : 180 Minutes

- All questions are *Compulsory*.
- Use of calculator is *not* allowed. Rough work may be done in the space provided at the end of the Test Booklet.
- The Test Booklet has the following *four* tests:

Test - I General Awareness	No. of Questions 30
Test - II English Language	No. of Questions 50
Test - III Quantitative Aptitude	No. of Questions 50
Test - IV Reasoning	No. of Questions 70

Read the instructions given on the OMR Response Sheet carefully before you start.

**How to fill up the information on the OMR Response Sheet
(Examination Answer Sheet)**

1. Write your complete Enrolment No. in 9 digits. This should correspond to the enrolment number indicated by you on the OMR Response Sheet. Also write your correct name, address with pin code in the space provided. Put your signatures on the OMR Response Sheet with date. Ensure that the Invigilator in your examination hall also puts his signatures with date on the OMR Response Sheet at the space provided.
2. On the OMR Response Sheet student's particulars are to be filled in by pen. However, use HB pencil for writing the Enrolment No. and Examination Centre Code as well as for blackening the circle bearing the correct answer number against the serial number of the question.
3. Do not make any stray remarks on this sheet.
4. Write correct information in numerical digit in Enrolment No. and Examination Centre Code Columns. The corresponding circle should be dark enough and should be filled in completely.
5. Each question is followed by four probable answers which are numbered 1, 2, 3 and 4. You should select and show only one answer to each question considered by you as the most appropriate or the correct answer. Select the most appropriate answer. Then by using HB pencil, blacken the circle bearing the correct answer number against the serial number of the question. If you find that answer to any question is none of the four alternatives given under the question, you should darken the circle with '0'.
6. If you wish to change your answer, ERASE completely the already darkened circle by using a good quality eraser and then blacken the circle bearing your revised answer number. If incorrect answer is not erased completely, smudges will be left on the erased circle and the question will be read as having two answers and will be ignored for giving any credit.
7. No credit will be given if more than one answer is given for one question. Therefore, you should select the most appropriate answer.
8. You should not spend too much time on anyone question. If you find any particular question difficult, leave it and go to the next. If you have time left after answering all the questions, you may go back to the unanswered ones. There is no negative marking for wrong answers.

GENERAL INSTRUCTIONS

1. No cell Phones, calculators, books, slide-rules, note-books or written notes, etc. will be allowed inside the examination hall.
2. You should follow the instructions given by the Centre Superintendent and by the Invigilator at the examination venue. If you violate the instructions, you will be disqualified.
3. Any candidate found copying or receiving or giving assistance in the examination will be disqualified.
4. The Test Booklet and the OMR Response Sheet (Answer Sheet) would be supplied to you by the Invigilators. After the examination is over, you should hand over the OMR Response Sheet to the Invigilator before leaving the examination hall. Any candidate who does not return the OMR Response Sheet will be disqualified and the University may take further action against him/her.
5. All rough work is to be done on the test booklet itself and not on any other paper. Scrap paper is not permitted. For arriving at answers you may work in the margins, make some markings or underline in the test booklet itself.
6. The University reserves the right to cancel scores of any candidate who impersonates or uses/adopts other malpractices or uses any unfair means. The examination is conducted under uniform conditions. The University would also follow a procedure to verify the validity of scores of all examinees uniformly. If there is substantial indication that your performance is not genuine, the University may cancel your score.
7. In the event of your qualifying the Entrance Test, the hall ticket should be enclosed with your admission form while submitting it to the University for seeking admission in Management programmes along with your testimonials and programme fee. Admission forms received without hall ticket in original will be summarily rejected.

TEST-I
GENERAL AWARENESS

1. UN International Day for Natural Disaster Reduction is observed on :
(1) 6th July (2) 15th September
(3) 13th October (4) 18th November
2. Who among the following got the Rajiv Gandhi Khel Ratna Award for 2011 ?
(1) Gagan Narang (2) Saina Nehwal
(3) Joseph Abraham (4) Satish Pillai
3. When was Delhi made the capital of India ?
(1) 1910 (2) 1911 (3) 1947 (4) 1942
4. Commonwealth Day is celebrated on _____ .
(1) 15th July (2) 26th December (3) 24th May (4) 10th August
5. Who is the author of the book “My Life” ?
(1) Hillary Clinton (2) Bill Clinton
(3) The Dalai Lama (4) Imran Khan
6. Which one of the following is not a land - locked country?
(1) Thailand (2) Afghanistan (3) Nepal (4) Bhutan
7. “Smasher” is associated with which of the following sports?
(1) Boxing (2) Wrestling (3) Foot ball (4) Volley Ball
8. What is the full form of ‘NBFC’ as used in the financial sector?
(1) New Banking Finance Company
(2) Non - Banking Finance Company
(3) New Business Fund Company
(4) National Banking and Finance Company
9. Which one of the following causes the disease ‘Swine Flu’ ?
(1) Bacteria (2) Helminthic worm
(3) Protozoan (4) Virus
10. The source of oxygen during photosynthesis is :
(1) air (2) Carbon Dioxide (3) water (4) chlorophyll

11. The 'Indian Standard Time' is measured at :
- (1) Allahabad (2) Bhopal (3) Jaipur (4) Mumbai
12. 'Short Sightedness' or 'Myopia' can be corrected by using:
- (1) Convex Lens (2) Concave Lens
(3) Cylindrical Lens (4) Bifocal Lens
13. The Chairman of the Joint Parliamentary Committee on the 2G spectrum issue is :
- (1) Dr. Murli Manohar Joshi (2) P.C. Chacko
(3) Kishore Chandra Dev (4) Thambi Durai
14. The paintings of Ajanta depicts stories of the:
- (1) Ramayana (2) Mahabharata (3) Jatakas (4) Panchatantra
15. The Vice - President of India is elected by the:
- (1) Members of both the houses of parliament
(2) Elected members of both the houses of parliament
(3) Members of Parliament and the Vidhan Sabhas
(4) Members of Rajya Sabha and the Vidhan Parishads
16. The largest gland in the human body is :
- (1) Liver (2) Pancreas (3) Thyroid (4) Gall bladder
17. A nautical mile is equal to :
- (1) 2050 meters (2) 1575 meters (3) 2000 meters (4) 1852 meters
18. The Chairman of National Human Rights Commission during 2011 was:
- (1) Justice Govind Prasad Mathur (2) Justice K.G. Balakrishnan
(3) Justice Kakru (4) Justice A.S. Anand
19. Vitamin A is abundantly found in :
- (1) Carrot (2) Brinjal (3) Tomato (4) Potato
20. Where is the 'Silent Valley' located in India?
- (1) Gujarat (2) Madhya Pradesh
(3) Karnataka (4) Kerala
21. The President of India to have served for two terms in the office was:
- (1) Dr. S. Radha Krishnan (2) Dr. V. V. Giri
(3) Dr. Rajendra Prasad (4) Dr. Zakir Hussain

22. Which one of the Indian State is not bisected by the Tropic of Cancer?
 (1) West Bengal (2) Rajasthan (3) Odisha (4) Gujarat
23. What is the local name of Mohenjodaro ?
 (1) Mound of the Dead (2) Mound of the Great
 (3) Mound of the living (4) Mound of the sun
24. Khajuraho Temples were built by the rulers of:
 (1) Eastern Ganga Dynasty (2) Chandella Dynasty
 (3) Kushans (4) Pandyas
25. To an astronaut in space, the sky appears to be :
 (1) White (2) Blue (3) Red (4) Dark
26. Mullaperiyar Dam whose safety has been a matter of concern is a dispute between
 (1) Tamil Nadu and Andhra Pradesh (2) Karnataka and Kerala
 (3) Tamil Nadu and Kerala (4) Tamil Nadu and Karnataka
27. Who among the following is not a Noble Peace Prize 2011 winner?
 (1) Ellen Johnson Sirleaf (2) Saul Perlmutter
 (3) Leymar Gbowee (4) Tawakkol Karman
28. Koodankulam Nuclear Power Plant, which was in news in recent times is located in
 (1) Tamil Nadu (2) Kerala
 (3) Karnataka (4) Himachal Pradesh
29. Who among the following was considered by Gandhiji as his political Guru ?
 (1) Bal Gangadhar Tilak (2) Dadabhai Naoroji
 (3) Motilal Nehru (4) Gopal Krishna Gokhale
30. Who among the following is not a winner of Padma Vibhushan award for the year 2011 ?
 (1) Vijay Kelkar (2) A Nageshwara Rao
 (3) Satyadev Dubey (4) Azim Premji

TEST-II

ENGLISH LANGUAGE

Directions for Questions 31 to 45 :

This section consists of two passages followed by questions based on the contents of the passages. Answer the questions following each passage on the basis of what is stated or implied in the passage.

Passage I

Four legal approaches may be followed in attempting to channel technological development in socially useful directions: specific directives, market incentive modifications, criminal prohibitions, and changes in decision-making structures. Specific directives involve the government's identifying one or more factors controlling research, development, or implementation of a given technology. Directives affecting such factors may vary from administrative regulation of private activity to government ownership of a technological operation. Market incentive modifications are deliberate alterations of the market within which private decisions regarding the development and implementation of technology are made. Such modifications may consist of imposing taxes to cover the costs to society of a given technology, granting subsidies to pay for social benefits of a technology, creating the right to sue to prevent certain technological development, or easing procedural rules to enable the recovery of damages to compensate for harm caused by destructive technological activity. Criminal prohibitions may modify technological activity in areas impinging on fundamental social values, or they may modify human behaviour likely to result from technological applications for example, the deactivation of automotive pollution control devices in order to improve vehicle performance. Alteration of decision - making structures includes all possible modifications in the authority, constitution, or responsibility of private and public entities deciding questions of technological development and implementation. Such alterations include the addition of public-interest members to corporate boards, the imposition by statute of duties on governmental decision-makers, and the extension of warranties in response to consumer action.

Effective use of these methods to control technology depends on whether or not the goal of regulation is the optimal allocation of resources. When the object is optimal resource allocation, that combination of legal methods should be used that most nearly yields the allocation that would exist if there were no external costs resulting from allocating resources through market activity. There are external costs when the price set by buyers and sellers of goods fails to include some costs, to anyone, that result from the production and use of the goods. Such costs are internalized when buyers pay them.

Air pollution from motor vehicles imposes external costs on all those exposed to it, in the form of soiling, materials damage, and disease; these externalities result from failure to place a price on air, thus making it a free good, common to all. Such externalities lead to nonoptimal resource allocation, because the private net product and a social net product of market activity are not often identical. If all externalities were internalized, transactions would occur until bargaining could no longer improve the situation, thus giving an optimal allocation of resources at a given time.

31. The author's primary aim in this passage is to describe:
- (1) objective and legal methods for directing technological development.
 - (2) technological innovations making it possible to achieve optimum allocation of resources.
 - (3) technical approaches to the problem of controlling marketing activity.
 - (4) economic procedures for facilitating transactions between buyers and sellers.
32. The author cites air pollution from motor vehicles in order to :
- (1) evaluate legal methods used to prevent technological developments
 - (2) give examples of costs not included in buyer - seller bargains
 - (3) raise cost estimates calculated by including the costs of resources
 - (4) commend technological research undertaken for the common welfare.
33. According to the passage, transactions between private buyers and sellers have effects on society that generally:
- (1) encompass more than the effects on the buyers and sellers alone
 - (2) are guided by legal controls on the development of technology
 - (3) reflect on optimal allocation of natural resources
 - (4) give rise to ever-increasing resource costs
34. The author does NOT favour one of the options given below. Which one is it ?
- (1) Protecting the environment for future use
 - (2) Causing technological development to ease
 - (3) Intervening in the activity of the free market
 - (4) Changing the balance of power between opposing interests in business.
35. A gasoline - conservation tax on the purchase of large automobiles is an example of:
- | | |
|------------------------------------|-------------------------------------|
| (1) a specific directive | (2) a market incentive modification |
| (3) an optimal resource allocation | (4) an external cost |
36. If there were no external cost, as they are described in the passage, which of the following would be true ?
- (1) The availability of common goods would increase
 - (2) Some resource allocations would be illegal
 - (3) Prices would include all costs to members of society
 - (4) All technology - control methods would be effective

37. The phrase ‘Criminal prohibitions may modify technological activity in areas impinging on fundamental societal values’ suggests that:
- (1) technology would require to be altered if it affected the basic ethical values of society.
 - (2) criminal proceedings would be taken against those technologies that attempted to alter basic societal values
 - (3) technology which had criminal implications and affected social behaviour would require to be transformed
 - (4) technology which led to crime would require to be prohibited
38. On the basis of the passage, it can be, inferred that the author would agree with one of the following statements concerning technological development. Which one is it ?
- (1) The government should own technological operations
 - (2) The effects of technological development cannot be controlled
 - (3) Some technological development are beneficial
 - (4) Applications of technological developments are criminally destructive
39. The Writer’s main purpose in writing this piece was to :
- (1) report (2) persuade (3) inform (4) instruct

Passage II

The fundamental objectives of sociology are the same as those of science generally - discovery and explanation. To *discover* the essential data of social behaviour and the connections among the data is the first objective of sociology. To *explain* the data and the connections is the second and larger objective. Science makes its advances in terms of both of these objectives. Sometimes it is the discovery of a new element or set of elements that marks a major breakthrough in the history of a scientific discipline. Closely related to such discovery is the discovery of relationships of data that had never been noted before. All of this is, as we know, of immense importance in science. But the drama of discovery, in this sense, can sometimes lead us to overlook the .greater importance of explanation of what is revealed by the data. Sometimes decades, even centuries, pass before known connections and relationships are actually explained. Discovery and explanation are the two great interpenetrating, interacting realms of science.

The order of reality that interests the scientists is the *empirical* order, that is, the order of data and phenomena revealed to us through observation or experience. To be precise or explicit about what is, and is not, revealed by observation is not always easy, to be sure. And often it is necessary for our natural powers of observation to be supplemented by the most intricate of mechanical aids for a given object to become “empirical” in the sense just used. That the electron is not as immediately visible as is the mountain range does not mean; obviously, that it is any less empirical. That social behaviour does not lend itself to as quick and accurate description as, say, chemical behaviour of gases and compounds does not mean that social roles, statuses, and attitudes are any less empirical than molecules and tissues. What is empirical and observable today may have been nonexistent in scientific consciousness a decade ago. Moreover, the empirical is often data *inferred* from direct observation. All of this is

clear enough, and we should make no pretence that there are not often shadow areas between the empirical and the nonempirical. Nevertheless, the first point to make about any science, physical or social, is that its world of data is the empirical world. A very large amount of scientific energy goes merely into the work of expanding the frontiers, through discovery, of the known, observable, empirical world.

From observation or discovery we move to *explanation*. The explanation sought by the scientist is, of course, not at all like the explanation sought by the theologian or metaphysician. The scientist is not interested - not, that is, in his role of scientist - in ultimate, transcendental, or divine causes of what he sets himself to explain. He is interested in explanations that are as empirical as the data themselves. If it is the high incidence of crime in a certain part of a large city that requires explanation, the scientist is obliged to offer his explanation in terms of factors which are empirically real as the phenomenon of crime itself. He does not explain the problem, for example, in terms of references to the will of God, demons, or original sin. A satisfactory explanation is not only one that is empirical, however, but one that can be stated in the terms of a *causal proposition*. Description is an indispensable point of beginning, but description is not explanation. It is well to stress this point, for there are all too many scientists, or would-be scientists, who are primarily concerned with data gathering, data counting, and data describing, and who seem to forget that such operations, however useful, are but the first step. Until we have accounted for the problem at hand, explained it causally by referring the data to some principle or generalization already established, or to some new principle or generalization, we have not explained anything.

40. The primary objective of the passage is to :
- (1) show that explanation is more important than discovery
 - (2) prove that sociology is a science
 - (3) explain the major objectives of sociology
 - (4) describe social behaviour
41. Which of the following statements best agrees with the author's position?
- (1) Science is the formulation of unverified hypotheses
 - (2) Explanation is inferred from data
 - (3) Causation is a basis for explanation
 - (4) Generalization is a pre requisite for explanation
42. According to the passage, the final step in a study of social behaviour would be to :
- (1) establish generalizations
 - (2) offer an explanation of the data by determining causation
 - (3) attempt to discover the problem
 - (4) collect data

43. The author's main point in the first paragraph may best be described by which of the following statements?
- (1) Science and technology are interdisciplinary
 - (2) The first objective of sociology is discovery
 - (3) Discovery without explanation is meaningless
 - (4) Both discovery and explanation are fundamental to building a science
44. The major objective of the second paragraph is to :
- (1) show that electrons are empirical data
 - (2) show that science changes as time passes
 - (3) explain how science expands the frontiers of the observable world
 - (4) explain what the term empirical order means
45. According to the passage, scientists are not interested in theological explanations because
- (1) Scientists tend to be atheists
 - (2) theology cannot explain social behaviour
 - (3) theological explanations are not empirical
 - (4) theology cannot explain change

Directions for Questions 46 to 50 :

Each of these questions consists of a word in capital letters followed by four alternative words or phrases. From among the alternatives, choose the word most nearly *similar* in meaning to the word in capital letters in each case.

46. NONCHALANT
- | | | | |
|-------------|---------|-------------|-------------|
| (1) anxious | (2) coy | (3) excited | (4) offhand |
|-------------|---------|-------------|-------------|
47. PROFANE
- | | | | |
|-----------------|-------------|------------|-----------------|
| (1) blasphemous | (2) skilled | (3) sacred | (4) underhanded |
|-----------------|-------------|------------|-----------------|
48. ABHORRENT
- | | | | |
|--------------|--------------|---------------|-----------|
| (1) critical | (2) coercive | (3) repugnant | (4) cruel |
|--------------|--------------|---------------|-----------|
49. TEMPERANCE
- | | | | |
|--------------------|-----------------|-----------|---------------|
| (1) self-restraint | (2) self - pity | (3) anger | (4) impudence |
|--------------------|-----------------|-----------|---------------|
50. VILIFY
- | | | | |
|-----------|-------------|------------|----------|
| (1) exalt | (2) appease | (3) defame | (4) defy |
|-----------|-------------|------------|----------|

Directions for Questions 51 to 55 :

Each of these questions consists of a word in capital letters followed by four alternative words or phrases. From among the alternatives, choose the word most nearly *opposite* in meaning to the word in capital letters in each case.

51. ANOMALOUS
(1) hostile (2) normal (3) vigorous (4) outrageous
52. BESMIRCH
(1) defame (2) demonstrate (3) praise (4) mystify
53. DAUNT
(1) frighten (2) encourage (3) run (4) sadden
54. DIABOLICAL
(1) resourceful (2) zealous (3) candid (4) angelic
55. EPHEMERAL
(1) fleeting (2) permanent (3) rapid (4) dull

Directions for Questions 56 to 60 :

Each of these questions consists of a sentence with two blanks, followed by four alternative words or set of words. In each case, choose the word or set of words for each blank that best fits the meaning of the sentence as a whole.

56. The citizens had become so _____ by the politician _____ that the latest financial scandal did not surprise them at all.
(1) disgusted peccadilloes (2) jaded indiscretions
(3) regretful antics (4) distraught dishonesty
57. Although the stock market has experienced strong _____ in the past two years, there have been short periods in which the market has _____ precipitously
(1) expansion stagnated (2) growth fallen
(3) extension stabilized (4) augmentation decreased
58. Economic reforms _____ the shackles on India's entrepreneurs, _____ them new freedoms to both create and participate in economic wealth.
(1) released allowing (2) freed permitting
(3) removed showing (4) untied granting
59. The _____ of the poor vary considerably across countries, and in India we have to frame Indian _____ to benefit them.
(1) difficulties.....results (2) problems.....options
(3) challenges.....solutions (4) obstacles.....resolutions

60. Human beings are violent and therefore any theory of conflict resolution between nations that _____ to account for this _____ is flawed.
- | | |
|------------------------------|------------------------------|
| (1) decline supposedly | (2) refuses.....pejoratively |
| (3) fails inherently | (4) consents.....manifestly |

Directions for questions 61 to 65 :

Each of these questions consists of a related pair of words in capital letters followed by four pairs of words. Select the pair that best expresses a relationship.

61. ORCHESTRA: MUSICIAN: :

- | | |
|----------------------|-------------------|
| (1) story : comedian | (2) band : singer |
| (3) garden : leaf | (4) troupe: actor |

62. STOKE: SMOTHER: :

- | | |
|----------------------------|-------------------------|
| (1) incinerate: heat | (2) animate: enervate |
| (3) acknowledge: apprehend | (4) garrote: asphyxiate |

63. MUTTER: INDISTINCT: :

- | | |
|-----------------------------|-------------------------|
| (1) define: easy | (2) blunder: polished |
| (3) articulate: well-spoken | (4) censure: histrionic |

64. EMPATHY: FEELING: :

- | | |
|---------------------|--------------------------------|
| (1) melancholy: joy | (2) sibling: relative |
| (3) boldness: guilt | (4) institution: encouragement |

65. DEVIATE: LECTURE: :

- | | |
|---------------------------|---------------------------|
| (1) disown : friend | (2) welcome: indifference |
| (3) entreat: solicitation | (4) meander: drive |

Directions for Questions 66 to 75 :

In all these questions, either a part or the whole of the sentence is underlined. The sentence is followed by four ways of writing the underlined part. Select the alternative which represents the correct way of writing the underlined part as per standard written English.

66. It was us who had left before he arrived.

- (1) we who had left before he arrived
- (2) we who had went before he arrived
- (3) us who had went before he arrived
- (4) we who had left before the time he had arrived

67. He is the sort of person who I feel would be capable of making these kind of statements.
- (1) sort of a person whom I feel would be capable of making these kind of statements
 - (2) sort of person who I feel would be capable of making these kinds of statements
 - (3) sort of person whom I feel would be capable of making those kinds of statements
 - (4) sort of person whom I feel would be capable of making this kind of statements
68. Due to the continual rain, a smaller number of spectators witnessed the game than had been expected
- (1) Due to the continuous rain, a small number
 - (2) Due to the heavy rain, a lesser number
 - (3) Because of the intermittent rain, a smaller number
 - (4) Because of the continual rain, a smaller number
69. Beside me, there were many persons who were altogether aggravated by his manners.
- (1) Beside me, there were many persons who were all together aggravated
 - (2) Beside me, there are many persons who were all together aggravated
 - (3) Beside me, there were many persons who were altogether irritated
 - (4) Beside me, there were many persons who were all together irritated
70. The owner, who was a kind man, spoke to the boy and he was very rude.
- (1) was a kind man and he spoke to the boy and he
 - (2) spoke to the boy kindly and the boy
 - (3) a kind man, spoke to the boy who
 - (4) who was a kind man spoke to the boy and he
71. Because we cooperated together, we divided up the work on the report which had been assigned.
- (1) together, we divided the work on the report which had been assigned.
 - (2) we divided up the work on the report which was assigned.
 - (3) we divided the work on the assigned report.
 - (4) we divided up the work on the assigned report.
72. R.C. Gupta, the president of the organisation and who is also a member of the core group, will be in charge of the negotiations.
- (1) since he is a member of the core group
 - (2) a member of the core group
 - (3) also being a member of the core group
 - (4) in addition, who is a member of the core group

73. Our guest let us know that he would be arriving next week in his last letter
- (1) that he was arriving next week in his last letter
 - (2) that he will arrive next week in his last letter
 - (3) in his last letter that he would be arriving next week
 - (4) in his last letter that he was arriving next week
74. Since we are living in Mumbai for five years, we are reluctant to move to another city.
- (1) Because that we are living
 - (2) Because that we have been living
 - (3) since we have been living
 - (4) since we were living
75. His wife awoke him because he forgot to set his alarm before he went to bed.
- (1) awoke him because he forgot to set his alarm before he had gone
 - (2) had awakened him because he forgot to set his alarm before he went
 - (3) had awakened him because he forgot to set his alarm before he had gone
 - (4) awoke him because he had forgotten to set his alarm before he went

Directions for Questions 76 to 80.

Each of these questions consists of an idiom, followed by four alternatives. Select the alternative that gives the correct meaning of the idiom.

76. A real rip - off
- (1) badly torn
 - (2) very strange
 - (3) really crazy
 - (4) extremely expensive
77. got the gift of the gab
- (1) bought an expensive present
 - (2) received an unusual present
 - (3) good at talking
 - (4) talks without thinking
78. like a bull in a china shop
- (1) be very clumsy
 - (2) talk utter nonsense
 - (3) be very angry
 - (4) throw things around angrily
79. as hard as nails
- (1) unfriendly person
 - (2) no sympathy for others
 - (3) has a strong personality
 - (4) can think clearly
80. a head like a sieve
- (1) has a bad memory
 - (2) slightly retarded
 - (3) capable of absorbing many ideas
 - (4) capable of accepting new ideas

TEST - III
QUANTITATIVE APTITUDE

81. The sum of first 45 natural numbers is :
- (1) 1035 (2) 1280
(3) 2070 (4) 2140
82. In a division sum, the divisor is 10 times the quotient and 5 times the remainder. If the remainder is 46, what is the dividend ?
- (1) 4236 (2) 4306 (3) 4336 (4) 5336
83. Which of the following is a pair of co-primes?
- (1) (16, 62) (2) (18, 25) (3) (21, 35) (4) (23, 92)
84. The sum of two numbers is 216 and their HCF is 27. The numbers are:
- (1) 27, 189 (2) 81, 189
(3) 108, 108 (4) 154, 162
85. Which of the following has fractions in the ascending order?
- (1) $\frac{2}{3}, \frac{3}{5}, \frac{7}{9}, \frac{9}{11}, \frac{8}{9}$ (2) _____
(3) _____ (4) _____
86. Evaluate
- (1) 2 (2) 4 (3) 6 (4) 8
87. $2 - [2 - \{2 - 2(2 + 2)\}] = ?$
- (1) -4 (2) 4 (3) 6 (4) -6
88. Vidushi and Sanya distribute ₹100 each in charity. Vidushi distributes money to 5 more people than Sanya and Sanya gives each ₹1 more than Vidushi. How many people are recipients of the charity ?
- (1) 45 (2) 60 (3) 90 (4) 10.0
89. The value of
- (1) 4 (2) 6 (3) 8 (4) 10

90. The least number of 4 digits which is a perfect square is :
 (1) 1000 (2) 1016 (3) 1024 (4) 1036
91. The average of first five multiples of 3 is :
 (1) 3 (2) 9 (3) 12' (4) 15
92. The average age of students of a class is 15.8 years. The average age of boys in the class is 16.4 years and that of girls is 15.4 years. The ratio of the number of boys to the number of girls in the class is :
 (1) 1 : 2 (2) 2 : 3 (3) 3 : 4 (4) 3 : 5
93. The difference between a number and its three-fifth is 50. What is the number?
 (1) 75 (2) 100 (3) 125 (4) 150
94. The product of two numbers is 120 and the sum of their squares is 289. The sum of the number is:
 (1) 20 (2) 23 (3) 169 (4) 64
95. In 10 years, A will be twice as old as B was 10 years ago. If A is now 9 years older than B, the present age of B is :
 (1) 19 years (2) 29 years (3) 39 years (4) 49 years
96. If $2^{n+4} - 2^{n+2} = 3$, then n is equal to:
 (1) 0 (2) 2 (3) -1 (4) -2
97. $\frac{x^a}{x^b} \cdot \frac{x^{(a+b)}}{x^c} \cdot \frac{x^b}{x^c} \cdot \frac{x^c}{x^a} = ?$
 (1) 0 (2) abc (3) x^{a+b+c} (4) 1
98. 88% of 370 + 24% of 210 - ? = 118
 (1) 256 (2) 258 (3) 268 (4) 358
99. In an examination, 35% candidates failed in one subject and 42% failed in another subject while 15% failed in both the subjects. If 2500 candidates appeared at the examination, how many passed in either subject but not in both?
 (1) 325 (2) 1175 (3) 2125 (4) 2275

100. Jan 1, 2007 was Monday. What day of the week lies on Jan 1, 2008 ?

- (1) Monday (2) Tuesday (3) Wednesday (4) Sunday

Directions (Questions 101 to 105) :

A school has four section A, B, C, D of class IX students. The results of half-yearly and annual examinations are shown in the table given below answer the questions based on this table

Result	No. of Students			
	A	B	C	D
Students failed in both exams	28	23	17	27
Students failed in half yearly but passed in Annual exams	14	12	8	13
Students passed in half yearly but failed in Annual exam	6	17	9	15
Students passed in both exams	64	55	46	76

101. How many students are there in class IX in the school?

- (1) 336 (2) 189 (3) 286 (4) 430

102. Which section has the minimum failure rate in half - yearly examination?

- (1) A (2) B (3) C (4) D

103. Which section has the maximum success rate in annual examination?

- (1) A (2) B (3) C (4) D

104. Which section has the maximum pass percentage in at least one of the two examinations?

- (1) A (2) D (3) B (4) C

105. How many students have passed at least one exam in Section C ?

- (1) 63 (2) 73 (3) 83 (4) 93

106. A, B, C hired a car for ₹520 and used it for 7, 8, 11 hours respectively. Hire charges paid by B were:

- (1) ₹140 (2) ₹160 (3) ₹180 (4) ₹220

107. If a quarter Kg of potato costs 60 paise, how many paise will 200 gm cost?

- (1) 48 paise (2) 54 paise (3) 56 paise (4) 72 paise

108. 2 men and 7 boys can do a piece of work in 14 days; 3 men and 8 boys can do the same in 11 days. Then 8 men and 6 boys can do three times the amount of this work in
 (1) 18 days (2) 21 days (3) 24 days (4) 30 days
109. A tap can fill a tank in 6 hours after half the tank is filled, three more similar taps are opened. What is the total time taken to fill the tank completely?
 (1) 3 hours 15 min (2) 3 hours 45 min
 (3) 4 hours (4) 4 hours 15 min
110. A man in a train notices that he can count 21 telephone posts in 1 minute. If they are known to be 50 metres apart, then at what speed is the train travelling?
 (1) 55 km/hr (2) 57 km/hr (3) 60 km/hr (4) 63 km/hr
111. In what ratio must a grocer mix two varieties of tea worth ₹60 a kg and ₹65 a kg so that by selling the mixture at ₹68.20 a kg he may gain 10% ?
 (1) 3 : 2 (2) 3 : 4 (3) 3 : 5 (4) 4 : 5
112. If $\log x + \log y = \log (x + y)$, then
 (1) $x = y$ (2) $xy = 1$ (3) $y = \frac{x-1}{x}$ (4) $y = \frac{x}{x-1}$
113. The length of a room is 5.5 m and width is 3.75 m. Find the cost of paving the floor by slabs at the rate of ₹800 per square metre.
 (1) ₹15, 000 (2) ₹15, 550 (3) ₹15, 600 (4) ₹16, 500
114. A clock is started at noon. By 10 minutes past 5, the hour hand has turned through:
 (1) 145° (2) 150° (3) 155° (4) 160°
115. The cost price of a ₹100 stock at 4% discount, when brokerage is % is :
 (1) ₹95. 75 (2) ₹96 (3) ₹96. 25 (4) ₹104. 25
116. In how many ways can the letters of the word "APPLE" be arranged?
 (1) 720 (2) 120 (3) 60 (4) 180

117. A man and his wife appear in an interview for two vacancies in the same post. The probability of husband's selection is $\frac{1}{7}$ and the probability of wife's selection is $\frac{1}{5}$. What is the probability that only one of them is selected?

- (1) $\frac{4}{5}$ (2) $\frac{2}{7}$ (3) $\frac{8}{15}$ (4) $\frac{4}{7}$

118. From a point P on a level ground, the angle of elevation of the top of a tower is 30° . If the tower is 100 m high, the distance of point P from the foot of the tower is :

- (1) 149 m (2) 156 m (3) 173 m (4) 200 m

119. If the volumes of two cubes are in the ratio $27 : 1$, the ratio of their sides is :

- (1) $1 : 3$ (2) $1 : 27$ (3) $3 : 1$ (4) $27 : 1$

120. Evaluate $36 \log_6^4$:

- (1) 0 (2) 1 (3) 4 (4) 16

121. When the interest (R) is compounded half - yearly, the amount (A) is :

- (1) (2)

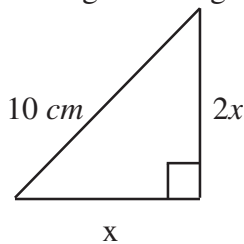
$$A = P \left(1 + \frac{R}{100} \right)^{2n}$$

- (3) (4)

122. The speed of a boat in still water is 15 km/hr and the rate of current is 3 km/hr. The distance travelled downstream in 12 minutes is :

- (1) 1.2 km (2) 1.8 km (3) 2.4 km (4) 3.6 km

123. The area of the given triangle is :



- (1) 20 cm^2 (2) (3) 40 cm^2 (4) 50 cm^2

124. If a square and a rhombus stand on the same base, then the ratio of the areas of the square and the rhombus is :

- (1) > 1 (2) $= 1$ (3) $= \frac{1}{2}$ (4) $= \frac{1}{4}$

125. If $\left(\frac{9}{4}\right)^x \left(\frac{8}{11}\right)^{x-1} = \frac{2}{3}$, then $x = ?$

- (1) 1 (2) 2 (3) 3 (4) 4

126. A number of two digits has 3 for its unit's digit and the sum of digits is $\frac{1}{7}$ of the number itself. The number is :

- (1) 43 (2) 53 (3) 63 (4) 73

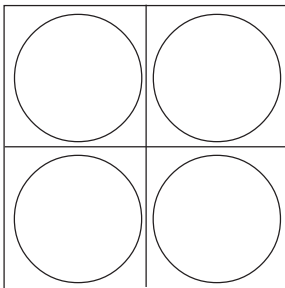
127. The value of $\sqrt{\frac{0.16}{0.4}}$ is:

- (1) 0.02 (2) 0.2 (3) 0.63 (4) 2

128. $\frac{13^3+7^3}{13^2+7^2-?} = 20$

- (1) 6 (2) 20 (3) 91 (4) 120

129.



Four equal sized maximum circular plates are cut off from a square paper sheet of area 784 cm^2 . The circumference of each plate is :

- (1) 22 cm (2) 44 cm (3) 66 cm (4) 88 cm

130. If $2 * 3 = \sqrt{13}$ and $3 * 4 = 5$ then value of $5 * 12$

- (1) $\sqrt{17}$ (2) $\sqrt{19}$ (3) 12 (4) 13

TEST - IV
REASONING

Directions (Questions 131-132) :

Find the missing term in each of the following series.

131. 1, 6, 15, ? 45, 66, 91
(1) 25 (2) 26 (3) 27 (4) 28
132. 10,000, 11,000, 9,900, 10,890, 9,801 ?
(1) 10, 241 (2) 10, 423 (3) 10, 781 (4) 10, 929
133. Find the next term in the series:
BMO, EOQ, HQS ?
(1) KSU (2) LMN (3) SOV (4) SOW
134. Which term will replace the question mark in the series:
ABD, DGK, HMS, MTB, SBL ?
(1) ZKU (2) ZKW (3) ZAB (4) XKW
135. Choose an alternative to show the relationship as the words of the given pair bear:
Wimbeldon trophy: Tennis :: Walker's cup: ?
(1) Hockey (2) Polo (3) Golf (4) Wrestling
136. Choose one number which is similar to the number in the following set:
(992, 733, 845, 632)
(1) 114 (2) 326 (3) 425 (4) 947
137. Choose that set of numbers from the four alternatives, that is similar to the given set:
(2, 4, 16)
(1) (2, 7, 8), (2) (2, 9, 16) (3) (3, 21, 24), (4) (4, 16, 18)
138. Choose the group of letters which is different from others:
(1) BCD (2) KMN (3) QRS (4) GHI
139. In a certain code language RUSTICATE is written as QTTUIDBSD. How would STATISTIC be written in that code:
(1) RSBUJTUHB (2) RSBUITUHB (3) RSBUIRSJD (4) TUBUITUMB
140. In a certain language MADRAS is coded as NBESBT, how is BOMBAY coded in that language:
(1) CPNCBX (2) CPNCBZ (3) CPOCBZ (4) CQOCBZ

Directions (Questions 141 to 145) :

In each of the questions given below, a group of digits followed by four combinations of letter codes labelled (I), (2), (3) and (4) are given. You have to find out which of the combinations is correct coded form of the group of digits as per the following codes and conditions.

Digit	9	3	2	8	1	5	7	6	0
Letter code	M	E	B	N	K	R	H	T	J

Conditions :

- (i) If the first digit is an odd number and the last digit is an even number both are to be coded as 'X'.
- (ii) If the first digit is an even number and the last digit is an odd number, both are to be coded as 'Y'.
- (iii) If either the first or the last digit is 0, then 0 is to be coded as 'W'.

141. 328469

- (1) YBNDTM (2) XBNDTX (3) EBNDTM (4) YBNPTY

142. 631420

- (1) TEKBDW (2) TEKDBW (3) TEKDBJ (4) TKDEBW

143. 640598

- (1) TDJRMN (2) TDWRMN (3) XDJRMN (4) TDJRMN

144. 893561

- (1) XMERTY (2) NMERTK (3) XMERTX (4) YMERTY

145. 743506

- (1) XDERWT (2) HDERWT (3) XDERJX (4) YDERJY

146. If 'pen is table', 'table is fan, fan is chair' and 'chair is roof' on which of the following a person will sit.

- (1) Fan (2) Chair (3) Roof (4) Table

Directions (Question 147 to 148) :

In a certain code language

- (A) 'pit dar na' means you are good
- (B) 'dar tok pa' means good and bad
- (C) 'tim na iok' means they are bad

147. In that language which word stands for 'they' ?

- (1) na (2) tok (3) tim (4) pit

148. To find the answer to the above question, which of the given statement can't be dispensed with?

- (1) Only A (2) A or B (3) A or C (4) none of the above

Directions (Questions 149 to 153) :

Read the information given below and answer the questions that follows:

There are six persons A, B, C, D, E and F. C is the sister of F. B is the brother of E's husband. D is the father of A and grandfather of F. There are two fathers, three brothers and a mother in the group.

149. Who is the mother ?

- (1) A (2) B (3) C (4) D

150. Who is E's husband ?

- (1) B (2) C (3) A (4) F

151. How many male members are there in the group ?

- (1) One (2) Two (3) Three (4) Four

152. How is F related to E ?

- (1) Uncle (2) Husband (3) Son (4) Daughter

153. Which of the following is a group of brothers ?

- (1) ABF (2) ABD (3) BFC (4) BDF

Directions (Questions 154 to 158):

Study the following information carefully and answer the questions given below.

Seven boys A, D, Y, U, P, Q and J live in three different buildings - Ashiana, Top view and Ridge. Each of them is flying kites of different colours i.e. red, green, blue, white, black, yellow and pink, not necessarily in that order. Not more than three or less than two stay in any of the buildings. Q is flying a pink kite and lives in the same building as only J, i.e. Ashiana. Y is flying a black kite and does not live in Ridge building. U does not live in the same building as A or P and is flying a yellow kite. D lives in Ridge building with only one more person and is flying a green kite. None in the Top view building flies a white kite. P does not fly a blue kite.

154. Who lives in Ridge building ?

- (1) D, U (2) D, A, P (3) Y, A, P (4) A, P

155. Who is flying the blue kite ?

- (1) A (2) J (3) P (4) Data inadequate

156. Who flies the red kite ?

- (1) A (2) J (3) P (4) Data inadequate

157. Who stays in Top view building ?

- (1) Y, J, P (2) A, P (3) A, P, D (4) None of these

158. What coloured kite is J flying ?

- (1) Blue (2) White (3) Black (4) Data inadequate

Directions (Questions 159 to 163) :

Study the given information carefully and answer the questions that follows:

- (i) Eleven students A, B, C, D, E, F, G, H, I, J and K are sitting in the first row of the class facing the teacher.
- (ii) D who is to the immediate of F is second to the right of C
- (iii) A is second to the right of E who is at one of the ends
- (iv) J is the immediate neighbour of A and B and third to the left of G
- (v) H is to the immediate left of D and third to the right of I

159. Who is sitting in the middle of the row?

- (1) B (2) C (3) G (4) I

160. Which of the following group of friends is sitting to the right of G ?

- (1) CHDE (2) CHDF (3) IBJA (4) ICHDF

161. Which of the following statement is true in the context of the above sitting arrangement?

- (1) C is sitting between A and B (2) D is sitting between E and F
(3) B is sitting between J and I (4) None of these

162. In the above sitting arrangement which of the given statement is superfluous?

- (1) (i) (2) (ii) (3) (iii) (4) none is superfluous

163. If E and D, C and B, A and H and K and F interchange their positions which of the following pairs of students is sitting at the ends?

- (1) D and E (2) E and F (3) D and K (4) K and F

Directions (Questions 164 to 168) :

Read the following information and answer the questions given:

- (i) A, B, C, D, E and F are six students in a class
- (ii) B and C are shorter than F but heavier than A
- (iii) D is heavier than C and taller than C
- (iv) E is shorter than D but taller than F
- (v) F is heavier than D
- (vi) A is shorter than E but taller than F.

164. Who among them is the tallest?

- (1) A (2) B (3) C (4) D

165. Who is third from the top when they are arranged in descending order of heights?

- (1) A (2) B (3) C (4) D

Directions (Questions 174 to 178) :

These questions are based on the following information.

From time to time a Planning Committees are to be appointed each consisting of exactly three members. Eligible for appointment are three executives from finance - B, C and D and three executives from operations E, F and M.

Any given committee is subjected to the following restrictions on appointments:

- (i) At least one member must be from finance and at least one member must be from operations.
- (ii) If B is appointed, C cannot be appointed
- (iii) Neither D nor F can be appointed unless the other is also appointed
- (iv) If E is appointed, M must be appointed

174. Which of the following is an acceptable committee?

- (1) E, F and M (2) D, E and F (3) D, F and M (4) B, D and M

175. If appointees from operations are in majority in a committee, that committee must include:

- (1) M (2) F (3) E (4) C

176. If the restrictions on appointment apply also to a four member committee appointed from the same group of executives, which of the following will be true?

- (1) If B is appointed, M must also be appointed
- (2) If F is appointed, C must also be appointed
- (3) If C is appointed, E must also be appointed
- (4) None of the above will be true

177. If B is appointed to the same committee as M, which of the following will be true of that committee?

- (1) E is not a committee member
- (2) F is a committee member
- (3) Appointees from finance are in majority
- (4) Appointees from operations are in majority

178. If appointees from finance are in majority on a committee, that committee must include:

- (1) B (2) C (3) F (4) M

179. A man is facing west. He turns 45° in the clockwise direction and then another 180° in the same direction and then 270° in the anti clock wise direction. Which direction is he facing now?

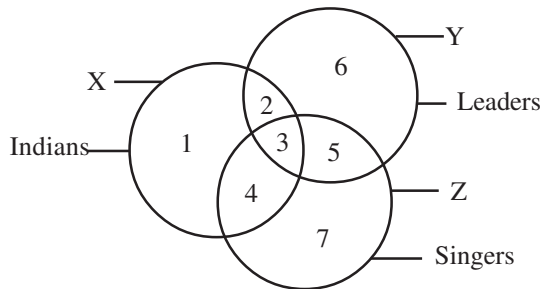
- (1) South (2) North West (3) West (4) South West

180. One day Ravi left home and cycled 10 km southwards, turned right and cycled 5 km and turned right and cycled 10 km and turned left and cycled 10 km. How many kilometers will he have to cycle to reach his home straight.

- (1) 10 Km (2) 15 Km (3) 20 Km (4) 25 Km

Directions (Questions 181 to 185) :

Study the following figures carefully and answer the given questions:



181. Which region denotes Indian leaders who are not singers?
(1) 2 (2) 3 (3) 4 (4) 5
182. Which region denotes Indian leaders who are singers?
(1) 2 (2) 3 (3) 4 (4) 5
183. Which region represents leaders who are neither singers nor Indians?
(1) 2 (2) 3 (3) 6 (4) 7
184. Which region represents Indian singers who are not leaders?
(1) 1 (2) 2 (3) 3 (4) 4
185. Which region represents singers who are neither Indians nor leaders?
(1) 2 (2) 4 (3) 6 (4) 7

Directions (Questions 186 to 188) :

Read the following information to answer the questions given below.

A person is asked to put in a basket one apple when ordered 'One', one guava when ordered 'Two', one orange when ordered 'Three' and is asked to take out from the basket one apple and one guava both when ordered 'Four'.

The order sequence executed by the person is as follows:

I, 2, 3, 3, 2, 1, 4, 2, 3, 1, 4, 2, 2, 3, 3, 1, 4, 1, 1, 3, 2, 3, 4

186. How many fruits will be there in the basket at the end of the above order sequence?
(1) 10 (2) 11 (3) 12 (4) 13
187. How many guavas will be there in the basket at the end of the above order sequence?
(1) 1 (2) 2 (3) 3 (4) 4
188. How many apples will be there in the basket at the end of the above order sequence?
(1) 4 (2) 3 (3) 2 (4) 1

189. Sam is ranked ninth from the top and thirty-eight from the bottom in a class. How many students are there in the class?

- (1) 45 (2) 46 (3) 47 (4) 48

190. Nitin ranks eighteenth in a class of 49 students. What is his rank from the last?

- (1) 18 (2) 19 (3) 31 (4) 32

Directions (Questions 191 to 195) :

Study the following information carefully and answer the questions given below:

Following are the eligibility criteria for applying for the post of officer in a Bank:

- (I) The candidate should be a graduate with at least 65% marks.
- (II) The candidate should have at least 60% marks in graduation if he has post graduation with at least 65% marks
- (III) The candidate should have at least 55% marks in graduation and at least 60% marks in post graduation if he holds a doctoral degree (Ph.D.)
- (IV) The candidate should have at least 55% marks in both graduation and in post graduation if he has at least five years work experience after graduation
- (V) The candidate should have at least 60% marks in graduation if he has at least ten years work experience after graduation.

In each of the following questions details of one candidate are given. You have to find whether the candidate in each question is eligible under which of the above criteria. The candidate may be eligible under one or more criteria given above.

191. Mansi Roy has secured 65% marks in graduation and 50% in post graduation. She has been working for ten years after completing her Ph. D.

- (1) I only (2) I and II only (3) I and III only (4) None of these

192. Samar Rastogi has secured 60% marks in Post graduation and has been working for the past five years since then. He has secured 55% marks in graduation.

- (1) Not eligible (2) II only (3) IV only (4) III and IV only

193. Deepak Sehgal has secured 65% marks in graduation and 55% marks in post graduation. He has been working for the last six years after his post graduation

- (1) I only (2) IV only (3) I and IV only (4) I, IV and V only

194. Ravi Gautam has been working for the past seven years after completing his Ph. D. He has secured 50% marks in graduation and 55% marks in post graduation.

- (1) Not eligible (2) III and IV only (3) IV only (4) V only

IGNOU POLICY FOR PREVENTION, PROHIBITION AND PUNISHMENT OF SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE

IGNOU has adopted a policy for the prevention, prohibition and punishment of sexual harassment of women at workplace in compliance to the directive of Hon'ble Supreme Court of India.

Information on this policy, rules and procedures can be accessed from the IGNOU website www.ignou.ac.in. Any incident of sexual harassment may be reported to the Regional Director of the Regional Centre, you are attached to or to any of the persons whose contact details are given in the following table.

I. IGNOU REGIONAL SERVICES DIVISION COMMITTEE AGAINST SEXUAL HARASSMENT (RSDCASH)

1	Dr. Bini Toms, RSD, Chairperson RSDCASH	29572407/2505	isdcash@ignou.ac.in
2	Dr. G. Mythili, Dy. Director, STRIDE	29572604	gmythili@ignou.ac.in
3	Ms. Azra Arshad, Maintenance, Engineer EMPC	29573261 29532164	aarshad@ignou.ac.in
4	Ms. Neeru Sayal, EA, RSD	29572417	neerusayal15@gmail.com
5	Dr. Radhika Menon, Asst. Professor, Mata Sundari College (Delhi University)		

II. IGNOU COMMITTEE AGAINST SEXUAL HARASSMENT (ICASH)

1	Prof. Uma Medury, Professor, SOSS, Chairperson ICASH	29572741	cash@ignou.ac.in
2	Dr. Gurmeet Kaur, Associate Professor, SOL	29572984	gurmeetkaur@ignou.ac.in
3	Dr. Neera Singh, Associate Professor, SOH	29572790	neerasingh@ignou.ac.in
4	Dr. Rakhi Sharma, Associate Professor, SOET	29572923	rakhisharma@ignou.ac.in
5	Ms. Renu Katyul, AR, SOA	29572977	renu@ignou.ac.in
6	Mr. P.T. Raveendran, AR, F & A	29571211	ptraveendran@ignou.ac.in
7	Ms. Rashmi Sarpal, PS, SOSS	29572702	rashmisarpal@ignou.ac.in
8	Ms. Parineeta, Assistant, SOTHSM	29571751/1758	parinita@ignou.ac.in
9	Dr. Taisha Abraham- Associate Professor Department of English, Jesus & Mary College		
10	Ms. Naina Kapoor, Director, Sakshi, NGO		
11	Ms. Swati Pal-Ph. D. in Chemistry		

III. IGNOU APEX COMMITTEE AGAINST SEXUAL HARASSMENT (ACASH)

1	Prof. Anju Sehgal Gupta, Professor, SOH Chairperson ACASH	29532054	asgupta@ignou.ac.in
2	Ms. Kailash Saljua, AR, PMDD	29572006/2030	kailashsaluja@ignou.ac.in
3	Ms. Gazala Parveen, Prod. Asst. EMPC	29573366	ghazala.syed.mail@gmail.com
4	Prof. Jyantika Dutta, Lady Irwin College		

Regional Centre Committee against Sexual Harassment (RCCASH) has been constituted at each Regional Centre.

For Complaints please write to:

Address at IGNOU (Hqrs.):

Chairperson, RSDCASH, Regional Services Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068

Email: rsdcash@ignou.ac.in

OR

Address at your Regional Centre:

Chairperson, Regional Centre Committee against Sexual Harassment (RCCASH) (Address of your Regional Centre).

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 ₹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 Programme applied for in all your correspondence with the University.

To be Filled in by the Students:

Programme Applied for :	MP
DD Number:	_____
DD Date:	_____
Amount:	_____
Drawn On:	_____

For Office Use Only

Your Enrolment Number is

.....
.....



Enrolment No.

Name of Programme

Name

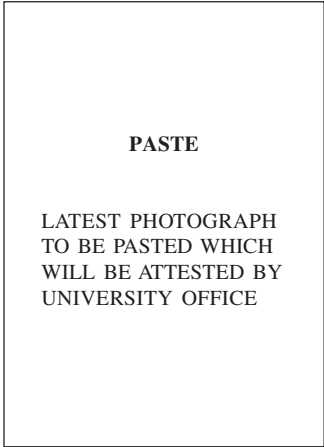
Father's/Mother's/Husband's Name
.....

Address (in Capital Letters)

.....
.....

Pin Code

Full Signature of the Candidate



ATTESTED BY

Session / Date.....



Please mention your full postal address at the space allocated



To,

CITY : _____

STATE : _____

PIN :

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

From:
The Regional Director,
IGNOU Regional Centre

PLEASE REMEMBER

- 1) **“Application Form for Entrance Test (OPENMAT) Form 1** has been provided in a separate envelope alongwith the *Student Handbook and Prospectus*. **Please see the Instructions for filling-up Form 1.** No enclosure or fees is to be sent alongwith this form unless the form is downloaded from the University 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 5 years.
- 4) All other Forms will be of use only after you have joined the Management Programme.

Important: “Application Form for Entrance Test” (Form 1) can also be downloaded from our Website: www.ignou.ac.in and can be sent to **The Registrar, SED** at the address given above alongwith a Demand Draft for ₹1,050/- drawn in favour of IGNOU, payable at New Delhi.