

STUDENT HANDBOOK & PROSPECTUS

**MANAGEMENT
PROGRAMME
2016**



**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

April, 2015

© *Indira Gandhi National Open University, 2015*

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.

Cover Design : Shri K. Vishwanath, Dy. Director (G), EMPC, IGNOU, New Delhi

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

Printed at:

CONTENTS

| | Page Nos. |
|---|------------------|
| ● Programmes on Offer | 5 |
| ● The University | 6 |
| ● The Schools of Studies | 6 |
| ● Academic Programmes | 7 |
| ● Course Material | 7 |
| ● Credit System | 7 |
| ● Student Support Services | 7 |
| ● Delivery Systems | 7 |
| ● Management Programme | 9 |
| ● Programme Structure | 10 |
| ● Eligibility for Admission to Management Programme | 12 |
| ● For Foreign Students | 13 |
| ● Entrance Test (OPENMAT-XXVIII and XXXIX) | 13 |
| ● Admission | 13 |
| ● Validity of OPENMAT Score | 13 |
| ● Incomplete and Late Applications | 14 |
| ● Re-Registration/Re-Admission | 14 |
| ● Maximum Duration in Management Programme | 15 |
| ● Credit Transfer Policy | 16 |
| ● Certificate of Completion | 16 |
| ● Reservation | 16 |
| ● Fee Structure | 16 |
| ● Scholarships and Reimbursement of Fees | 16 |
| ● Change of Region by Students | 17 |
| ● Change/Correction of Address and Study Centre | 17 |
| ● Evaluation | 17 |
| ● Exemption Scheme | 18 |
| ● Migration Certificate | 19 |
| ● Credit Transfer Scheme | 19 |
| ● Schedule of Operations | 20 |
| ● University Rules | 21 |
| ● Faculty of Management Studies | 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 | 41 |
| ● Appendix - 4 List of State Codes | 93 |
| ● Appendix - 5 Codes for Educational Qualification, Sex, Category, Territory, Marital Status, Social Status and Employment Status | 94 |
| ● Appendix - 6 Modalities of Submission of Assignments and Term-End Examination | 95 |
| ● Appendix - 7 Internal Credit Transfer Scheme for Fresh Admission to Management Programme (Applicable after expiry of maximum duration) | 100 |
| ● Instructions for Filling the Application Form (Form-3) | 101 |
| ● Application Form for Seeking Fresh Admission to Management Programme in Order to complete the left over courses (Form 3) | 103 |
| ● Application Form for Internal Credit Transfer (ICT) in Management Programmes for those who have sought Fresh Admission through Form-3 (Appendix 7 – Proforma) | 107 |
| ● Appendix - 8 : Course Components of Management Programme | 109 |
| ● Instructions for Filling the Application Form for Entrance Test (OPENMAT) – Form-1 | 164 |
| ● Instructions for Filling the Application Form for Admission to Management Programme (Form-2) . | 165 |
| ● Application Form for Admission to Management Programme (Form-2) | 167 |
| ● Form of Caste Certificate to be Sent by the Candidate Belonging to OBC | 170 |
| ● Guidelines for Project Course (MS-100) | 171 |
| ● Proforma for Approval of Project Proposal (MS-100) | 177 |
| ● Remuneration Bill for Guidance of Project Work (MS-100) | 179 |
| ● Re-Registration/Course Option/Re-Admission Form | 181 |
| ● Requisition for Fresh set of Assignments | 183 |
| ● Term-End Examination Form | 185 |
| ● Application Form for Re-evaluation of Answer Script | 187 |
| ● Application Form for Obtaining Photocopy of the Answer Script | 189 |
| ● Application Form for Early Declaration of Result of Term-End Examination | 191 |
| ● Application Form for Obtaining Duplicate Grade Card/Mark-sheet | 193 |
| ● Application Form for Non-Receipt of Study Material/Assignment | 194 |
| ● Application Form for Issue of Migration Certificate | 195 |
| ● Application Form for Issue of Official Transcript | 197 |
| ● Application Form for Change/Correction of Address/Study Centre | 198 |
| ● Application Form for Improvement in Division/Class | 199 |
| ● Annexures I-VI | 195 |
| ● Sample OPENMAT Test Paper | 209 |
| ● IGNOU Policy for Prevention, Prohibition and Punishment of Sexual Harassment of Women at Workplace | 241 |
| ● IDENTITY CARD | |
| ● ACKNOWLEDGEMENT CARD | |

PROGRAMMES ON OFFER

- Master of Business Administration (MBA)
- Post-Graduate Diploma in Management (PGDIM)
- Post Graduate Diploma in Human Resource Management (PGDHRM)
- Post-Graduate Diploma in Financial Management (PGDFM)
- Post-Graduate Diploma in Operations Management (PGDOM)
- Post-Graduate Diploma in Marketing Management (PGDMM)
- Post-Graduate Diploma in Financial Markets Practice (PGDFMP)
- Diploma in Management (DIM)

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-XXXVIII and XXXIX 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 |
|---------------------------------|--|--|--|
| 16.08.2015 (OPENMAT-XXXVIII) | 15.07.2015 | 1st Sem. 2016 (January 2016) 2nd Sem. 2016 (July 2016) | 30 th November 2015 31 st May 2016 |
| 07.02.2016 (OPENMAT-XXXIX) | 15.12.2015 | 2nd Sem. 2016 (July 2016) 1st Sem. 2017 (January 2017) | 31 th May 2016 30 th November 2016 |

IMPORTANT NOTES:

1. **Application Form for OPENMAT (XXXVIII or XXXIX) 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.**
2. **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.**
3. The OPENMAT result card will be sent to the students within 6-7 weeks from the date of the OPENMAT examination. In case of non-receipt of the result card, result card can be downloaded from the IGNOU website.
4. *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 the Entrance Test in August 2015 may take admission in the semester commencing in January 2016 or July 2016. Similarly, the student who qualifies in February 2016 OPENMAT will be eligible for seeking admission in the semester commencing in July 2016 or January 2017.

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. 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 351 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 (on an average of 5 blocks per course). A block which comes in the form of a booklet generally comprises 3 to 5 units.

- b) **Audio-Visual Material Aids** : The learning package contains audio and video 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) every Friday at 6.30 a.m. Some of the selected stations of All India Radio also broadcast the audio programmes. Students can confirm the broadcast schedule for the programmes from their study centres. The information is also provided 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.

MANAGEMENT PROGRAMME

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

In the Management Programme, semester system is followed as: January to June (first semester of the year) and July to December (second semester of the year). The following courses are on offer for the years 2016/2017 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 2016/2017 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 | Employment Relations |
| 19 | MS-41 | Working Capital Management |
| 20 | MS-42 | Capital Investment and Financing Decisions |
| 21 | MS-43 | Management Control Systems |
| 22 | MS-51 | Operations Research |
| 23 | MS-52 | Project Management |
| 24 | MS-53 | Production/Operations Management |
| 25 | MS-54 | Management Information Systems |
| 26 | MS-61 | Consumer Behaviour |
| 27 | MS-62 | Sales Management |
| 28 | MS-63 | Product Management |
| 29 | MS-64 | International Marketing |
| 30 | MS-65 | Marketing of Services |
| 31 | MS-92 | Management of Public Enterprises |
| 32 | MS-93 | Management of New and Small Enterprises |
| 33 | MFP-1 | Equity Markets |
| 34 | MFP-2 | Equity Derivatives |
| 35 | MFP-3 | Commodity Markets |

July 2016/2017 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 | Wage and Salary Administration |
| 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 |
| 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**
- **Diploma in Management (DIM), or**
- **Post-Graduate Diploma in Management (PGDIM), or**
- **Post Graduate Diploma in Human Resource Management (PGDHRM), or**
- **Post-Graduate Diploma in Financial Management (PGDFM), or**
- **Post-Graduate Diploma in Operations Management (PGDOM), or**
- **Post-Graduate Diploma in Marketing Management (PGDMM), or**
- **Post-Graduate Diploma in Financial Markets Practice (PGDFMP)**

Master of Business Administration (MBA)

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

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

Diploma in Management (DIM)

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

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

Post Graduate Diploma in Management (PGDIM)

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

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

The Specialisation Diploma Programmes (PGSDMs)

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

| Programme P.G. Diploma in: | Course Code | Course Title |
|--|---|---|
| Human Resource Management (PGDHRM) | MS-21 | Social Processes and Behavioural Issues |
| | MS-22 | Human Resource Development |
| | MS-23 | Human Resource Planning |
| | MS-24 | Employment Relations |
| | MS-25 | Managing Change in Organisations |
| | MS-26 | Organisational Dynamics |
| | MS-27 | Wage and Salary Administration |
| | MS-28 | Labour Laws |
| | MS-29 | International Human Resource Management |
| Financial Management (PGDFM) | MS-41 | Working Capital Management |
| | MS-42 | Capital Investment and Financing Decisions |
| | MS-43 | Management Control Systems |
| | MS-44 | Security Analysis and Portfolio Management |
| | MS-45 | International Financial Management |
| | MS-46 | Management of Financial Services |
| Operations Management (PGDOM) | MS-51 | Operations Research |
| | MS-52 | Project Management |
| | MS-53 | Production/Operations Management |
| | MS-54 | Management Information Systems |
| | MS-55 | Logistics and Supply Chain Management |
| | MS-56 | Materials Management |
| | MS-57 | Maintenance Management |
| | MS-58 | Management of R&D and Innovation |
| Marketing Management (PGDMM) | MS-61 | Consumer Behaviour |
| | MS-62 | Sales Management |
| | MS-63 | Product Management |
| | MS-64 | International Marketing |
| | MS-65 | Marketing of Services |
| | MS-66 | Marketing Research |
| | MS-68 | Management of Marketing Communication and Advertising |
| | MS-611 | Rural Marketing |
| | MS-612 | Retail Management |
| | Financial Markets Practice (PGDFMP) | MFP-1 |
| MFP-2 | | Equity Derivatives |
| MFP-3 | | Commodity Markets |
| MFP-4 | | Currency and Debt Markets |
| MFP-5 | | Professionals in Financial Markets Practice |

The Integrative Module

The Integrative module consists of three compulsory courses (2 theory courses viz. MS-91 & MS-95 and one Project Course MS-100, which is equivalent to 2 courses) and 1 elective course. The details are given below :

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

ELIGIBILITY FOR ADMISSION TO MANAGEMENT PROGRAMME

1. Graduation in any discipline with 50% marks for general category/45% for reserved category as per Government of India rules, with 3 years' managerial/supervisory/professional experience.

OR

Professional Degree with 50% marks in:

Engineering/Medicine/Chartered Accountancy (ICAI)/Cost and Works Accountancy (ICWA)/
Company Secretaryship (ICSI)/Law.

2. Clearance of OPENMAT conducted by IGNOU.

3. There is 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.**
- 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-XXXVIII** and **OPENMAT XXXIX**, is 15.07.2015 and 15.12.2015 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.

ENTRANCE TEST (OPENMAT XXXVIII and XXXIX)

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 XXXVIII- 16.08.2015 (Sunday, 10.00 a.m. — 1.00 p.m.)

OPENMAT XXXIX - 07.02.2016 (Sunday, 10.00 a.m. — 1.00 p.m.)

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

ADMISSION

Admission to the Management Programme (MBA, DIM, PGDIM and 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.

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.

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 2015 OPENMAT, may take admission in any of the following two semesters i.e., either in January 2016 or July 2016 semester. Similarly one who qualifies in February 2016 OPENMAT may take admission in July 2016 or January 2017 semester. The last dates for submission of the Application Form (Form-2) for Admission to these semesters are as follows :

| | |
|--|--|
| For those qualifying August 2015 Test — (OPENMAT-XXXVIII) | For 1st Sem. 2016 (January 2016) – 30th November, 2015 For 2nd Sem. 2016 (July 2016) – 31st May, 2016 |
| For those qualifying February 2016 Test — (OPENMAT-XXXIX) | For 2nd Sem. 2016 (July 2016) – 31st May, 2016 For 1st Sem. 2017 (January 2017) – 30th November, 2016 |

INCOMPLETE AND LATE APPLICATIONS

Incomplete and late application forms will be summarily rejected without referring to the candidate. The students are, therefore, advised to fill all the relevant columns carefully and enclose, application form for admission alongwith the requisite fee through a Bank Draft, along with Application Form enclose copies of testimonials as evidence of age, caste, experience, 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. You may also use the photocopies of these forms.**

Schedule for submission of 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** (which is also a part of this booklet) alongwith course fee at your **Regional Centre** only.
- 3) **You will be allowed to register for a maximum of four courses per semester.**
- 4) Registration for MS-100 (Project Course) will be allowed only after you have registered for MS-1 to MS-11 and MS-95 (12 courses).
- 5) A course once registered for study, **must be successfully completed within 4 semesters** (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 printed thereon.
- 6) **Mailing of study material** is course-wise and material for each course will be despatched in one package. 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) **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.
- 8) **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 five courses from the chosen stream** under the same Enrol No.

within the prescribed maximum duration of 8 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.

MAXIMUM DURATION IN MANAGEMENT PROGRAMME

- **The maximum duration of the MBA Programme is 8 (eight) years.** Thereafter, students seeking ‘fresh admission’ for completion of the left over course(s) will not be required to 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.
- If a student fails to successfully complete all the requirements for the award of Degree/Diploma in another 8 year duration (i.e., 8+8=16 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.

| Maximum duration (of 8+8, i.e., 16 years) applicable to MP old students | | | | | |
|--|-------------------|--------------------------------|--|----------------------------|---------|
| Management Programme launched in 1987 | | | | | |
| Sl. No. | Batch and Session | Max. duration fixed elapsed in | Extended duration of 8 years on seeking fresh admission to complete the left-over courses commenced in | 16 years (8+8) Valid up to | Remarks |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 01 | 1987 to 2003 JAN. | Dec. 2010* | JAN. 2011 | DEC. 2018 | ** |
| 02 | 2003 JULY | June 2011 | JULY 2011 | JUNE 2019 | ** |
| 03 | 2004 JAN. | Dec. 2011 | JAN. 2012 | DEC. 2019 | ** |
| 04 | 2004 JULY | June 2012 | JULY 2012 | JUNE 2020 | ** |
| 05 | 2005 JAN. | Dec. 2012 | JAN. 2013 | DEC. 2020 | ** |
| 06 | 2005 JULY | June 2013 | JULY 2013 | JUNE 2021 | ** |
| 07 | 2006 JAN. | Dec. 2013 | JAN. 2014 | DEC. 2021 | ** |
| 08 | 2006 JULY | June 2014 | JULY 2014 | JUNE 2022 | ** |
| 09 | 2007 JAN. | Dec. 2014 | JAN. 2015 | DEC. 2022 | ** |
| 10 | 2007 JULY | June 2015 | JULY 2015 | JUNE 2023 | ** |
| 11 | 2008 JAN. | Dec. 2016 | JAN. 2016 | DEC. 2023 | ** |
| 12 | 2008 JULY | June 2016 | JULY 2016 | JUNE 2024 | ** |

Note:

1. Student Handbook & Prospectus of Management Programmes printed from 2008 onwards carries the information pertaining to maximum duration of 8 years fixed in MBA.
2. *For old students registered up to Jan. 2003 cycle of admission, max. duration of 8 years has been accounted as Dec. 2010.
3. The extended duration of 8 years, on seeking fresh admission has commenced from January 2011 for the old students initially registered up to the year 2003 January session. Therefore, the extended duration of 8 years indicated in Col. No.5 above, would be over by Dec. 2018 TEE, irrespective of whether they have sought fresh admission in January 2011 session or not. If they seek admission in subsequent session, the maximum duration would be reduced proportionately and in no case would exceed beyond Dec. 2018 TEE.
4. For the students of subsequent batches (initially registered from 2003 July session onwards), the extended duration would be as indicated in Col.No.5 above.
5. ** After seeking fresh admission through Form No.3, if any student fails to complete all the requirements for the award of Degree/Diploma within the 16 year duration (i.e. initial 8 years + extended duration of another 8 years) indicated in Col. No. 5 above, then he/she will have to come as fresh candidate 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 for maximum four courses in a semester to enable them to register/re-register for proper combination of 21 courses for the award of MBA Degree in five semesters**. However, course(s) once registered must be successfully completed within four semesters, failing which s/he would need to re-validate the registration for the course as prescribed in point no. 5 above. The validity of a course registered after 7th year of the initial admission to the Programme would be reduced appropriately, so that the prescribed maximum duration of eight years would remain unchanged.

CREDIT TRANSFER POLICY

If any student fails to complete all the requirements for the award of Degree/Diploma within the maximum prescribed duration, 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, a student has to submit an Examination form before the due dates as given in **the schedule of operations.**

If a student misses any term-end examination of a course for any reason, s/he may appear for any of them or all the 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 each of DIM, PGDIM, 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 four 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 (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 8 years, a provision of fresh admission to the Management Programme, under a new enrolment number has been made. The rules regarding transfer of credits from the old enrolment number are given in **Appendix-7**. The form for fresh admission in order to complete the leftover courses (**Form 3**) is also given along with **Appendix-7**.

SCHEDULE OF OPERATIONS

| Activities | First Semester (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 | 1st March to 31st March (without late fee) 1st April to 20th April - with ₹300 late fee 21st 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 20th October - with ₹300 late fee 21st October to 31st October - with ₹500 late fee 1st November to 15th November - with ₹1,000 late fee |
| vii) Dates for submission of Re-registration Form for next semester at RC | 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 ₹60/- per course.
2. Examination Form can also be filled up and submitted through IGNOU website www.ignou.ac.in till March 31st and September 30th for June and December Term-end examinations respectively.
3. Examination form is to be submitted at Regional Centre under which the examination centre falls, and demand draft is to be made in favour of IGNOU and payable at the city where the examination form is being submitted.

UNIVERSITY RULES

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 the year of their registration.

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.**

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 duly attested by (a) a Member of Parliament or a State Legislature; or (b) a Member of a District Council or a Metropolitan Council, a Municipal Corporation or Municipal Committee; or (c) a Gazetted Officer of the Central or a State Government; or (d) an officer of any banking company (including a co-operative bank) of the rank of Manager). **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 change 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)

FACULTY OF MANAGEMENT STUDIES

Director: Prof. Srilatha

List of 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, Ph.D.
Associate Professor

Dr. Nayantara Padhi
MA (IRPM), Ph.D.
Assistant Professor (Senior Scale)

FINANCIAL MANAGEMENT

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

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

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

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
Assistant Professor (Senior Scale)

CORPORATE MANAGEMENT

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

Dr. Neeti Agrawal
MBA, Ph.D., MADE
Associate Professor

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

ADMINISTRATIVE/SECRETARIAL STAFF

Mrs. Neeta Sethi, Asstt. Registrar

Mrs. Mukta Johri, Private Secretary

Mr. Gyanendra Kumar Sharma, Personal Assistant

Mrs. V. Silva Jyoti, Executive Assistant

Mr. Ranjeet Kumar, Assistant Executive (Data Processing)

Mrs. Neelam, Assistant Executive (Data Processing)

Mrs. Susheela, Assistant

Mr. Anand Prakash, Assistant

Mr. Narender Kumar, Stenographer

Mr. Naresh Kumar, JAT

Ms. Vandana, JAT

Mr. Sunil Kumar Chauhan, JAT

NAME AND CODE OF PROGRAMMES, ELIGIBILITY, FEES

| Sl. No. | Name of the Programme | Programme Code | Eligibility | Minimum Duration | Fee |
|---------|---|----------------|---|------------------|---------------------------------------|
| 1. | Master of Business Administration | MP | <p>Eligibility:</p> <p>1) Graduation in any discipline with 50% marks for general category/ 45% for reserved category as per Govt. of India rules, with 3 years' managerial/supervisory/ professional experience.</p> <p>OR</p> <p>Professional Degree with 50% marks in: Engineering/Medicine/ Chartered Accountancy (ICAI)/ Cost and Works Accountancy (ICWAI)/Company Secretaryship (ICSI)/Law.</p> <p>2) Clearance of OPENMAT conducted by IGNOU.</p> <p>3) There is no age bar.</p> | 2½ | ₹1,500 per course (₹3,000 for MS-100) |
| 2. | Post Graduate Diploma in Management | MP | Same as above | 1½ | ₹1,500/- per course |
| 3. | Post Graduate Diploma in Human Resource Management | MP | Same as above | 1 | ₹1,500/- per course |
| 4. | Post Graduate Diploma in Financial Management | MP | Same as above | 1 | ₹1,500/- per course |
| 5. | Post Graduate Diploma in Operations Management | MP | Same as above | 1 | ₹1,500/- per course |
| 6. | Post Graduate Diploma in Marketing Management | MP | Same as above | 1 | ₹1,500/- per course |
| 7. | Post Graduate Diploma in Financial Markets Practice | MP | Same as above | 1 | ₹1,500/- per course |
| 8. | Diploma in Management | MP | Same as above | 1 | ₹1,500/- per course |

NOTES :

- All Programmes are offered in English.
- Supervisory experience means that the person is in the supervisory cadre and supervising or looking after the work of a minimum of six subordinates reporting to him/her.
- Managerial experience means that the person is entrusted with decision making responsibilities.
- 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.

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

| 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 (DISTRICT: 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 - 382 481 GUJARAT 02717-242975-242976 02717-241579 02717-241580 rcahmedbad@ignou.ac.in | STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI, ARAVALLI) DAMAN & DADRA NAGAR HAVELI (U.T.) |
| 3 | AIZWAL | 19 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. C-4/5 R. HAUTLUANGA BUILDING UPPER REPUBLIC AIZWAL - 796 001 MIZORAM 0389-2311693 / 2311692 0389-2311789 rcaizwal@ignou.ac.in | STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI) |
| 4 | ALIGARH | 47 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in | STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/ KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR, SAMBHAL) |
| 5 | BANGALORE | 13 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747/26657376 080-26639711 080-26644848 rcbangalore@ignou.ac.in | STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI) |

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)- *Contd..*

| SL. NO. | REGIONAL CENTRE | RC CODE | ADDRESS | JURISDICTION |
|---------|-----------------|---------|--|--|
| 6 | BHAGALPUR | 82 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3RD FLOOR, SUMAN PLAZA CENTRAL JAIL ROAD, TILKAMANJHI BHAGALPUR BHAGALPUR BIHAR 812001 0641-2610055/2610066 rcbhagalpur@ignou.ac.in | STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER) |
| 7 | BHOPAL | 15 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS BHOPAL BHOPAL - 462 011 MADHYA PRADESH 0755-2578455/2578452 0755-2762524 0755-2578454 rcbhopal@ignou.ac.in | STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN) |
| 8 | BHUBANESHWAR | 21 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 0674-2301352 0674-2300349 rcbhubaneswar@ignou.ac.in | STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH) SRC-KANDHMAL (BALANGIR, SONEPUR, BOUDH) |
| 9 | BIJAPUR | 85 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BLDEA'S OLD ADMINISTRATIVE BUILDING, SMT. BANGARAMMA SAJJAN CAMPUS, SOLAPUR ROAD, BIJAPUR -586103 KARNATAKA 08352-260006 08352-260005 rcbijapur@ignou.ac.in | STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, HAVERI, GADAG, BELLARY) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR) |

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)- *Contd..*

| SL. NO. | REGIONAL CENTRE | RC CODE | ADDRESS | JURISDICTION |
|---------|-----------------|---------|--|--|
| 10 | CHANDIGARH | 06 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208, SECTOR 14 PANCHKULA - 134 109 HAYRANA 0172-2590277,2590278 0172-2590208 0172-2590279 rcchandigarh@ignou.ac.in | STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.) |
| 11 | CHENNAI | 25 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE G R COMPLEX THIRD FLOOR 407-408 ANNA SALAI NANDANAM CHENNAI - 600 035 TAMILNADU 044-24312766/24312979 044-24312799 rcchennai@ignou.ac.in | STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR, ARIYALUR), PUDUCHERRY (U.T.) |
| 12 | COCHIN | 14 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA 0484-2340203 / 2348189 2330891 0484-2340204 rccochin@ignou.ac.in | STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)) |
| 13 | DARBHANGA | 46 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CAMPUS, KAMESHWARANAGAR NEAR CENTRAL BANK DARBHANGA - 846 004, BIHAR 06272-251862, 06272-251833, 06272-253719 rcdarbhanga@ignou.ac.in | STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SHEOHAR, SITAMARHI, SAMISTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN) |
| 14 | DEHRADUN | 31 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 008 UTTARAKHAND 0135-2789200 0135-2789190 rcdehradun@ignou.ac.in | STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE, SHAMLI (PRABUDH NAGAR)) |

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)- *Contd.*

| SL. NO. | REGIONAL CENTRE | RC CODE | ADDRESS | JURISDICTION |
|---------|-----------------|---------|--|--|
| 15 | DELHI 1 | 07 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044 DELHI 011-26990082 /26990082-83 011-26990084 rcdelhi1@ignou.ac.in | STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTEN- SION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL) |
| 16 | DELHI 2 | 29 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 DELHI 011-23392374 /23392376 23392377 / 23392 737 011-23392375 rcdelhi2@ignou.ac.in | STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR) |
| 17 | DELHI 3 | 38 | DR. C. K. GHOSH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045 DELHI 011-25088964 011-25088983 rcdelhi3@ignou.ac.in | STATE OF DELHI (COVERING ARAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAHPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DIS- TRICT: GURGAON, MEWAT) |

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

| SL. NO. | REGIONAL CENTRE | RC CODE | ADDRESS | JURISDICTION |
|---------|-----------------|---------|---|--|
| 18 | DEOGHAR | 87 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASUWADIH, ROHINI ROAD DEOGHAR, JASIDIH JHARKHAND 814142 06432-34448 rcdeoghar@ignou.ac.in | STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH) |
| 19 | GANGTOK | 24 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5TH MILE TADONG NH-31A, BELOW CENTRAL REFERAL HOSPITAL, EAST SIKKIM GANKTOK - 737 102, SIKKIM 0359-231102/270923 0359-231103 rcgangtok@ignou.ac.in | STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM) |
| 20 | GUWAHATI | 04 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMCH ROAD CHRISTIAN BASTI GUWAHATI GUWAHATI ASSAM 781005 0361-2343771 / 2343785 0361-2343786 0361-2343784 rcguwahati@ignou.ac.in | STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, 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 PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH 040-23117550-53 040-23117554 rchyderabad@ignou.ac.in | STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, HYDERABAD, KARIM NAGAR, KHAMMAM, MEDAK, MAHABOON NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL) |
| 22 | IMPHAL | 17 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC, IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191 0385-2421192 rcimphal@ignou.ac.in | STATE OF MANIPUR (DIS- TRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL) |

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)- Contd..

| SL. NO. | REGIONAL CENTRE | RC CODE | ADDRESS | JURISDICTION |
|---------|-----------------|---------|--|---|
| 23 | ITANAGAR | 03 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-23517051/2247536 0360-2350990 rcitanagar@ignou.ac.in | STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG) |
| 24 | JABALPUR | 41 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 /2609896 2600219 0761-2609919 rcjabalpur@ignou.ac.in | STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, TIKAMGARH) |
| 25 | JAIPUR | 23 | REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785730 / 2785750 0141-2396427 0141-2784043 rcjaipur@ignou.ac.in | STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARALI, KOTA, SAWAIMADHEPUR, SIKAR, SRIGANGANAGAR & TONK) |
| 26 | JAMMU | 12 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001, JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2561154 rcjammu@ignou.ac.in | STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR) |
| 27 | JODHPUR | 88 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE EDUCATION AND WELFARE SOCIETY CAMPUS, PAL LINK ROAD, KAMLA NEHRU NAGAR, JODHPUR RAJASTHAN 342008 0291-2012986, 0291-2012987 rcjodhpur@ignou.ac.in | STATE OF RAJASTHAN COVERING (DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA) |

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

| SL. NO. | REGIONAL CENTRE | RC CODE | ADDRESS | JURISDICTION |
|---------|-----------------|---------|--|--|
| 28 | JORHAT | 37 | REGINOAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. 337 A.T. TOAD, TARAJAN POOL JORHAT - 785001, ASSAM 0376-2371116/2370214 0376-2371115 rcjorhat@ignou.ac.in | STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) Note: Currently under Guwahati RC) |
| 29 | KARNAL | 10 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 / 2260075 0184-2255738 rckarnal@ignou.ac.in | STATE OF HARYANA (DIS- TRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR) |
| 30 | KHANNA | 22 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 / 237361 01628-238284 rckhanna@ignou.ac.in | STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA) |
| 31 | KOHIMA | 20 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENDOUZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 0370-2260216 rckohima@ignou.ac.in | STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK) |
| 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 / 23589323 (RCL) 033-23347576 rckolkata@ignou.ac.in | STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA) |

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)- *Contd..*

| SL. NO. | REGIONAL CENTRE | RC CODE | ADDRESS | JURISDICTION |
|---------|-----------------|---------|--|--|
| 33 | KORAPUT | 44 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND WOMEN'S COLLEGE AT/PO/DISTT.-KORAPUT 764 020, ORISSA 06852-251535 06852-251535 06852-252503 rckorapat@ignou.ac.in | STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, (SRC-KANDHMAL-BOLANGIR, SONEPUR, BOUDH)), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR, SUKMA, KONDAGAON) |
| 34 | LUCKNOW | 27 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW 226 024 UTTAR PRADESH 0522-2746120 / 2745114 0522-2746145 rclucknow@ignou.ac.in | STATE OF UTTAR PRADESH (DISTRICT: AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPURko, HARDOI, JALAUN(ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO) |
| 35 | MADURAI | 43 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI, 625 018 TAMIL NADU 0452-2370733 0452-2370588 rcmadurai@ignou.ac.in | STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR) |
| 36 | MUMBAI | 49 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI MUMBAI - 400 081 MAHARASHTRA 022-25633159 / 25635540 022-25635411 rcmumbai@ignou.ac.in | STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN) |

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

| SL. NO. | REGIONAL CENTRE | RC CODE | ADDRESS | JURISDICTION |
|---------|-----------------|---------|---|--|
| 37 | NAGPUR | 36 | DR.P.SIVASWAROOP REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033, MAHARASHTRA 0712-2536999,2537999 0712-2022000, 0712-2538999 rcnagpur@ignou.ac.in | STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI) |
| 38 | NOIDA | 39 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in | STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT, GHAZIPUR, BULANDSHAHR, HAPUR) STATE OF DELHI (MAYUR VIHAR PH-I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE) |
| 39 | PANAJI | 08 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM - 403 521, GOA 0832-2414553 0832-2414550 rcpanaji@ignou.ac.in | STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGHDHURG) |
| 40 | PATNA | 05 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001, BIHAR 0612-2219539 / 2219541 0612-2219538 rcpatna@ignou.ac.in | STATE OF BIHAR (DISTRICT: ARWAL,AURANGABAD,BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPPRA) |
| 41 | PORT BLAIR | 02 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS, SOUTH POINT PORT BLAIR, 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 03192-230111 rcportblair@ignou.ac.in | ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR) |
| 42 | PUNE | 16 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR 270, SENAPATI BAPAT ROAD PUNE - 411 016, MAHARASHTRA 020-25671867 / 25651321 020-25671864 rcpune@ignou.ac.in | STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR) |

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)- *Contd.*

| SL. NO. | REGIONAL CENTRE | RC CODE | ADDRESS | JURISDICTION |
|---------|-----------------|---------|--|---|
| 43 | RAGHUNATHGANJ | 50 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK, FULTALA MURSHIDABAD, RAGHUNATHGANJ WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 03483-271666 rcraghunathganj@ignou.ac.in | STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA) |
| 44 | RAIPUR | 35 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX KACHNA POST: SADDU RAIPUR - 492 014 CHHATTISGARH 0771-2428285 / 5056508 0771-2445839 0771-2445839 rcraipur@ignou.ac.in | STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI) |
| 45 | RAJKOT | 42 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT, 360 005 GUJARAT 0281-2572988 0281-2571603 rcrajkot@ignou.ac.in | STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV- BHOO MI DWARKA, GIR- SOMNATH, BOTAD, MORBI), DIU (U.T.) |
| 46 | RANCHI | 32 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022 JHARKHAND 0651-2244688 / 2244699 / 2244677 0651-2244677 0651-2244400 rcranchi@ignou.ac.in | STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA, KHARASAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD) |
| 47 | SAHARSA | 86 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAUSHALYA MANSION NAYA BAZAR, SAHARSA 852201 BIHAR 06478-219014, 219015 06478-219018 rcsaharsa@ignou.ac.in | STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATI HAR, ARARIYA, KISHANGANJ & PURNIA) |

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

| SL. NO. | REGIONAL CENTRE | RC CODE | ADDRESS | JURISDICTION |
|---------|-----------------|---------|--|--|
| 48 | SHILLONG | 18 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117 / 2521271 0364-2520503 0364-2521271 rcshillong@ignou.ac.in | STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, RI BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS) |
| 49 | SHIMLA | 11 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI, SHIMLA 171 002 HIMACHAL PRADESH 0177-2624612 / 2624613 0177-2624611 rcshimla@ignou.ac.in | STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA) |
| 50 | SILIGURI | 45 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J C BOSE ROAD SUBHAS PALLY, SILIGURI SILIGURI - 734 001, WEST BENGAL 0353-2526818/2526819 0353-2526829 0353-2526829 rcsiliguri@ignou.ac.in RCSILIGURI45@GMAIL.COM | STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR) |
| 51 | SRINAGAR | 30 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 0194-2311258 0194-2311259 rcsrinagar@ignou.ac.in | STATE OF JAMMU & KASH- MIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR) |
| 52 | TRIVANDRUM | 40 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL KILLIPPALAM KARAMANA PO TRIVANDRUM - 695 002 KERALA 0471-2344113/2344120 0471-2344115 0471-2344121 rcrivandrum@ignou.ac.in | STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI, TUTICORIN, TIRUNELVELI) |

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)- Contd..

| SL. NO. | REGIONAL CENTRE | RC CODE | ADDRESS | JURISDICTION |
|---------|-----------------|---------|---|--|
| 53 | VARANASI | 48 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI 221005 UTTAR PRADESH 0542-2368022 / 2368622 0522-2364893 0542-2369629 rcvaranasi@ignou.ac.in | STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI, ALLAHABAD, AMETHI, PRATAPGARH, SULTANPUR) |
| 54 | VATAKARA | 83 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NUT STREET (PO) VATAKARA, KOZHIKODE 873104, KERALA 0496-2525281 0496-2515413 rcvatakara@ignou.ac.in | STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAND, KOZHIKODE) |
| 55 | VIJAYAWADA | 33 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SKPVV HINDU HIGH SCHOOL KOTHAPET VIJAYAWADA 520 001 ANDHRAPRADESH 0866-2565253 / 2565959 0866-2565253 0866-2565353 rcvijayawada@ignou.ac.in | STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, KHAMMAM, (SRC-TIRUPATI-CHITTOOR, KADAPA, KURNOOL, ANANTAPUR)) |
| 56 | VISAKHAPATNAM | 84 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM-530017 ANDHRA PRADESH 0891-2511200 0891-2511300 rcvisakhapatnam@ignou.ac.in | STATE OF ANDHRA PRADESH COVERING (DISTRICTS EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM) |

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 iarcc_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, 207017 |
| 2 | AHMEDABAD | 0901 | AHMEDABAD | COORDINATOR IGNOU STUDY CENTRE L.D. ARTS COLLEGE NAVRANGPURA, AHMEDABAD GUJARAT-380009 079-26302260 |
| 3 | AHMEDABAD | 0902 | VADODARA | COORDINATOR IGNOU STUDY CENTRE M.S. UNIVERSITY GENERAL EDUCATION BUILDING VADODARA GUJARAT-390002 0265-2794580, 2785863 |
| 4 | AHMEDABAD | 0905 | SURAT | COORDINATOR IGNOU STUDY CENTRE MTB ARTS COLLEGE SURAT GUJARAT-395001 0261-2668621 |
| 5 | AHMEDABAD | 0909 | MEHSANA | COORDINATOR IGNOU STUDY CENTRE NEW PROGRESSIVE EDUCATION TRUST ABOVE HOMEOPATHY COLLEGE MEHSANA GUJARAT-384002 02764-262686, 223883 |
| 6 | AHMEDABAD | 0910 | ANAND | COORDINATOR IGNOU STUDY CENTRE SARDAR PATEL UNIVERSITY UNIVERSITY HEALTH CENTRE VALLABH VIDYANAGAR ANAND GUJARAT-388120 02692-230966, 238417 |
| 7 | AHMEDABAD | 0911 | GANDHINAGAR | COORDINATOR IGNOU STUDY CENTRE SAMARPAN ARTS & COMMERCE COLLEGE GANDHINAGAR GUJARAT 079-23232361 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 8 | AHMEDABAD | 0913 | BHARUCH | COORDINATOR IGNOU STUDY CENTRE ANJUMAN-E-TALIME-IDARA COURT ROAD, OPPOSITE TREASURY BHARUCH, GUJARAT-392001 02642-260082, 242662 |
| 9 | AHMEDABAD | 0920 | AHMEDABAD | COORDINATOR IGNOU STUDY CENTRE L.J. COMMERCE COLLEGE VASTRAPUR, AHMEDABAD GUJARAT-380015 079-26747453, 26742878 |
| 10 | AHMEDABAD | 0922 R | ANKLESHWAR | COORDINATOR IGNOU RECOG. STUDY CENTRE ANKLESHWAR IND. DEV. SOCIETY PLOT NO. 910 GIDC ESTATE, ANKLESHWAR GUJARAT-390002 02646-252400, 220536 |
| 11 | AHMEDABAD | 2901 | DAMAN & DIU | COORDINATOR IGNOU STUDY CENTRE DAMAN GOVERNMENT ARTS COLLEGE DAMAN & DIU, DAMAN & DIU-396210 02638-256027, 263359 |
| 12 | AHMEDABAD | 09132 D | SABARMATI | COORDINATOR IGNOU SPCL STUDY CENTRE CENTRAL PRISON SABARMATI AHMEDABAD, GUJARAT-380027 079-27521692 |
| 13 | ALIGARH | 2702 | AGRA | COORDINATOR IGNOU STUDY CENTRE ST. JOHN'S COLLEGE AGRA FORT, AGRA UTTAR PRADESH-282002 0562-2523366, 0562-350788 |
| 14 | ALIGARH | 2713 | ALIGARH | COORDINATOR IGNOU STUDY CENTRE ALIGARH MUSLIM UNIVERSITY ALIGARH, UTTAR PRADESH-202002 0571-405800 |
| 15 | ALIGARH | 2714 | MORADABAD | COORDINATOR IGNOU STUDY CENTRE HINDU COLLEGE, STATION ROAD MORADABAD, UTTAR PRADESH-244001 0591-2315999 0591-2412414, 2314992 |

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 | 2764 | MATHURA | COORDINATOR IGNOU STUDY CENTRE BABU SHIVNATH AGRAWAL COLLEGE MATHURA, UTTAR PRADESH-281004 0565-461532, 461547 |
| 17 | BANGALORE | 1301 | BANGALORE | COORDINATOR IGNOU STUDY CENTRE BES COLLEGE OF ARTS & SCIENCE IV 'T' BLOCK, JAYANAGAR BANGALORE KARNATAKA-560011 080-6540711, 080-6634159 |
| 18 | BANGALORE | 1302 | MANGALORE | COORDINATOR IGNOU STUDY CENTRE ST. ALOYSIUS COLLEGE KODIALBAIL MANGALORE KARNATAKA-575003 0824-2447274 0824-423576/425808 |
| 19 | BANGALORE | 1305 | MYSORE | COORDINATOR IGNOU STUDY CENTRE VIDYAVARDHAKA LAW COLLEGE SHESHADRI IYER ROAD MYSORE KARNATAKA-570021 0821-2423374 0821-570002 0821-423231 kbvasudeva@yahoo.com |
| 20 | BANGALORE | 1309 | BANGALORE | COORDINATOR IGNOU STUDY CENTRE AL-AMEEN ARTS SCI. & COM. COL. HOSUR ROAD NEAR LAL BAGH MAIN GATE BANGALORE KARNATAKA-560002 080-2222402 080-2243189 |
| 21 | BANGALORE | 1311 | DEVANGERE | COORDINATOR IGNOU STUDY CENTRE BAPUJI INSTT. OF ENGG & TECH. SHAMANUR ROAD DAVANGERE KARNATAKA-577004 08192-223575 08192-221750 08192-223261 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|--|
| 22 | BANGALORE | 1314 | BANGALORE | COORDINATOR IGNOU STUDY CENTRE BANGALORE INSTT. OF TECHNOLOGY K.R. ROAD V.V. PURAM BANGALORE KARNATAKA-560004 080-6529090 080-6678596 |
| 23 | BANGALORE | 1319 | TUMKUR | COORDINATOR IGNOU STUDY CENTRE SRI SIDDARTHA INSTT. OF TECH TUMKUR KARNATAKA-572105 0816-2200005 0816-77188 |
| 24 | BANGALORE | 1320 | BANGALORE | COORDINATOR IGNOU STUDY CENTRE GOVERNMENT SCIENCE COLLEGE NRUPATHUNGA ROAD BANGALORE KARNATAKA-560001 080-22276093 080-6655017 |
| 25 | BANGALORE | 1344 | BANGALORE | COORDINATOR IGNOU STUDY CENTRE CMR INSTT. OF MNGMT.STUDIES 2079, 2ND CROSS, 3RD BLOCK HENNR BNSWLI LAYOUT, KALYANGR BANGALORE KARNATAKA 080-25446374 |
| 26 | BANGALORE | 1388 P | BANGALORE | PROG I/C IGNOU PROG STUDY CENTRE ICFAI BUSINESS SCHOOL SRINIVASA INDUSTRIAL ESTATE KANAKAPURA ROAD BANGALORE KARNATAKA-560062 080-26860100 |
| 27 | BANGALORE | 13129 | BANGALORE | COORDINATOR IGNOU STUDY CENTRE SURANA COLLEGE CENTRE FOR PG STUDIES 17 TUMKUR MYSORE RING RD KENGERI SATELLITE TOWN BANGALORE KARNATAKA 080-284836382 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 28 | BHAGALPUR | 0505 | BHAGALPUR | COORDINATOR IGNOU STUDY CENTRE MARWARI COLLEGE (T.M. BHAGALPUR UNIVERSITY) BHAGALPUR BIHAR-812007 0641-403143 |
| 29 | BHOPAL | 1501 | BHOPAL | COORDINATOR IGNOU STUDY CENTRE MOTILAL VIGYAN MAHAVIDYALAYA BHOPAL MADHYA PRADESH-462008 0755-551460 0755-765052 |
| 30 | BHOPAL | 1504 | GWALIOR | COORDINATOR IGNOU STUDY CENTRE JIWAJI UNIVERSITY GWALIOR MADHYA PRADESH-474011 0751-341450 0751-341922 |
| 31 | BHOPAL | 1506 | INDORE | COORDINATOR IGNOU STUDY CENTRE HOLKAR SCIENCE COLLEGE INDORE MADHYA PRADESH-452001 0731-464074 0731-461416 |
| 32 | BHOPAL | 1516 | UJJAIN | COORDINATOR IGNOU STUDY CENTRE VIKRAM UNIVERSITY, UJJAIN MADHYA PRADESH-456010 0734-511010 0734-512211 |
| 33 | BHOPAL | 1519 | RAJGARH | COORDINATOR IGNOU STUDY CENTRE GOVERNMENT BOYS PG COLLEGE RAJGARH MADHYA PRADESH-465661 07372-55033 07372-55289 |
| 34 | BHOPAL | 15219 | INDORE | COORDINATOR IGNOU STUDY CENTRE INDIAN INSTITUTE OF MANAGEMENT PRABANDH SHIKHAR RAU-PITHMPUR ROAD INDORE-MP-453556 0731-2439-570 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 35 | BHUBANESHWAR | 2101 | BHUBANESHWAR | COORDINATOR IGNOU STUDY CENTRE KALINGA INSTT OF INDL. TECH PATIA, BHUBANESHWAR ORISSA-751024 0674-441997, 443271, 554464 0674-581147 |
| 36 | BHUBANESHWAR | 2103 | ROURKELA | COORDINATOR IGNOU STUDY CENTRE GOVERNMENT COLLEGE ROURKELA ORISSA-796004 0661-506170 0661-646994 |
| 37 | BHUBANESHWAR | 2104 | BERHAMPUR | COORDINATOR IGNOU STUDY CENTRE KHALIKOTE COLLEGE GANJAM BERHAMPUR ORISSA-760001 0680-230614 0680-215777 |
| 38 | BHUBANESHWAR | 2106 | BALASORE | COORDINATOR IGNOU STUDY CENTRE FAKIR MOHAN COLLEGE BALASORE ORISSA-756001 06782-67681 06782-62018 |
| 39 | BHUBANESHWAR | 2108 | SAMBALPUR | COORDINATOR IGNOU STUDY CENTRE GANGADHAR MEHER COLLEGE SAMBALPUR ORISSA-768004 0663-522423 |
| 40 | 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 0671-2614092 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|--|
| 41 | BIJAPUR | 1304 | GULBARGA | COORDINATOR IGNOU STUDY CENTRE GULBARGA UNIVERSITY GULBARGA UNIVERSITY CAMPUS GULBARGA KARNATAKA-585106 08472-445728 08472-33079 |
| 42 | BIJAPUR | 1310 | BELLARY | COORDINATOR IGNOU STUDY CENTRE VEERA SAIVA COLLEGE CANTONMENT BELLARY KARNATAKA-583101 08392-243468 08392-71238 |
| 43 | BIJAPUR | 13113 | BELLARY | COORDINATOR IGNOU STUDY CENTRE O P JINDAL CENTRE OPP TO POLICE QUARTERS VIDYANAGAR PO, TORNAGAIU BELLARY KARNATAKA-583275 08395 250120 |
| 44 | CHANDIGARH | 0601 | CHANDIGARH | COORDINATOR IGNOU STUDY CENTRE PUNJAB UNIVERSITY DEPT. OF CORESSPONDENCE COURSE CHANDIGARH CHANDIGARH-160017 0172-2543433 9417724247,981556664 |
| 45 | CHANDIGARH | 0602 | CHANDIGARH | COORDINATOR IGNOU STUDY CENTRE DAV COLLEGE SECTOR 10 CHANDIGARH CHANDIGARH-160011 0172-743980, 2744046 0172-741708 KEPT IN ABYANCE NOT,12 211011 |
| 46 | CHANDIGARH | 1036 | AMBALA | COORDINATOR IGNOU STUDY CENTRE M.D.S.D. GIRLS COLLEGE AMBALA CITY HARYANA 134002 0171-2599541, 2518341 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|--|
| 47 | CHANDIGARH | 2203 | PATIALA | COORDINATOR IGNOU STUDY CENTRE PUNJABI UNIVERSITY ARTS BLOCK - III TOP FLOOR, PATIALA PUNJAB-147002 0175-2282885 98550002 patiala2203@gmail.com |
| 48 | CHENNAI | 2501 | CHENNAI | COORDINATOR IGNOU STUDY CENTRE DDGD VAISHNAVA COLLEGE 445, E.V.R. PERIYAR HIGH ROAD ARUMBAKKAM, CHENNAI TAMILNADU-600106 044-24753233 |
| 49 | CHENNAI | 2506 | SALEM | COORDINATOR IGNOU STUDY CENTRE THYAGARAJAR POLYTECHNIC P B NO. 523, SALEM TAMILNADU-636005 0427-2446219 |
| 50 | CHENNAI | 2532 | THIRUVELLORE | COORDINATOR IGNOU STUDY CENTRE JAYA COLLEGE OF ARTS & SCIENCE MTH ROAD TIRUNINRAVUR THIRUVELLORE TAMILNADU-602024 044-26390808 |
| 51 | CHENNAI | 2534 | HOSUR | COORDINATOR IGNOU STUDY CENTRE ER. PERUMAL MANIMEKALAI P'NIC KRISHNAGIRI HIGHWAYS KONERIPALLI, HOSUR TAMILNADU-635117 04344-257354 04344-45603 |
| 52 | CHENNAI | 2564 | TIRUCHENGODE | COORDINATOR IGNOU STUDY CENTRE K.S. RANGASAMY COLLEGE OF TECH KSR KALVI NAGAR THOKKAVADI POST (NAMAKKAL DT.) THIRUCHENGODE TAMILNADU 637209 04288-274759 |

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 | 2570 | PERAMBALUR | COORDINATOR IGNOU STUDY CENTRE THANTHAI HANS ROEVER COLLEGE PERAMBALUR TAMILNADU-621212 04328-275168 |
| 54 | CHENNAI | 2593 | VELLORE | COORDINATOR IGNOU STUDY CENTRE VOORHEES COLLEGE OFFICERS LINE VELLORE TAMILNADU-632001 0416-2220317 0416-2212399 |
| 55 | CHENNAI | 3101 | PONDICHERRY | COORDINATOR IGNOU STUDY CENTRE ACADEMIC STAFF COLLEGE CENTRAL UNIVERSITY LAWSPET PUDUCHERRY PUDUCHERY-605008 0413-2252300 |
| 56 | CHENNAI | 25160 | CHENNAI | COORDINATOR IGNOU STUDY CENTRE SHRI S S S JAIN COLLEGE(WOMEN) NO 3 MADLEY ROAD T NAGAR CHENNAI TAMILNADU-600017 044-24328506 |
| 57 | CHENNAI | 25180 P | CHENNAI | PROG I/C IGNOU PROG STUDY CENTRE ICFAI BUSINESS SCHOOL HARINI TOWERS,NO7 CONRAN SMITH ROAD, GOPALAPURAM ROYAPETTAH CHENNAI TAMILNADU-600086 044-28353562 |
| 58 | COCHIN | 1402 | COCHIN | COORDINATOR IGNOU STUDY CENTRE SACRED HEART COLLEGE THEVARA, COCHIN KERALA-682013 0484-2663225 0484-311225 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|--|
| 59 | COCHIN | 1407 | TRICHUR | COORDINATOR IGNOU STUDY CENTRE SREE KERALA VERMA COLLEGE TRICHUR KERALA-680001 0487-2380355 0487-360204 |
| 60 | COCHIN | 1435 D | ALLEPPEY | COORDINATOR IGNOU SPL STUDY CENTRE-RA IMPERIAL COLLEGE MICHEL JUNCTION MAVELIKKARA ALLEPPEY, KERALA- 0479-2302898 |
| 61 | COCHIN | 14156 | PALAKKAD | COORDINATOR IGNOU STUDY CENTRE PALGHAT MANAGEMENT ASSOCIATION MANAGEMENT HOUSE 066 NH 47 MARUTHARODE PALAKKAD, KERALA 678007 |
| 62 | COCHIN | 14157 | KOCHI | COORDINATOR IGNOU SPL STUDY CENTRE R.M.A.S 3RD FLOOR GCDA SHOPPIN COMPLEX MARINE DRIVE KOCHI KERALA-682031 0484-2353544 |
| 63 | COCHIN | 14165 D | THRIKKAKARA | COORDINATOR IGNOU SPCL STUDY CENTRE BHARATA MATA COLLEGE THRIKKAKARA P.O. COCHIN KERALA-682021 0484-2425121 |
| 64 | COCHIN | 14166 | COCHIN | COORDINATOR IGNOU STUDY CENTRE THE COCHIN COLLEGE COCHIN, 682002 0484-2224954 |
| 65 | DARBHANGA | 0504 | MUZAFFARPUR | COORDINATOR IGNOU STUDY CENTRE BRA BIHAR UNIVERSITY LIBRARY CAMPUS MUZAFFARPUR BIHAR-842001 0621-265642 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 66 | DARBHANGA | 0557 | MADHUBANI | COORDINATOR IGNOU STUDY CENTRE RAMKRISHNA COLLEGE MADHUBANI BIHAR-847211 06276-22264 |
| 67 | DEHRADUN | 2705 | DEHRADUN | COORDINATOR IGNOU STUDY CENTRE D.A.V. PG COLLEGE D A V COLLEGE ROAD DEHRADUN UTTRANCHAL-248001 0135-744019 0135-742828 |
| 68 | DEHRADUN | 2711 | HALDWANI | COORDINATOR IGNOU STUDY CENTRE MB GOVERNMENT PG COLLEGE HALDWANI UTTRANCHAL-263141 05946-24300 05946-21900 |
| 69 | DEHRADUN | 2717 | ALMORA | COORDINATOR IGNOU STUDY CENTRE KUMAON UNIVERSITY ALMORA UTTRANCHAL-263601 05962-33771 |
| 70 | DEHRADUN | 2749 | MUZAFFARNAGAR | COORDINATOR IGNOU STUDY CENTRE S.D. COLLEGE BHOPA ROAD MUZAFFAR NAGAR UTTAR PRADESH-251001 0131-402354, 406737 |
| 71 | DEHRADUN | 3702 | SAHARANPUR | COORDINATOR IGNOU STUDY CENTRE MAHARAJ SINGH COLLEGE SAHARANPUR UTTAR PRADESH-247001 0132-661818, 661616 |
| 72 | DEHRADUN | 3715 | PANTNAGAR | COORDINATOR IGNOU STUDY CENTRE G B PANT UNIVERSITY AGRICULTURE & TECHNOLOGY PANTNAGAR, DIST U.S.NAGAR UTTARKHAND-263145 05944-233579 KEEP IN ABYANCE |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 73 | DEHRADUN | 47002 | NAJIBABAD | COORDINATOR IGNOU STUDY CENTRE SAHU JAIN P G COLLEGE, NAJIBAD UTTAR PRADESH-246763 01341-230020 |
| 74 | DELHI 1 | 0713 | DELHI | COORDINATOR IGNOU STUDY CENTRE JESUS & MARY COLLEGE UNIVERSITY OF DELHI CHANAKYAPURI, NEW DELHI DELHI-110021 011-4108113 |
| 75 | DELHI 1 | 0747 | DELHI | COORDINATOR IGNOU STUDY CENTRE ALLIANCE EDUCARE & RES PVT LTD C/O LAXMAN PUBLIC SCHOOL HAUZ KHAZ ENCLAVE , HAUZ KHAZ NEW DELHI-110016 011-6865129 |
| 76 | DELHI 1 | 0757 | DELHI | COORDINATOR IGNOU STUDY CENTRE AMITY INSTITUTE OF EDUCATION AMITY CAMPUS 44 M-BLOCK, SAKET NEW DELHI-110017 011-6569050 011-6966592 |
| 77 | DELHI 1 | 1007 | FARIDABAD | COORDINATOR IGNOU STUDY CENTRE PT. J.L. NEHRU GOVT. COLLEGE SECTOR - 16A FARIDABAD HARYANA-121001 0129-2288147 |
| 78 | DELHI 1 | 1042 | FARIDABAD | COORDINATOR IGNOU STUDY CENTRE GOVT COLLEGE FOR WOMEN SECTOR 16-17 FARIDABAD HARYANA 0129-2284616 |
| 79 | DELHI 1 | 07103 | DELHI | COORDINATOR IGNOU STUDY CENTRE COLLEGE OF VOCATIONAL STUDIES SHEIKH SARAI, PHASE II NEW DELHI-110017 011-29258544, 29258792 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 80 | DELHI 1 | 07153 | DELHI | COORDINATOR IGNOU STUDY CENTRE MODI ACADEMIC INTERNATIONAL INSITUTE, 24-A LAJPAT NAGAR IV RING ROAD NEW DELHI-110024 011-40574000 |
| 81 | DELHI 1 | 07177 | SARITA VIHAR | COORDINATOR IGNOU REGULAR STUDY CENTRE KAUTILYA INSTITUTE OF TECH. EDUCATION,C/OJ.N.INTR. SCHL. JAGDAMBA COLONY, AALI VILLAGE SARITA VIHAR NEW DELHI-110076 8287892005 |
| 82 | DELHI 2 | 0712 | DELHI | COORDINATOR IGNOU STUDY CENTRE VIVEKANAND MAHILA COLLEGE VIVEK VIHAR NEW DELHI-110032 011-2141427 REVIVALON10032010 |
| 83 | DELHI 2 | 0731 | DELHI | COORDINATOR IGNOU STUDY CENTRE PC TRAINING INSTITUTE PCTI HOUSE, UU-11 NORTH PITAMPURA NEW DELHI-110034 011-7083676, 7426970 |
| 84 | DELHI 2 | 0769 | DELHI | COORDINATOR IGNOU STUDY CENTRE SHYAM LAL COLLEGE G.T. ROAD SHAHDARA, DELHI DELHI-110032 011-22584883 |
| 85 | DELHI 2 | 0772 | DELHI | COORDINATOR IGNOU STUDY CENTRE ACHARYA INST OF PROF. STUDIES 2647, HUDSON LANE NORTH CAMPUS, DELHI DELHI-110009 011-27121868, 27216118 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 86 | DELHI 2 | 0776 P | DELHI | PROG. I/C IGNOU PROG. STUDY CENTRE UNIV. INSTT OF COMPUTERS & TEC 'A' BLOCK, UPS CAMPUS PREET VIHAR, NEW DELHI DELHI-110092 011-22440117 |
| 87 | DELHI 2 | 0784 | ROHINI | COORDINATOR IGNOU STUDY CENTRE BITCOM SERVICES (P) LTD. PLOT NOT 366,3RD FLOOR KOHAT ENCLAVE, DELHI DELHI-110034 011-27949977, 27949988 |
| 88 | DELHI 2 | 29010 | DELHI | COORDINATOR IGNOU STUDY CENTRE TECNIA INSTITUE, 5 PSP MADHUBAN CHOWK ROHINI DELHI-110085 |
| 89 | 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 011-47254725 |
| 90 | DELHI 2 | 29032 | DELHI | COORDINATOR IGNOU STUDY CENTRE JAGANNATH INSTITUTE OF MANAGEMENTY SCIENCES PLOT NO 2 COMMUNITY CENTRE SECTOR 3 ROHINI NEW DELHI-110058 011-45184100,27519276 |
| 91 | DELHI 2 | 29038 | PATPARGANJ | COORDINATOR IGNOU STUDY CENTRE GOVINDAM BUSINESS SCHOOL 514, INDUSTRIAL ESTATE PATPARGANJ, DELHI-110092 011-22140555 |
| 92 | DELHI 2 | 29045 | SHALIMAR BAGH | COORDINATOR IGNOU REGULAR STUDY CENTRE SCHOOL OF PROFESSIONAL DEVELOPMENT, AG-22 RING ROAD, SHALIMAR BAGH DELHI-110088 011-64594720 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 93 | DELHI 3 | 0719E | HARI NAGAR | ASSISTANT COORDINATOR IGNOU SUB-STUDY CENTRE CENTRAL JAIL NO. 5 TIHAR JAIL LAJWANTI CHOWK, HARI NAGAR NEW DELHI-110064 |
| 94 | DELHI 3 | 0701 | DELHI | COORDINATOR IGNOU STUDY CENTRE SHYAMA PRASAD MUKHERJEE COLL. FOR WOMEN PUNJABI BAGH (WEST) NEW DELHI-110026 011-5165598, 5934499 011-3389371 |
| 95 | DELHI 3 | 0709 | DELHI | COORDINATOR IGNOU REGULAR STUDY CENTRE ARYABHATTA COLLEGE BENITO JUAREZ ROAD ANAND NIKETAN NEW DELHI-110021 011-24110490 |
| 96 | DELHI 3 | 0719 | DELHI | COORDINATOR IGNOU STUDY CENTRE TIHAR CENTRAL JAIL NO. 3, TIHAR JAIL HARI NAGAR (ONLY FOR INMATES) NEW DELHI-110064 011-28522460 |
| 97 | DELHI 3 | 0719BS | HARI NAGAR | ASSISTANT COORDINATOR IGNOU SUB-STUDY CENTRE CENTRAL JAIL NO. 1 TIHAR JAIL LAJWANTI CHOWK, HARI NAGAR NEW DELHI-110064 |
| 98 | DELHI 3 | 0719CS | HARI NAGAR | ASSISTANT COORDINATOR IGNOU SUB-STUDY CENTRE CENTRAL JAIL NO. 2 TIHAR JAIL LAJWANTI CHOWK, HARI NAGAR NEW DELHI-110064 |
| 99 | DELHI 3 | 0719DS | HARI NAGAR | ASSISTANT COORDINATOR IGNOU SUB-STUDY CENTRE CENTRAL JAIL NO. 4 TIHAR JAIL LAJWANTI CHOWK HARI NAGAR NEW 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 |
|---------|-----------------|-------------------|-----------------------|--|
| 100 | DELHI 3 | 0719FS | HARI NAGAR | ASSISTANT COORDINATOR IGNOU SUB-STUDY CENTRE CENTRAL JAIL NO. 7 TIHAR JAIL JALWANTI CHOWK, HARI NAGAR NEW DELHI-110064 |
| 101 | DELHI 3 | 0719GS | HARI NAGAR | ASSISTANT COORDINATOR IGNOU SUB-STUDY CENTRE CENTRAL JAIL NO. 8 TIHAR JAIL JALWANTI CHOWK, HARI NAGAR NEW DLHI-110064 |
| 102 | DELHI 3 | 0719HS | HARI NAGAR | ASSISTANT COORDINATOR IGNOU SUB-STUDY CENTRE TIHAR JAILS EMPLOYEES RESID. COMPLEX, TIHAR JAIL LAJWANTI CHOWK, HARI NAGAR NEW DELHI-110064 |
| 103 | DELHI 3 | 0737 | DELHI | COORDINATOR IGNOU STUDY CENTRE ATMA RAM SANATAN DHARMA COLLEG UNIVERSITY OF DELHI DHAULA KHAN NEW DELHI-110021 011-4673436, 4671390 |
| 104 | DELHI 3 | 0762 | DELHI | COORDINATOR IGNOU STUDY CENTRE MAHARAJA SURAJMAL INSTITUTE C - 4, JANAKPURI NEW DELHI-110058 011-5552667 msi@bol.net.in |
| 105 | DELHI 3 | 1006 | GURGAON | COORDINATOR IGNOU STUDY CENTRE DRONACHARYA GOVERNMENT COLLEGE GURGAON HARYANA-122001 0916-336197, 320322 |
| 106 | DELHI 3 | 1045 | GURGAON | COORDINATOR IGNOU STUDY CENTRE GOVT GIRLS COLLEGE SECTOR 14 GURGAON HARYANA 95124-2320783 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|--|
| 107 | DELHI 3 | 07109 | DELHI | COORDINATOR IGNOU STUDY CENTRE INSTITUTE OF PUBLIC HEALTH & HYGIENE,RZ A-44, MAHIPALPUR DELHI-110037 |
| 108 | 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 011-32423131 |
| 109 | DELHI 3 | 07127 D | DELHI | COORDINATOR IGNOU SPL STUDY CENTRE INST. OF VOCATIONAL STUDIES C/O BASWA INTERNATIONAL SCHOOL SETCOR 23 DWARKA, NEW DELHI-110075 011-65251493 |
| 110 | DELHI 3 | 38015 D | GURGAON | COORDINATOR IGNOU SPL STUDY CENTRE (IN) DISTRICT JAIL, BHONDSI GURGAON, HARYANA-122002 0124-2265373 |
| 111 | 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 9910130911 |
| 112 | GUWAHATI | 0401 | GUWAHATI | COORDINATOR IGNOU STUDY CENTRE GUWAHATI UNIVERSITY GUWAHATI ASSAM-781014 0361-670185 0361-572697 |
| 113 | GUWAHATI | 0404 | BONGAIGAON | COORDINATOR IGNOU STUDY CENTRE BIRJHORA MAHAVIDYALAYA BONGAIGAON ASSAM-783380 03664-22544 03664-20508 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 114 | HYDERABAD | 0101 | HYDERABAD | COORDINATOR IGNOU STUDY CENTRE PMR DEGREE COLLEGE CHINTALAKUNTA CHECK POST L.B. NAGAR HYDERABAD ANDHRA PRADESH-500074 040-7535299 |
| 115 | HYDERABAD | 0105 | WARANGAL | COORDINATOR IGNOU STUDY CENTRE LAL BAHADUR COLLEGE WARANGAL ANDHRA PRADESH-506007 08712-21122 |
| 116 | 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 040-2335189-92,23350061-62 |
| 117 | IMPHAL | 1701 | IMPHAL | COORDINATOR IGNOU STUDY CENTRE MANIPUR UNIVERSITY UNIVERSITY CAMPUS CANCHIPUR, IMPHAL MANIPUR-795003 225091 |
| 118 | IMPHAL | 1723 P | IMPHAL | PROG I/C IGNOU PROG STUDY CENTRE INSITUTION FOR TRADITIONAA ARTS & CULTURE KHURAI SAJOR LEIKAI IMPHAL EAST PO LAMLONG BAZAR 795010 09862065931 |
| 119 | IMPHAL | 1724 P | MOIRANG | PROG I/C IGNOU PROG STUDY CENTRE PANTHOIBI THANG TA & JAGOI SINDAM SHANGLLEN MOIRANG KHUNOU PO MOIRANG MOIRANG BISHNUPUR DIST. MANIPUR 795133 panthoibithangta@yahoo.com |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 120 | IMPHAL | 1725 P | PHOIJING | PROG I/C IGNOU PROG STUDY CENTRE PUBLIC THEATER ARTISTES ASSO. PHOIJING PO& PS NAMBOL BISHNUPUR DIST MANIPUR-795134 0385-2453678 |
| 121 | ITANAGAR | 0301 | ITANAGAR | COORDINATOR IGNOU STUDY CENTRE D.N.GOVERNMENT COLLEG ITANAGAR ITANAGAR ARUNACHAL PRADESH-791113 0360-215807 0360-211378 |
| 122 | JABALPUR | 1502 | JABALPUR | COORDINATOR IGNOU STUDY CENTRE RANI DURGAWATI UNIVERSITY JABALPUR MADHYA PRADESH-482001 0761-2609269 0761-323319 ignousc1502@gmail.com |
| 123 | JABALPUR | 1515 | CHHINDWARA | COORDINATOR IGNOU STUDY CENTRE DANIELSON DEGREE COLLEGE CHHINDWARA MADHYA PRADESH 480001 07162-47465, 22610 07162-225933/244437 ignousc1515@gmail.com |
| 124 | JABALPUR | 41015 D | TILHARI | COORDINATOR IGNOU SPL STUDY CENTRE (M) XAIVER INST. OF MANAGEMENT 4TH MILE MANDALA ROAD TILHARI, JABALPUR MADHYA PRADESH 482021 0761-2601091,2602483 |
| 125 | JABALPUR | 41017 D | SINGRAULI | COORDINATOR IGNOU SPCL STUDY CENTRE SINGRAULI IST OF TEC EDU(SITE) CIRCUIT HOUSE ROAD SINGRAULI MADHYA PRADESH 486889 07805-268295 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 126 | JAIPUR | 2303 | KOTA | COORDINATOR IGNOU STUDY CENTRE KOTA ENGINEERING COLLEGE RAWAT BHATA ROAD KOTA RAJASTHAN-324010 0744-436699 0744-428458 |
| 127 | JAIPUR | 2306 | AJMER | COORDINATOR IGNOU STUDY CENTRE GOVT COLLEGE AJMER RAJASTHAN-305001 0245-440732 0145-441247 |
| 128 | JAIPUR | 2308 | ALWAR | COORDINATOR IGNOU STUDY CENTRE RAJRISHI COLLEGE ALWAR RAJASTHAN-301001 0144-23472 0144-340403 |
| 129 | JAIPUR | 2312 | LAKSHMANGARH | COORDINATOR IGNOU STUDY CENTRE SHRI BHAGWANDAS TODI PG COLLEG (SIKAR) LAKSHMANGARH RAJASTHAN-332311 01673-22234 01573-22585 |
| 130 | JAIPUR | 2320 D | JAIPUR | COORDINATOR IGNOU SPL STUDY CENTRE-RA INDIA INT. INSTT. OF MGT. SECTOR-12, MAHAVEER MARG MANSAROVAR JAIPUR RAJASTHAN-302020 0141-395309, 398118 0141-399036 |
| 131 | JAIPUR | 2322 D | HANUMANGARH | COORDINATOR IGNOU SPL. STUDY CENTRE-RA NEHRU MEMORIAL LAW COLLEGE HANUMANGARH TOWN HANUMANGARH RAJASTHAN 335513 01552-22663 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 132 | JAIPUR | 2328 D | NAWALGARH | COORDINATOR IGNOU SPL. STUDY CENTRE-RA SETH G.B. PODAR COLLEGE RAMBILAS PODAR ROAD NAWALGARH RAJASTHAN-333042 01594-22030, 23138 |
| 133 | JAIPUR | 23102 D | JAIPUR | COORDINATOR IGNOU SPL STUDY CENTRE VIVEKANANDA INST.PROF.STUDIES VIPS, 178 ANAND NAGAR SIRSI ROAD KHATIPURA JAIPUR RAJASTHAN 0141-3122675 vipsjaipur.178@gmail.com, |
| 134 | JAIPUR | 23104 P | JAIPUR | PROG I/C IGNOU PROG STUDY CENTER SANGEET ASHRAM 1-A 98 SHIVSHAKTI COLONY SHASTRI NAGAR, JAIPUR RAJASTHAN-302016 0141-2305243 |
| 135 | JAMMU | 1201 | JAMMU | COORDINATOR IGNOU STUDY CENTRE UNIVERSITY OF JAMMU JAMMU TAWI, J & K-180001 0191-2454351 94692-34789 09419105902 ignou1201@gmail.com |
| 136 | JAMMU | 1206 | KATHUA | COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE DEPARTMENT OF GEOGRAPHY KATHUA, J & K 01922-235571 0191-541151 01922-234315-234007 09419150950 ignou1206@rediffmail.com |
| 137 | JAMMU | 1207 | RAJOURI | COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE RAJOURI, J & K-185131 01962-62510- 01962-261825 09419656747 ignou1207@gmail |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 138 | JAMMU | 1208 | POONCH | COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE POONCH, J & K 01965-24231 01965-24231 |
| 139 | JAMMU | 1250 | UDHAMPUR | COORDINATOR IGNOU STUDY CENTRE GOVT. DEGREE COLLEGE (BOYS) UDHAMPUR J & K 01992-270523 01992-270239 094191775392 ignou1250@rediffmail.com |
| 140 | JODHPUR | 2302 | UDAIPUR | COORDINATOR IGNOU STUDY CENTRE VIDYA BHAWAN RURAL INSTITUTE BADGAON ROAD UDAIPUR RAJASTHAN-313004 0294-450403 |
| 141 | JODHPUR | 2304 | JODHPUR | COORDINATOR IGNOU STUDY CENTRE ONKARMAL SOMANI COLLEGE OF COM JODHPUR RAJASTHAN-342008 0291-2753989 0291-750675/750809 |
| 142 | JODHPUR | 2305 | BIKANER | COORDINATOR IGNOU STUDY CENTRE BJS RAMPURIA JAIN COLLEGE J N VYAS NAGAR BIKANER RAJASTHAN-334003 0152-522702 0151-526939 |
| 143 | JODHPUR | 2321 D | JODHPUR | COORDINATOR IGNOU SPL STUDY CENTRE-W AB MEMORIAL SECONDARY SCHOOL E-43, SHASTRI NAGAR JODHPUR RAJASTHAN-342003 0291-435120, 616195, 642195 0291-613578/625343 acsa@vsnl.com |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 144 | JODHPUR | 2370 | PRATAPGARH | COORDINATOR IGNOU STUDY CENTRE GOVT PG COLLEGE DIST PRATAPGARH RAJASTHAN 01478-222012 |
| 145 | JORHAT | 0407 | DIBRUGARH | COORDINATOR IGNOU STUDY CENTRE DIBRUGARH UNIVERSITY DEPT. OF APPLIED GEOLOGY DIBRUGARH ASSAM-786004 0373-23470833 0373-2370251 0373-2370323 9435130308 gchazarika@sancharnet.in |
| 146 | JORHAT | 0410 | JORHAT | COORDINATOR IGNOU STUDY CENTRE C.K.B. COMMERCE COLLEGE JORHAT, ASSAM-785001 0376-2304020 0376-2320460 0376-2324414 9435489396 ckbcc@indiatimes.com |
| 147 | JORHAT | 0413 | NORTH LAKHIMPUR | COORDINATOR IGNOU STUDY CENTRE LAKHIMPUR COMMERCE COLLEGE NORTH LAKHIMPUR, ASSAM-787001 03752-223849, 222384, 222359 03752-222359 9435387271 lccnp@rediffmail.com |
| 148 | JORHAT | 0455 | GUWAHATI | COORDINATOR IGNOU STUDY CENTRE DARRANG COLLEGE TEZPUR DISTRICT SONITPUR ASSAM-784001 03712-220014, 225410 9706367184 reg_tez@rediffmail.com |
| 149 | KARNAL | 1002 | SONEPAT | COORDINATOR IGNOU STUDY CENTRE HINDU COLLEGE, SONEPAT HARYANA-131001 01264-47259 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 150 | KARNAL | 1005 | ROHTAK | COORDINATOR IGNOU STUDY CENTRE CHOTU RAM COLLEGE OF EDUCATION ROHTAK HARYANA-124001 01262-42603 |
| 151 | KARNAL | 1009 | HISSAR | COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE HISSAR HARYANA-125001 01662-36384 |
| 152 | KARNAL | 1059 | PANIPAT | COORDINATOR IGNOU STUDY CENTRE I B POST GRADUATE COLLEGE G T RAOD PANIPAT HARYANA-132103 0180-2636700,2638259 |
| 153 | KHANNA | 2204 | BHATINDA | COORDINATOR IGNOU STUDY CENTRE MGDAV COLLEGE BHILWADA ROAD BHATINDA PUNJAB-151001 0164-214555 |
| 154 | KHANNA | 2205 | AMRITSAR | COORDINATOR IGNOU STUDY CENTRE DAV COLLEGE OF EDUCATION AMRITSAR PUNJAB-143001 0183-258415 |
| 155 | KHANNA | 2206 | LUDHIANA | COORDINATOR IGNOU STUDY CENTRE GURU NANAK GIRLS COLLEGE MODEL TOWN LUDHIANA PUNJAB-141008 0161-427872 |
| 156 | KHANNA | 2210 D | LUDHIANA | COORDINATOR IGNOU SPL STUDY CENTRE (M) EVEREST PUBLIC SR. SEC. SCHOO MOTI NAGAR LUDHIANA PUNJAB 0161-2660605, 2660237 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|--|
| 157 | KHANNA | 2211 | KHANNA | COORDINATOR IGNOU STUDY CENTRE A.S. COLLEGE SAMRALA ROAD KHANNA LUDHIANA PUNJAB-141402 01628-28470 asckhn@satyam.net.in |
| 158 | KHANNA | 2212 | JALANDHAR CITY | COORDINATOR IGNOU STUDY CENTRE DOBA COLLEGE TANDA ROAD JALANDHAR CITY PUNJAB 227061, 223885, 59052 0181-58398 |
| 159 | KHANNA | 2225 | MANSA | COORDINATOR IGNOU STUDY CENTRE NEHRU MEMORIAL GOVT. COLLEGE MANSA DT. MANSA PUNJAB-151505 01652-232074 |
| 160 | KOHIMA | 2001 | KOHIMA | COORDINATOR IGNOU STUDY CENTRE MODERN COLLEGE DZUVURU AREA POST BOX - 405 KOHIMA NAGALAND-797001 0370-2806214 9862346623 moderncollege_kohima@yahoocoin |
| 161 | KOHIMA | 2002 | DIMAPUR | COORDINATOR IGNOU STUDY CENTRE DIMAPUR GOVERNMENT COLLEGE DIMAPUR NAGALAND-797112 03862-27832, 20164 03862-25414 |
| 162 | KOLKATA | 2801 | KOLKATA | COORDINATOR IGNOU STUDY CENTRE ISHWAR CHANDRA PATHABHAVAN 299 ACHARYA PRAFULA CHANDRA RD KOLKATA, WEST BENGAL-700009 033-3542326 033-4409326 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 163 | KOLKATA | 2802 | KOLKATA | COORDINATOR IGNOU STUDY CENTRE ST. XAVIER'S COLLEGE 30 PARK STREET KOLKATA WEST BENGAL-700016 033-2810964 033-4020909 |
| 164 | KOLKATA | 2803 | KANCHRAPARA | COORDINATOR IGNOU STUDY CENTRE RAILWAY TECHNICAL SCHOOL KANCHRAPARA 24 PARGANAS (N) WEST BENGAL-743145 033-5871739 033-851739 |
| 165 | KOLKATA | 2804 | KOLKATA | COORDINATOR IGNOU STUDY CENTRE ASWINI DATTA MEMORIAL COLLEGE 94/2, PARK CIRCUS KOLKATA WEST BENGAL-700017 033-2812278 033-5349945 |
| 166 | KOLKATA | 2814 | KOLKATA | COORDINATOR IGNOU STUDY CENTRE DINABANDHU ANDREWS COLLEGE GARIA P.O., KOLKATA WEST BENGAL-700084 033-4300708 033-4718785 09433190810 |
| 167 | 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 033-5772696/4393/4207 033-5775062 |
| 168 | KOLKATA | 2854 D | DURGAPUR | COORDINATOR IGNOU SPL. STUDY CENTRE DURGAPUR SOCIETY OF MGT.SCIENC DR. ZAKIR HUSSAIN AVENUE BIDHANNAGAR DURGAPUR, WEST BENGAL-713206 0343-2537756, 2536993 0343-2536993 BLANK |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|--|
| 169 | 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 03224-255275, 255662 ABEYANCE |
| 170 | KOLKATA | 28125 P | JADAVPUR | PROG I/C IGNOU PROG STUDY CENTRE DIVINE INSPIRATION 149 REGENT ESTATE LAYELKA JADAVPUR KOLKATA WEST BENGAL 09830444254 |
| 171 | KOLKATA | 28126 P | 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 033-23370536 098030445340 |
| 172 | KORAPUT | 44004 P | BASTAR | PROG I/C IGNOU PROG STUDY CENTRE CHRIST COLLEGE JAGDALPUR DISTT BASTAR CHHATTISGARH-494001 07782-222380, 226750 |
| 173 | KORAPUT | 44023 | SUNABEDA | COORDINATOR IGNOU STUDY CENTRE AERONAUTICS COLLEGE SUNABEDA, KORAPUT ODISHA-763002 06853-220582 |
| 174 | LUCKNOW | 2701 | LUCKNOW | COORDINATOR IGNOU STUDY CENTRE JAI NARAIN DEGREE COLLEGE LUCKNOW UTTAR PRADESH 226001 0522-635563 0522-455160 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|--|
| 175 | LUCKNOW | 2704 | BAREILLY | COORDINATOR IGNOU STUDY CENTRE BAREILLY COLLEGE P O BOX NO 15 BAREILLY UTTAR PRADESH-243005 0581-471424 |
| 176 | LUCKNOW | 2706 | KANPUR | COORDINATOR IGNOU STUDY CENTRE P.P.N. COLLEGE 96/12, MG MARG KANPUR UTTAR PRADESH-208001 0512-361924, 582150 0512-582150 |
| 177 | LUCKNOW | 2712 | JHANSI | COORDINATOR IGNOU STUDY CENTRE BIPIN BIHARI PG COLLEGE JHANSI UTTAR PRADESH-284001 0517-2473749 0517-330221 |
| 178 | LUCKNOW | 2720 | LUCKNOW | COORDINATOR IGNOU STUDY CENTRE LUCKNOW CHRISTIAN COLLEGE DEPTT. OF CHEMISTRY LUCKNOW UTTAR PRADESH-226018 0522-226958, 769846 0522-769846 |
| 179 | LUCKNOW | 2724 | MANAKAPUR | COORDINATOR IGNOU STUDY CENTRE INDIA TELEPHONES INDIA LTD. E.S.S. PROJECT MANAKAPUR UTTAR PRADESH-271308 05266-83336 05266-22569 |
| 180 | LUCKNOW | 2742 R | RAIBARELI | COORDINATOR IGNOU RECOG. STUDY CENTRE NTPC LIMITED UNCHA HAR RAIBARELI UTTAR PRADESH-229406 05314-21022, 23091, 20869 05314-22100/20869 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|--|
| 181 | LUCKNOW | 2767 | BANDA | COORDINATOR IGNOU STUDY CENTRE JAWAHAR LAL NEHRU (PG) COLLEGE BANDA UTTAR PRADESH-210001 |
| 182 | MADURAI | 2502 | COIMBATORE | COORDINATOR IGNOU STUDY CENTRE G.R.D. COLLEGE OF ARTS & SCI. AVANASHI ROAD CIVIL AERODROME POST COIMBATORE TAMILNADU-641014 0422-2572719 |
| 183 | MADURAI | 2503 | MADURAI | COORDINATOR IGNOU STUDY CENTRE THIYAGARAJAR COLLEGE POST BOX NO 107 139-140 KAMARAJAR SALAI MADURAI, TAMILNADU-625002 0452-2530070 |
| 184 | MADURAI | 2504 | TIRUCHIRAPALLY | COORDINATOR IGNOU STUDY CENTRE BISHOP HEBER COLLEGE P O BOX 615, TIRUCHIRAPALLY TAMILNADU-620017 0431-2772200 |
| 185 | MADURAI | 2551 | POLLACHI | COORDINATOR IGNOU STUDY CENTRE SREE RAMU COLL OF ARTS & SCI. ALIYAR ROAD, POLLACHI DISTT.COIMBATORE TAMILNADU-642007 04259-286230, 286969 |
| 186 | MADURAI | 43002 P | COIMBATORE | PROG I/C IGNOU PROG STUDY CENTRE SARDAR VALLABHBHAI PATEL INSTITUTE OF TEXTILE MANAGEMENT P.B.NO 1633,NO1483,AVANASHI RD PEELAMEDU,COIMBATORE TAMILNADU-641004 0422-2571675 |
| 187 | MADURAI | 43015 | MADURAI | COORDINATOR IGNOU MODEL STUDY CENTRE IGNOU REGIONAL CENTRE C S I INSTITUTIONAL CAMPUS PASUMALAI, MADURAI TAMILNADU-625004 0452-2380387 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 188 | MADURAI | 2548 | ERODE | COORDINATOR IGNOU STUDY CENTRE KONGU ENGINEERING COLLEGE PERUNDURAI, ERODE TAMIL NADU-638052 |
| 189 | MUMBAI | 1601 | MUMBAI | COORDINATOR IGNOU STUDY CENTRE KJS COLLEGE OF EDUCATION T & R VIDYANAGAR, VIDYA VIHAR GHATKOPAR (E), MUMBAI MAHARASHTRA-400077 022-5132139 |
| 190 | MUMBAI | 1603 | MUMBAI | COORDINATOR IGNOU STUDY CENTRE SATHAYE COLLEGE, DIXIT ROAD VILE PARLE (E), MUMBAI MAHARASHTRA-400057 022-6177112 |
| 191 | MUMBAI | 1604 | MUMBAI | COORDINATOR IGNOU STUDY CENTRE KET'S VG VAZE COLLEGE MITHAGAR ROAD MILAND (E), MUMBAI MAHARASHTRA-400081 022-5923094 |
| 192 | MUMBAI | 1615 R | TARAPUR | COORDINATOR IGNOU RECOG. STUDY CENTRE SHRI G.A. LOKSEVA NIDHI P/17, MIDC, TARAPUR MAHARASHTRA-401506 0252-573069, 570289 |
| 193 | MUMBAI | 1629 R | VASIND | COORDINATOR IGNOU RECOG. STUDY CENTRE JINDAL IRON AND STEEL CO. LTD. VASIND VILLAGE SHAHPUR TALUK THANE DISTRICT MAHARASHTRA-421604 |
| 194 | MUMBAI | 1632 | MUMBAI | COORDINATOR IGNOU STUDY CENTRE MAHATMA EDUCATION SOCIETY COMPOSITE COLLEGE CAMPUS, PLOT # 10, SECTOR 16, PODI # 2 NEW PANVEL MAHARASHTRA-410206 022-7451700, 7456100 mes@bom8.vsnl.net.in |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|--|
| 195 | NAGPUR | 1607 | NAGPUR | COORDINATOR IGNOU STUDY CENTRE NAGPUR UNIVERSITY GURU NANAK BHAWAN NAGPUR MAHARASHTRA-440001 0712-556590 |
| 196 | NAGPUR | 1609 | AMRAVATI | COORDINATOR IGNOU STUDY CENTRE AMRAVATI UNIVERSITY TAPOVAN CAMPUS AMRAVATI MAHARASHTRA-444602 0721-664862 |
| 197 | NAGPUR | 1613 | NANDED | COORDINATOR IGNOU STUDY CENTRE PRATIBA NIKETAN MAHA VIDYALAYA PANDAGHAT ROAD VAZIRABAD NANDED MAHARASHTRA-431610 02462-34700, 31230 02462-36160 |
| 198 | NAGPUR | 1614 | CHANDRAPUR | COORDINATOR IGNOU STUDY CENTRE CHANDRAPUR ENGINEERING COLLEGE BABUPETH CHANDRAPUR MAHARASHTRA-442403 07172-61483 |
| 199 | NAGPUR | 36029 | NAGPUR | COORDINATOR IGNOU STUDY CENTRE DR PANJABRAO DESHMUKH INST. OF MANAGEMENT TECH.& RESH(PDIMTR) DHANWAATE NATIONAL COLLEGE CONGRESS NAGAR NAGPUR MAHARASHTRA-400012 0712-2430464 |
| 200 | NAGPUR | 36035 | AKOLA | COORDINATOR IGNOU STUDY CENTRE SHANKARLAL KHANDELWAL COLLEGE (ARTS,COMMERCE & SCIENCE) GODBOLE PLOT DABKI ROAD DIST AKOLA MAHARASHTRA 444002 0724-2425508 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 201 | NAGPUR | 36038 | GONDIA | COORDINATOR IGNOU STUDY CENTRE DHOTE BANDHU SCIENCE COLLEGE KUDWA ROAD, GONDIA MAHARASHTRA-441614 07182-25263,252467 |
| 202 | NOIDA | 2707 | MODI NAGAR | COORDINATOR IGNOU STUDY CENTRE M.M.P.G. COLLEGE MODI NAGAR GHAZIABAD UTTAR PRADESH-201204 09523220784 |
| 203 | NOIDA | 2718 | GHAZIABAD | COORDINATOR IGNOU STUDY CENTRE M.M.H. COLLEGE GHAZIABAD UTTAR PRADESH-201001 91-4713380 |
| 204 | NOIDA | 2728 | MEERUT | COORDINATOR IGNOU STUDY CENTRE MEERUT COLLEGE MEERUT UTTAR PRADESH-250001 0121-2657744 544301 |
| 205 | NOIDA | 2730 R | GHAZIABAD | COORDINATOR IGNOU RECOG. STUDY CENTRE N.T.P.C. VIDYUT NAGAR GAUTAM BUDH NAGAR GHAZIABAD UTTAR PRADESH-201001 95120-2671475 |
| 206 | NOIDA | 2738 | BULANDSHAHR | COORDINATOR IGNOU STUDY CENTRE I.P. (POST GRADUTATE) COLLEGE BULANDSHAHR UTTAR PRADESH-203001 05732-250683 05732-258444 |
| 207 | NOIDA | 2739 | NOIDA | COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE SECTOR - 39, NOIDA UTTAR PRADESH-201303 91-4500938 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 208 | NOIDA | 2761 | HAPUR | COORDINATOR IGNOU STUDY CENTRE S.S.V. (P.G.) COLLEGE HAPUR DISTT. GHAZIABAD UTTAR PRADESH 0122-2316818 |
| 209 | NOIDA | 2798 | BARAUT | COORDINATOR IGNOU STUDY CENTRE J.V. POST GRADUATE COLLEGE BARAUT, BAGHPAT UTTAR PRADESH-250611 01234-262130 |
| 210 | NOIDA | 2799 | MEERUT | COORDINATOR IGNOU STUDY CENTRE D.N. POST GRADUATE COLLEGE MEERUT UTTAR PRADESH-250005 0121-2519222 |
| 211 | NOIDA | 07107 | DELHI | COORDINATOR IGNOU STUDY CENTRE MAHARAJA AGRASEN COLLEGE VASUNDARA ENCLAVE NEAR CHILLA SPORTS COMPLEX DELHI-110096 011-22610552, 22610563 |
| 212 | NOIDA | 39007 | DUHAI (GHAZIABAD) | COORDINATOR IGNOU STUDY CENTRE MODERN INST.FOR TECH.& MANG. NH-58 DUHAI DELHI-MEERUT ROAD DISTT. GHAZIABAD UTTAR PRADESH-201206 0120-2675504-2675564 |
| 213 | NOIDA | 39010 | MEERUT | COORDINATOR IGNOU STUDY CENTRE NANAKCHAND ANGLO SANSKRIT COLLEGE (NASC), E K RAOD DISTT MEERUT UTTAR PRADESH 0121-2642153 |
| 214 | NOIDA | 39014 D | MEERUT | COORDINATOR IGNOU SPL STUDY CENTRE (W) RAGHUNATH GIRLS (P.G.) COLLEGE WESTERN KUTCHERY ROAD, MEERUT UTTAR PRADESH-250001 0121-2662824,2642901 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 215 | PANAJI | 0801 | COMBA | COORDINATOR IGNOU STUDY CENTRE SH. DAMODAR COLL. OF COM & ECO P.B. NO. 347, TANSOR, COMBA GOA-MARGAON GOA-403601 0832-2705745 0834-738019/735244 |
| 216 | PANAJI | 1303 | DHARWAD | COORDINATOR IGNOU STUDY CENTRE J.S.S. COLLEGE VIDYAGIRI, DHARWAD KARNATAKA-580004 0836-2468999 0836-395839 |
| 217 | PANAJI | 1312 | KARWAR | COORDINATOR IGNOU STUDY CENTRE BGVS ARTS, COMMERCE & SCI COLL SADASHIVGAD, KARWAR KARNATAKA-581301 0838-266069 08382-65588/77333 |
| 218 | PANAJI | 08015 | BELGAUM | COORDINATOR IGNOU STUDY CENTRE KLS GOGTE INST.OF TECH. UDYAMBAG, BELGAUM KARNATAKA-590008 0831-2405500, 2498500 0831-2414909 |
| 219 | PATNA | 0501 | PATNA | COORDINATOR IGNOU STUDY CENTRE VANIJYA MAHAVIDYALAYA PATNA COLLEGE CAMPUS, PATNA BIHAR-800005 0612-682762 |
| 220 | PUNE | 1605 | SATARA | COORDINATOR IGNOU STUDY CENTRE D.G. DEGREE COLL. OF COMMERCE LECTURER IN ECONOMICS, SATARA MAHARASHTRA-415001 02162-34674 |
| 221 | PUNE | 1606 | KOLHAPUR | COORDINATOR IGNOU STUDY CENTRE C.S. CENTRAL INST OF BUSINESS ECONOMICS & RESEARCH UNIVERSITY ROAD, KOLHAPUR MAHARASHTRA-416004 0231-520652, 662557, 662558 0231-527975 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 222 | PUNE | 1608 | NASIK | COORDINATOR IGNOU STUDY CENTRE KTHM COLLEGE GANGAPUR ROAD SHIVAJI NAGAR, NASIK MAHARASHTRA-422002 0253-1317685 |
| 223 | PUNE | 1610 | AURANGABAD | COORDINATOR IGNOU STUDY CENTRE VIVEKANAND ARTS & SDS COM. COL SAMRAT NAGAR AURANGABAD MAHARASHTRA-431001 0240-348153 |
| 224 | PUNE | 1611 | JALGAON | COORDINATOR IGNOU STUDY CENTRE NORTH MAHARASHTRA UNIVERSITY BLOCK NO. 125, ADMN. BLDG. P.B. NO. 80, JALGAON MAHARASHTRA-425001 0257-252197 |
| 225 | PUNE | 16129 | PUNE | COORDINATOR IGNOU STUDY CENTRE VIDYA PRATISHTHAN'S INST. OF INFORMATION TECHNOLOGY (VIIT) VIDHYANAGARI BHIGWAN ROAD BARAMATI PUNE MAHARASHTRA-413133 02112-239551-554 |
| 226 | 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 020-25466271, 25463453 |
| 227 | PUNE | 16143 | PIMPRI, PUNE | COORDINATOR IGNOU REGULAR STUDY CENTRE M.U. COLLEGE OF COMMERCE PIMPRI, PUNE MAHARASHTRA-411017 020-27413943, 65107016 |
| 228 | 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 020-26446970 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 229 | RAIPUR | 1503 | DURG | COORDINATOR IGNOU STUDY CENTRE GOVT. ARTS & SCI. COLLEGE, DURG CHHATTISGARH-491002 0788-323688 0788-329144 |
| 230 | RAIPUR | 1505 | BILASPUR | COORDINATOR IGNOU STUDY CENTRE GOVT E RAGHAVENDRA RAO P G COLLEGE, SEEPAT ROAD BILASPUR CHHATTISGARH-495001 07752-40988 07752-44112 |
| 231 | RAIPUR | 1510 | RAIPUR | COORDINATOR IGNOU STUDY CENTRE PT. RAVI SHANKAR SHUKLA UNIV. ARTS BLOCK EXTN. (RIGHT WING) RAIPUR, CHHATTISGARH-492010 0771-2262686 0771-254157 |
| 232 | RAIPUR | 1517 R | KORBA | COORDINATOR IGNOU RECOG. STUDY CENTRE N.T.P.C. TRAINING CENTRE EMPLOYEE DEVELOPMENT CENTRE JAMNIPALI PO, KORBA CHHATTISGARH-495450 07759-33211 07759-33496 |
| 233 | RAIPUR | 3504 | DHAMTARI | COORDINATOR IGNOU STUDY CENTRE GOVT POST GRADUATE COLLEGE DHAMTARI CHHATTISGARH-493773 07722-237933 |
| 234 | RAIPUR | 3507 | CHAMPA | COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE CHAMPA CHHATTISGARH-495671 07189-245807 |
| 235 | RAIPUR | 3510 | RAJNADGAON | COORDINATOR IGNOU STUDY CENTRE GOVT. DIGVIJAYA COLLEGE RAJNANDGAON CHATTISGARH-491441 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 236 | RAIPUR | 3514 | KORBA | COORDINATOR IGNOU STUDY CENTRE GOVT. P.G. COLLEGE RAJGAMAR ROAD, KORBA CHHATTISGARH 07759-221458 |
| 237 | RAJKOT | 0923 | ADIPUR | COORDINATOR IGNOU STUDY CENTRE TOLANI COMMERCE COLLEGE P.B. N. 27 (KUTCH), ADIPUR GUJARAT-370205 02836-60623 02836-61243 |
| 238 | RAJKOT | 42011 | RAJKOT | COORDINATOR IGNOU STUDY CENTRE SHRI SUNSHINE EDUCATIONALTRUST GROUP OF INSTITUTIONS MOTIA MAVA BEHIND RANGOLI PARK KALAWAD ROAD RAJKOT GUJARAT-360005 0281-2925977,2925988 |
| 239 | RAJKOT | 42012 | RAJKOT | COORDINATOR IGNOU STUDY CENTRE SAURASHTRA UNIVERSITY DEPT OF ELECTRONICS RAJKOT-360005 0281-2579006 |
| 240 | RANCHI | 0502 | JAMSHEDPUR | COORDINATOR IGNOU STUDY CENTRE JAMSHEDPUR COOPERATIVE COLLEGE JAMSHEDPUR JHARKHAND 0657-228176 |
| 241 | RANCHI | 0503 | DHANBAD | COORDINATOR IGNOU STUDY CENTRE P.K. ROY MEMORIAL COLLEGE SERAIIDHELA, DHANBAD JHARKHAND-826001 0326-208886 |
| 242 | RANCHI | 0507 | BOKARO | COORDINATOR IGNOU STUDY CENTRE EDN. & RESEARCH TRUST (NIPM) NEW ADMN. BUILDING III/B SCHOOL BOKARO STEEL CITY BOKARO, JHARKHAND-827006 06542-42033 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|--|
| 243 | RANCHI | 0514 R | RANCHI | COORDINATOR IGNOU RECOG. STUDY CENTRE INDIAN INSTT. OF COAL MGT. KANKE, RANCHI JHARKHAND-834006 |
| 244 | RANCHI | 0528 | HAZARIBAGH | COORDINATOR IGNOU STUDY CENTRE ST. COLUMBA'S COLLEGE P.O. COLLEGE MORE HAZARIBAGH JHARKHAND-825301 06546-22197, 23227 |
| 245 | RANCHI | 32002 D | RANCHI | COORDINATOR IGNOU SPL STUDY CENTRE JHARKHAND EDUCATION CENTRE 202 C ROAD NO 1 VIDHAYALAYA MARG ASHOK NAGAR RANCHI, JHARKHAND-834002 |
| 246 | RANCHI | 32024 | JAMSHEDPUR | COORDINATOR IGNOU STUDY CENTRE KARIM CITY COLLEGE PO. SAKCHI, JAMSHEDPUR EAST SINGHBHUM JHARKHAND-831001 0657-2431778/2440206 |
| 247 | SHILLONG | 1801 | SHILLONG | COORDINATOR IGNOU STUDY CENTRE NORTH EASTERN HILL UNIVERSITY BIJNI COMPLEX, LAITUMKHAH SHILLONG MEGHALAYA-793003 226822, 210624 |
| 248 | SHIMLA | 1102 | MANDI | COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE MANDI HIMACHAL PRADESH-175001 01905-37480 22668 |
| 249 | SHIMLA | 1103 | SOLAN | COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE SOLAN HIMACHAL PRADESH-173212 01792-21416, 23275 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|--|
| 250 | SHIMLA | 1104 | HAMIRPUR | COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE HAMIRPUR HIMACHAL PRADESH-177005 01972-21870 22602/22140 |
| 251 | SHIMLA | 1105 | DHARAMSHALA | COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE DEPT. OF CHEMISTRY DHARAMSHALA HIMACHAL PRADESH-177005 01892-28032, 22653 |
| 252 | SHIMLA | 1106 | CHAMBA | COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE CHAMBA HIMACHAL PRADESH-176310 01899-23300, 22659 22565 P.P |
| 253 | SHIMLA | 1108 | NAHAN | COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE NAHAN HIMACHAL PRADESH-173001 01702-22073 24334/23591 |
| 254 | SHIMLA | 1109 | UNA | COORDINATOR IGNOU STUDY CENTRE GOVERNMENT PG COLLEGE, UNA HIMACHAL PRADESH-174303 01975-24926, 23469 |
| 255 | SHIMLA | 1113 | BILASPUR | COORDINATOR IGNOU STUDY CENTRE GOVT. P.G. COLLEGE, BILASPUR HIMACHAL PRADESH-174001 01978-24599, 23238 |
| 256 | SHIMLA | 1114 P | SHIMLA | PROG. I/C IGNOU PROG. STUDY CENTRE H.P. UNIVERSITY ACADEMIC STAFF COLLEGE, IV FLR LIBRARY BLD, SUMMER HILL, SHIMLA HIMACHAL PRADESH-171005 0177-2832023 0177-231365 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 257 | SILIGURI | 2805 | SILIGURI | COORDINATOR IGNOU STUDY CENTRE ADARSH MAHAVIDYALAYA SEVOKE ROAD, SILIGURI WEST BENGAL-734401 0353-539445 0353-543993 |
| 258 | SILIGURI | 45019 | KALIMPONG | COORDINATOR IGNOU STUDY CENTRE KALIMPONG GOVT. COLLEGE P.O. KALIMPONG DISTT. DARJEELING WEST BENGAL-734301 03552-255486/255231 |
| 259 | SRINAGAR | 1202 | SRINAGAR | COORDINATOR IGNOU STUDY CENTRE GOVT. AMAR SINGH COLLEGE GOGJI BAGH, SRI NAGAR J & K-190008 0194-437319, 430674 0194-477787 |
| 260 | SRINAGAR | 1209 | SRINAGAR | COORDINATOR IGNOU STUDY CENTRE SHRI PRATAP SINGH COLLEGE MAULANA AZAD ROAD, SRI NAGAR J & K-190001 0194-2476820 |
| 261 | SRINAGAR | 1236 | BARAMULLA | COORDINATOR IGNOU STUDY CENTRE GOVT. DEGREE COLLEGE (BOYS) KHOJABAGH, TEHSIL BARAMULLA BARAMULLA, J & K-193101 01952-34214 |
| 262 | TRIVANDRUM | 1404 | PATHANAMTHITTA | COORDINATOR IGNOU STUDY CENTRE CATHOLICATE COLLEGE PO BOX NO. 102, PATHANAMTHITTA KERALA-689645 0468-2226300 0473-323659 varghesetomas76@yahoo.com |
| 263 | TRIVANDRUM | 1413 | KOLLAM | COORDINATOR IGNOU STUDY CENTRE SREE NARAYANA COLLEGE, KOLLAM KERALA-691001 0474-2749312 0474-798777 jsivprasad59@gmail.com |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|--|
| 264 | TRIVANDRUM | 1464 | TRIVANDRUM | COORDINATOR IGNOU STUDY CENTRE C ACHYUTHA MENON STUDY CENTRE & LIBRARY, POOJAPPURATHIRUVANANTHAPURAM KERALA-695012 0471-2345850 drpsukunair@gmail.com |
| 265 | TRIVANDRUM | 1473 | TRIVANDRUM | COORDINATOR IGNOU STUDY CENTRE, BIAR SAMSKRITHI BHAWAN GPO LANE THIRUVANANTHAPURAM KERALA-695001 0471-3018032 knmpillai@yahoo.co.in |
| 266 | TRIVANDRUM | 2507 | TUTICORIN | COORDINATOR IGNOU STUDY CENTRE V.O.C. COLLEGE PALAYAMKOTAI ROAD, TUTICORIN TAMILNADU-628008 0461-2310906 0461-322094 |
| 267 | TRIVANDRUM | 2511 | NAGERCOIL | COORDINATOR IGNOU STUDY CENTRE S.T. HINDU COLLEGE, NAGERCOIL TAMILNADU-629002 04652-237377 vkumar-sthc@yahoo.com |
| 268 | VARANASI | 2703 | ALLAHABAD | COORDINATOR IGNOU STUDY CENTRE ALLAHABAD DEGREE COLLEGE 15, KYADGANJ, ALLAHABAD UTTAR PRADESH-211003 0532-606650 0532-645982 |
| 269 | VARANASI | 2708 | VARANASI | COORDINATOR IGNOU STUDY CENTRE UDAI PRATAP PG COLLEGE, VARANASI UTTAR PRADESH-221002 0542-382399, 384961 0542-382037 |
| 270 | VARANASI | 2709 | GORAKHPUR | COORDINATOR IGNOU STUDY CENTRE GORAKHPUR UNIVERSITY DEPARTMENT OF PHYSICS, GORAKHPUR UTTAR PRADESH-273009 0551-202313 0551-201254 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 271 | VARANASI | 2710 | SULTANPUR | COORDINATOR IGNOU STUDY CENTRE KAMALA INSTT. OF PHY & SO SCI SULTANPUR UTTAR PRADESH-228118 05362-502248 0536-85425 |
| 272 | VARANASI | 2722 R | SHAKTINAGAR | COORDINATOR IGNOU RECOG. STUDY CENTRE N.T.P.C., SHAKTINAGAR UTTAR PRADESH-231222 054463-8082, 8306 054463-8381 |
| 273 | VARANASI | 2723 R | AZAMGARH | COORDINATOR IGNOU RECOG. STUDY CENTRE CHILDREN COLLEGE A I C C E D S, C/O CHILDREN COLLEGE AZAMGARH UTTAR PRADESH-276001 05462-24192 05462-20918 |
| 274 | VARANASI | 2745 | JAUNPUR | COORDINATOR IGNOU STUDY CENTRE VBS PURVANCHAL UNIVERSITY SHAHGANJ ROAD, JAUNPUR UTTAR PRADESH-222002 05452-63465, 65544, 65574 |
| 275 | VARANASI | 27109 | VARANASI | COORDINATOR IGNOU STUDY CENTRE DEPARTMENT OF EDUCATION BANARAS HINDU UNIVERSITY KAMACHHA, VARANASI UTTAR PRADESH-221005 0542-2450308 |
| 276 | VARANASI | 48012 | VARANASI | COORDINATOR IGNOU STUDY CENTRE MICROTEK COLLEGE OF MANAGEMENT & TECHNOLOGY C-27-279 A-2 MALDAHIYA, VARANASI UTTAR PRADESH 0542-2207001, 2207002 0542-2208584 |
| 277 | VARANASI | 48028 | CIVIL COURT ROAD | COORDINATOR IGNOU REGULAR STUDY CENTRE ST. ANDREW'S COLLEGE CIVIL COURT ROAD, GORAKHPUR UTTAR PRADESH-273001 0551-2332172, 2333917 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|------------------------|---|
| 278 | VATAKARA | 1403 | CALICUT | COORDINATOR IGNOU STUDY CENTRE JDT ISLAM, MARI KUNNU P.O., CALICUT KERALA-673012 0495-2730289 0495-298344 |
| 279 | VATAKARA | 83003 | GOVINDAGIRI | COORDINATOR IGNOU REGULAR STUDY CENTRE CHINMAYA INST. OF TECHNOLOGY GOVINDAGIRI, CHALA, THOTTADA(PO) KANNUR, KERALA-670007 0497-2822923/3534 |
| 280 | VIJAYAWADA | 0102 | NELLORE | COORDINATOR IGNOU STUDY CENTRE V.R. COLLEGE, NELLORE ANDHRA PRADESH-524001 0861-322226 |
| 281 | VIJAYAWADA | 0103 | VIJAYAWADA | COORDINATOR IGNOU STUDY CENTRE, KBN COLLEGE KOTHAPETA, VIJAYAWADA ANDHRA PRADESH-520001 0866-566015 |
| 282 | VIJAYAWADA | 0104 | GUNTUR | COORDINATOR IGNOU STUDY CENTRE, TJPS COLLEGE RING ROAD, GUNTUR ANDHRA PRADESH-522006 0863-244955 |
| 283 | VIJAYAWADA | 0106 | ANANTAPUR | COORDINATOR IGNOU STUDY CENTRE SHRI SAIBABA NAT. DEGREE COLL. ANANTAPUR, ANDHRA PRADESH-515001 08554-35970 |
| 284 | VIJAYAWADA | 0148 | KHAMMAM | COORDINATOR IGNOU STUDY CENTRE KAVITHA MEMORIAL DEG. COLLEGE N.S.T. ROAD, KHAMMAN ANDHRA PRADESH-507002 08742-23799, 20799 |
| 285 | VIJAYAWADA | 33022 | KANDUKUR (PRAKASAM) | COORDINATOR IGNOU STUDY CENTRE TRR GOVT DEGREE COLLEGE KANDUKUR, PRAKASAM DIST. ANDHRA PRADESH 09849587432,08121887277 |

REGION-WISE LIST OF STUDY CENTRES

| SL. NO. | REGIONAL CENTRE | STUDY CENTRE CODE | PLACE OF STUDY CENTRE | ADDRESS OF THE IGNOU STUDY CENTRE |
|---------|-----------------|-------------------|-----------------------|---|
| 286 | VIJAYAWADA | 33023 | KOTHAGUDEM | COORDINATOR IGNOU REGULAR STUDY CENTRE S.R. GOVT. ARTS & SC. COLLEGE LAKSHMI DEVIPPALLY, KOTHAGUDEM KHAMMAM DIST., ANDHRA PRADESH |
| 287 | VIJAYAWADA | 33030 | NELLORE | COORDINATOR IGNOU REGULAR STUDY CENTRE SRI VSSV GOVT. DEGREE COLLEGE SULLURUPET, NELLORE DISTRICT ANDHRA PRADESH-524121 08623-242157, 242510 |
| 288 | VIJAYAWADA | 33031 | CHITTOOR | COORDINATOR IGNOU REGULAR STUDY CENTRE S.V.A GOVT. DEGREE COLLEGE(M) SRIKALAHASTI, CHITTOOR DIST.-517644 08578-224148, 222279 |
| 289 | VISAKHAPATNAM | 0109 | VISAKHAPATNAM | COORDINATOR IGNOU STUDY CENTRE DR. L. BULLAYA COLLEGE VISAKHAPATNAM ANDHRA PRADESH-530013 0891-546293 |
| 290 | VISAKHAPATNAM | 0110 | KAKINADA | COORDINATOR IGNOU STUDY CENTRE IDEAL COLLEGE OF ARTS & SCI., KAKINADA ANDHRA PRADESH-533004 0884-68408 |
| 291 | VISAKHAPATNAM | 33015 | BHIMAVARAM | COORDINATOR IGNOU STUDY CENTRE PG COURSES & RESEARCH CENTRE DNR COLLEGE, BHIMAVARAM DIST WEST GODAVARI ANDHRA PRADESH-534202 91-8816-645980 |
| 292 | VISAKHAPATNAM | 33018 | VIZIANAGARAM | COORDINATOR IGNOU STUDY CENTRE MAHARAJAH'S PG COLLEGE VIZIANAGARAM, ANDHRA PRADESH 08922-278946,275912 |
| 293 | VISAKHAPATNAM | 84002 | RAJAHMUNDRY | COORDINATOR IGNOU STUDY CENTRE GOVERNMENT COLLEGE(AUTONOMOUS) RAJAHMUNDRY EAST GODAVARI DISTRICT ANDHRA PRADESH-533105 0883-2475732 |

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

| SL. NO. | RECOGNIZED REGIONAL CENTRE | STUDY CENTRE CODE | ADDRESS OF THE RECOGNIZED STUDY CENTRE |
|---------|----------------------------|-------------------|---|
| 01 | IAEP - CHANDIMANDIR | 5201 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE WESTERN COMMAND HRDC C/O HQ WESTERN COMMAND (EDN) CHANDIMANDIR |
| 02 | IAEP - CHANDIMANDIR | 5202 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 2 CORPS HRDC C/O 56 APO |
| 03 | IAEP - CHANDIMANDIR | 5204 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 11 CORPS HRDC C/O 56 APO |
| 04 | IAEP - CHANDIMANDIR | 5205 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 9 CORPS HRDC, 56, APO 908509 01892-234633 EXTN:2668-2670 |
| 05 | IAEP - CHANDIMANDIR | 5502 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE 29 INF DIV HRDC C/O 56 APO |
| 06 | IAEP - JAIPUR | 5203 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 10 CORPS HRDC C/O 56 APO |
| 07 | IAEP - JAIPUR | 5303 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ I CORPS HRDC C/O 56 APO 2668 |
| 08 | IAEP - KOLKATA | 5101 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE EASTERN COMMAND HRDC C/O 101 AREA C/O 99 APO |
| 09 | IAEP - KOLKATA | 5102 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 3 CORPS HRDC C/O 99 APO |
| 10 | IAEP - KOLKATA | 5103 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 4 CORPS HRDC C/O 99 APO |

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

| SL. NO. | RECOGNIZED REGIONAL CENTRE | STUDY CENTRE CODE | ADDRESS OF THE RECOGNIZED STUDY CENTRE |
|---------|----------------------------|-------------------|---|
| 11 | IAEP - KOLKATA | 5104 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 33 CORPS HRDC C/O 56 APO |
| 12 | IAEP - LUCKNOW | 5301 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE CENTRAL COMMAND HRDC-1 C/O HQ CENTRAL COMMAND (EDN) LUCKNOW-226002 0522-2482968, 2292670 iaepe53@yahoo.co.in |
| 13 | IAEP - LUCKNOW | 5302 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE 1, SIGNAL TRAINING CENTRE JABALPUR-482001 0761-622443 |
| 14 | IAEP - LUCKNOW | 5305 | COORDINATOR IAEP(ARMY) RECOG.STUDY CENTRE HRDC HEAD QUARTERS BENGAL ENGINEER GROUP & CENTRE ROORKEE CANTT UTTARAKHAND-247667 01332-272461-64 |
| 15 | IAEP - PUNE | 5401 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE SOUTHERN COMMAND HRDC-II C/O MEG AND CENTRE BANGALORE 560042 |
| 16 | IAEP - PUNE | 5402 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 12 CORPS HRDC C/O 56 APO 908512 |
| 17 | IAEP - PUNE | 5403 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 21 CORPS GS (EDN) C/O 56 APO 908521 |
| 18 | IAEP - PUNE | 5404 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE SOUTHERN COMMAND, HRDC-1 C/O BEG & CENTRE, KIRKEE PUNE-411003 020-25803019 |

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

| SL. NO. | RECOGNIZED REGIONAL CENTRE | STUDY CENTRE CODE | ADDRESS OF THE RECOGNIZED STUDY CENTRE |
|---------|----------------------------|-------------------|---|
| 19 | IAEP - PUNE | 5405 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE H Q 108 MOUNTAIN BRIGADE C/O 56 APO 908108 |
| 20 | IAEP - PUNE | 5406 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 31, ARMOURED DIVISION C/O 56 APO 908431 |
| 21 | IAEP - UDHAMPUR | 5501 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE NORTHERN COMMAND HRDC C/O HQ NORTHERN COMMAND (EDN) C/O 56 APO |
| 22 | IAEP - UDHAMPUR | 5503 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 15 CORPS HRDC C/O 56 APO |
| 23 | IAEP - UDHAMPUR | 5504 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 16 CORPS HRDC C/O 56 APO |
| 24 | IAEP - UDHAMPUR | 5505 | COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 14 CORPS (HRDC) C/O 56 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 |
|---------|----------------------------|-------------------|--|
| 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 011-25688994 01126105067 adne@siffymail.com |
| 02 | INEP - MUMBAI | 7201 | COORDINATOR IGNOU-NAVY RECOG. STUDY CENTRE 2ND FLOOR, TARANG NEW NAVY NAGAR MUMBAI MAHARASHTRA-400005 022-67547129 022-22665458 inepm@rediffmail.com |
| 03 | INEP - KOCHI | 7401 | COORDINATOR IGNOU-NAVY RECOG. STUDY CENTRE COMMAND EDUCATION OFFICE HEAD QUARTERS SOUTHERN NAVAL COMMAND NAVAL BASE KOCHI-682004 0484-2872150, 2662515 0484-2666194 inepk@rediffmail.com |
| 04 | INEP - VISAKHAPATNAM | 7301 | COORDINATOR IGNOU NAVY RECOG. STUDY CENTRE NAVY CHILDREN SCHOOL GANDHI GRAM P.O. VISAKHAPATNAM-530005 0891-2812669 0891-2515834 inep@hotmail.com |

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 |

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 ₹60/- per course is required to be paid through Bank Draft in favour of IGNOU and payable at the city where examination form is being submitted. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in

- **Examination Centre**

Normally the study centre is the examination centre. However, a student is required to fill the exam centre code in the examination form. For the purpose you are advised to go through the list of study centres available in the Student Handbook and Prospectus/Programme Guide. In case any student wish to take examination at a particular centre, the code of the chosen centre be filled up as examination centre code. However, 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 | WHERE TO SUBMIT THE FORM |
|--------------------------|-------------------------|----------|--|
| 1st March to 31st March | 1st Sept. to 30th Sept. | NIL | Concerned Regional Centre under which the city of the examination centre falls. |
| 1st April to 20th April | 1st Oct. to 20th Oct. | ₹300/- | |
| 21st April to 30th April | 21st Oct. to 31st Oct. | ₹500/- | For outside Delhi students (Concerned Regional Centre) For Delhi students (IGNOU, Maidan Garhi, New Delh i- 110068 or concerned Regional Centre) |
| 1st May to 15th May | 1st Nov. to 15th Nov. | ₹1000/- | |

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

1. remain in touch with 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;
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**

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

Examination date sheet (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. Copies of the examination forms are available at Study Centers/Regional Centres/Student Evaluation Division at Headquarters. Examination Form can also be downloaded from IGNOU website (www.ignou.ac.in). A copy is also enclosed here in this prospectus. You can take photocopy of this form and use it. Only one form is to be submitted for all the courses in one term-end examination.

After receiving the examination form from you, the University will send Intimation Slip to you before the commencement of examinations. If you do not receive the intimation slip 15 days before the commencement of examinations, you may contact your Study Centre or Regional Centre or SED at the Headquarters. If your name is registered for examinations in the list sent to the study centre, you can take the examination by showing your 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.700/- 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.500/- 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.500/- 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 plain paper addressed to Registrar, Student Evaluation Division (SED), Block-12, IGNOU, Maidan Garhi, New Delhi-110 068. A fee of Rs. 200/- 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. 400/-. 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. 150/- 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. 500/- 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.

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

1. A Student who is not able to complete the Management Programme fully within the maximum stipulated time period i.e., 8 years, will have to take 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 8 years. The student will be required to complete all the courses during this time period, as no further fresh admission will be granted after expiry of 16 years. In case, such a student wishes to pursue the programme further, s/he will have to appear in OPENMAT as a fresh candidate and there will be no provision for credit transfer.

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

The extended duration of 8 years, on seeking fresh admission has commenced from January 2011 for the old students initially registered upto the year 2003 January session. Therefore, the extended duration of 8 years indicated in column No. 5 of Appendix 7A, would be over by December 2018 TEE, irrespective of whether they have sought fresh admission in January 2011 session or not. If they seek admission in subsequent session, the maximum duration would be reduced proportionately and in no case would exceed beyond December 2018 TEE.

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

**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 (DIM/PGDIM/MP)** at the relevant column. Please enclose **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 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 2016 Semester: 30-11-2015

For July–December 2016 Semester: 31-05-2016

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. (DIM/PGDIM / 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) Fax Number (if any) with STD Code

10. (d) E-mail id.

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

| | | |
|-------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> Others |
|-------------------------------|---------------------------------|---------------------------------|

12. Date of Birth

| | | | | | |
|------|---|-------|------|---|---|
| _ | _ | _ | _ | _ | _ |
| Date | | Month | Year | | |

13. Nationality: Cross (x) Appropriate Box only

| | |
|---------------------------------|--------------------------------|
| <input type="checkbox"/> Indian | <input type="checkbox"/> Other |
|---------------------------------|--------------------------------|

14. Category

| | | | | |
|----------|---------|---------|----------|--------------------------|
| A1 – Gen | B2 – SC | C3 – ST | D4 – OBC | <input type="checkbox"/> |
|----------|---------|---------|----------|--------------------------|

15. Whether physically handicapped:

| | |
|--------|--------------------------|
| A1 Yes | <input type="checkbox"/> |
| 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 | Unmarried |

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

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

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

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

21. (b) Stream: Cross (X) any one of the Appropriate Box only

| | | | | | |
|---------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | Science | Arts | Commerce | Engineering | Others |
| GRADUATE | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| POST GRADUATE | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

22. Work Experience

Duration Years Months 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 ₹1,00,000/- | ₹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"/> |
| Course Fee | <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

EXPERIENCE CERTIFICATE

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

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

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

(Please use the photocopy of this proforma.)

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 8 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**. A detailed chart indicating the validity of extended maximum duration of another 8 years is enclosed at Page No. 15. For old students registered up to Jan. 2003 cycle of admission, **extended maximum duration of 8 years would be valid up to Dec. 2018 only** irrespective of the date of seeking fresh admission. Under no circumstances the duration would be extended beyond the validity mentioned in col.no. 5 of the maximum duration chart.
- (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 four courses in a semester, as per '**schedule of courses on offer**'. As usual the Registration/Re-registration Form is to be submitted at the Regional Centre concerned.
- (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**

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 | Task and Responsibilities |
| | 3 | Management Systems and Processes | Part I & II | |
| | 4 | Managerial Skills | | |
| 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 | | |
| | 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 |
| | 8 | Absorption and Marginal Costing | Audit in India | in decision making |
| | 9 | Cost-Volume-Profit Analysis | | (CVP/BE 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 | Work Design | | |
| | 8 | 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 | Value Engineering | | Quality Control |
| | 15 | Quality Assurance | | |
| VI | | MATERIALS MANAGEMENT | | |
| | 16 | Purchase System and Procedure | | |
| | 17 | Inventory Management | | |
| | 18 | Stores Management | | |
| | 19 | Standardisation, Codification and Variety Reduction | | Materials Management |
| | 20 | Waste Management | | |

MS-6 : MARKETING FOR MANAGERS

| BLOCK | UNIT NOs. | UNIT TITLE | 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 |
| | 9 | Models of Consumer Behaviour | | Consumer and |
| | 10 | Indian Consumer Environment | | Marketing 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 |
| | 15 | Marketing Communications | | Strategy - A |
| | 16 | Advertising and Publicity | | Case Study of |
| | 17 | Personal Selling and Sales Promotion | | Moulded Luggage Industry |
| 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 Fundamentals |
| | 10 | Discrete Probability Distribution | | |
| | 11 | Continuous Probability Distributions | | |
| | 12 | Decision Theory | | Probability Applications |
| IV | SAMPLING AND SAMPLING DISTRIBUTIONS | | | |
| | 13 | Sampling Methods | | |
| | 14 | Sampling Distributions | | |
| | 15 | Testing of Hypotheses | | |
| | 16 | Chi Square Tests | | |
| V | FORECASTING METHODS | | | |
| | 17 | Business Forecasting | | |
| | 18 | Correlation | | Applications of Regression |
| | 19 | Regression | | |
| | 20 | Time Series Analysis | | |

MS-9 : MANAGERIAL ECONOMICS

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

MS-10 : ORGANISATIONAL DESIGN, DEVELOPMENT AND CHANGE

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

MS-11 : STRATEGIC MANAGEMENT

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

MS-21 : SOCIAL PROCESSES AND BEHAVIOURAL ISSUES

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

MS-22 : HUMAN RESOURCE DEVELOPMENT

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

MS-23 : HUMAN RESOURCE PLANNING

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

MS-24 : EMPLOYMENT RELATIONS

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

MS-25 : MANAGING CHANGE IN ORGANISATIONS

| BLOCK | UNIT NOs. | UNIT TITLE |
|--------------|----------------------|--|
| I | | CONCEPT OF MANAGING CHANGE |
| | 1 | Understanding Change |
| | 2 | Types of Change |
| | 3 | Factors Critical to Change |
| | 4 | Organisational Culture 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 : WAGE AND SALARY ADMINISTRATION

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

| 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 |
| | 10 | IT Packages in SCM |
| IV | | COST AND PERFORMANCE MEASUREMENT IN SCM |
| | 11 | Cost Analysis and Measurement |
| | 12 | Best Practices and Benchmarking for SCM |
| | 13 | Performance Measurement and Evaluation of SCM |
| V | | DISTRIBUTION NETWORK PLANNING |
| | 14 | Transportation Mix |
| | 15 | Locational Strategy |
| | 16 | Logistics and SCM Environment |
| VI | | EMERGING TRENDS |
| | 17 | Future Trends and Issues |
| | 18 | Design for SCM and Greening the Supply Chain |
| | 19 | SCM in Service Organisation/Non-Manufacturing Sector |

MS-56 : MATERIALS MANAGEMENT

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

MS-57 : MAINTENANCE MANAGEMENT

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

MS-58 : MANAGEMENT OF R&D AND INNOVATION

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

MS-61 : CONSUMER BEHAVIOUR

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

MS-62 : SALES MANAGEMENT

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

MS-63 : PRODUCT MANAGEMENT

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

MS-64 : INTERNATIONAL MARKETING

| BLOCK | UNIT NOs. | UNIT TITLE | AUDIO TAPE | VIDEO TAPE |
|--------------|------------------|--|------------------------------|--|
| I | | INTERNATIONAL MARKETING : AN INTRODUCTION | 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 Entrepreneurial Competencies |
| | 2 | 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 |

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

A) General Instructions

1. **Application form (Form 1) for OPENMAT XXXVIII & XXXIX Entrance Test has been provided in a separate envelope alongwith the Student Handbook & Prospectus. Please read these instructions before filling up Form 1.**
2. You are responsible for the accuracy of information and indicating the information in the desired manner. You should ensure that you fulfil the admission criteria as prescribed by the University as on the last date for submission of Application form for Admission to Management Programme.
- 3.(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 alongwith OPENMAT form. Prospectus will be sent to such candidates after receipt of the form along with the demand draft.**

B) Test Dates

1. The Entrance Test for Admission to Management Programme would be conducted on the following Sundays:
(1) 16.08.2015 — OPENMAT - XXXVIII
(2) 07.02.2016 — OPENMAT - XXXIX

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).

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

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

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

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

1. 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) Experience Certificate wherever required
 - v) Category Certificate for SC/ST/OBC candidates
 - vi) Identity Card duly filled up
- c) Enclose Demand Draft for fee of programme @ **₹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 XXXVIII | OPENMAT XXXIX |
| 30.11.2015 (1st Semester 2016) | 31.05.2016 (2nd Semester 2016) |
| 31.05.2016 (2nd Semester 2016) | 30.11.2016 (1st Semester 2017) |

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) Fax Number (if any) with STD Code

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

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"/> |
| Course Fee | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Total Fees Rs. | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <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

EXPERIENCE CERTIFICATE

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

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

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

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

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 ₹300/- 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 School of Management Studies, 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

Place :

Date :

SIGNATURE OF STUDENT

Place :

Date :

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



MBA

School of Management Studies
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
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 ₹300/- 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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
RE-REGISTRATION/COURSE OPTION/RE-ADMISSION 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 | : ₹ _____ |

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

Note :

1. **A Student can pay the fee pertaining to one semester only at a time.**
2. A student should opt for and indicate the **Specialisation Diploma** of his/her choice if not already done as soon as he/she registers for the first course of specialisation stream and should indicate the **Specialisation Diploma code in item No. 5** above. The option once exercised would be final. If no specialisation is indicated in item 5 above, University shall register you for specialisation area on the basis of first course opted from specialisation stream. No change would be permissible at subsequent stage.
3. A student can opt **upto four courses** in each semester. Courses already opted need not be repeated, unless the validity of registration of such a course has already expired. **For registration purposes, MS-100 is treated as one course. The fee for MS-100 is ₹3000.**
4. A course once selected for study, **must be completed within 4 semesters.** In case of failure to do so, the student will be required to seek **RE-ADMISSION** by paying fees of **₹1500/- per course**, as per schedule given below.
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 7th year of the initial admission would be reduced appropriately**, as against two years, so that the prescribed maximum duration of eight years would remain unchanged (ref. to **‘Maximum duration in Management Programme’** in the prospectus).

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

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

| 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 | ₹1000/- |

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. | <input type="text"/> |
|----------------------|----------------------|

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.

| Dates for Submission of Exam Forms | | | | |
|------------------------------------|-----------|---------------------|-----------|---|
| FOR JUNE TEE | LATE FEE | FOR DECEMBER TEE | LATE FEE | SUBMISSION OF EXAM FORM |
| 1 March to 31 March | NIL | 1 Sept. to 30 Sept. | NIL | ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS |
| 1 April to 20 April | ₹ 300/- | 1 Oct. to 20 Oct. | ₹ 300/- | |
| 21 April to 30 April | ₹ 500/- | 21 Oct. to 31 Oct. | ₹ 500/- | |
| 1 May to 15 May | ₹ 1000/-* | 1 Nov. to 15 Nov. | ₹ 1000/-* | |

*Exam for these students will be conducted at Regional Centre city only.

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ₹ 60/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

In case of non-compliance of any of the above conditions candidature for appearing in the Term-end Examination will not be considered and no Hall Ticket will be issued.

PLEASE NOTE :

- | | |
|--------------------------------------|---|
| Examination fee per course is | - ₹60/- (Examination fee once paid will not be refunded/adjusted in any case) |
| Examination form to be submitted at | - Regional Centre under which your examination centre falls |
| Demand draft to be made in favour of | - IGNOU and payable at the city where submitting the exam form |

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.
2. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).
3. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
4. Examination form should be submitted only once for each Term-end Examination. In case two exam forms are submitted the candidature will be cancelled.
5. Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hall Ticket.
6. Term-end Examination result is also available on the University website (www.ignou.ac.in). Please see the result status before filling examination form.
7. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee (registration/re-registration) forwarded with this form will result in rejection of the examination form.
8. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
10. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated you will be allotted another Examination Centre under the same Region.
11. **In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website (www.ignou.ac.in) and download the Hall Ticket and report at the Examination Centre with your Identity Card.**
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.
13. No student will be allowed two exam centres for a TEE.

DECLARATION

I hereby declare that I have read and understood the instructions given above. I also affirm that I have submitted all the required number of assignments as applicable for the course(s) filled in the examination form and my registration for the course(s) is valid and not time barred. If any of my statements is found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date _____

(Signature of the student)

Phone No. (R) _____ Mobile No. _____ Email Id _____

Phone No. (O) (with STD code) _____

**AUTHENTICATION BY CO-ORDINATOR/INCHARGE OF
STUDY CENTRE/PROGRAMME STUDY CENTRE/PARTNER INSTITUTION/
COMMUNITY COLLEGE**

It is to certify that the student has submitted all the assignment(s) for the course(s) filled in the examination form.

Centre Code _____

Date _____

(Signature & Stamp of Co-ordinator/Incharge)
Study Centre/PSC/PI/Community College

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:

| SI.No. | Address of Evaluation Centre | Jurisdiction of Evaluation Centre |
|--------|--|--|
| 1. | Dy. Registrar Regional Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-11 0068 | All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs. |
| 2. | Dy. Registrar Regional Evaluation Centre Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai - 600 007 | All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara. |
| 3. | Dy. Registrar Regional Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscornaun Tower W. Gandhi Maidan Patna -800 001 | All Examination Centres in Patna, Raipur, Bhubaneshwar, Koraput, Siliguri and Raghunathganj. |
| 4. | Dy. Registrar Regional Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow - 226 024 | All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar. |
| 5. | Dy. Registrar Regional Evaluation Centre IGNOU Regional Centre 1 st Floor, MSFC Building 270, Senapati Bapat Road Pune-411 016 | All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai. |
| 6. | Dy. Registrar Regional Evaluation Centre IGNOU Regional Centre H/No.71 , GMC Road. Christian Basti Guwahati - 781 005 | All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal. |
| 7. | Dy. Registrar Regional Evaluation Centre "Mangolik", H/H-19/1, Baguipara PO- Aswini Nagar, VIP Road Baguiati, Kolkata - 700 159 | All Examination Centres in Kolkata, Darbhanga and Ranchi. |

* For the photocopy (ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.



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. | Address of Evaluation Centre | Jurisdiction of Evaluation Centre |
|--------|--|--|
| 1. | Dy. Registrar Regional Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-11 0068 | All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs. |
| 2. | Dy. Registrar Regional Evaluation Centre Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai - 600 007 | All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin. Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara. |
| 3. | Dy. Registrar Regional Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscornaun Tower W. Gandhi Maidan Patna -800 001 | All Examination Centres in Patna, Raipur, Bhubaneshwar, Koraput, Siliguri and Raghunathganj. |
| 4. | Dy. Registrar Regional Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow - 226 024 | All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar. |
| 5. | Dy. Registrar Regional Evaluation Centre IGNOU Regional Centre 1 st Floor, MSFC Building 270, Senapati Bapat Road Pune-411 016 | All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai. |
| 6. | Dy. Registrar Regional Evaluation Centre IGNOU Regional Centre H/No.71 , GMC Road. Christian Basti Guwahati - 781 005 | All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal. |
| 7. | Dy. Registrar Regional Evaluation Centre "Mangolik", H/H-19/1, Baguipara PO- Aswini Nagar, VIP Road Baguiati, Kolkata - 700 159 | All Examination Centres in Kolkata, Darbhanga and Ranchi. |

* For the photocopy (ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.

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. | Address of Evaluation Centre | Jurisdiction of Evaluation Centre |
|--------|--|--|
| 1. | Dy. Registrar Regional Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-11 0068 | All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs. |
| 2. | Dy. Registrar Regional Evaluation Centre Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai - 600 007 | All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara. |
| 3. | Dy. Registrar Regional Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscornaun Tower W. Gandhi Maidan Patna -800 001 | All Examination Centres in Patna, Raipur, Bhubaneshwar, Koraput, Siliguri and Raghunathganj. |
| 4. | Dy. Registrar Regional Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow - 226 024 | All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar. |
| 5. | Dy. Registrar Regional Evaluation Centre IGNOU Regional Centre 1 st Floor, MSFC Building 270, Senapati Bapat Road Pune-411 016 | All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai. |
| 6. | Dy. Registrar Regional Evaluation Centre IGNOU Regional Centre H/No.71 , GMC Road. Christian Basti Guwahati - 781 005 | All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal. |
| 7. | Dy. Registrar Regional Evaluation Centre "Mangolik", H/H-19/1, Baguipara PO- Aswini Nagar, VIP Road Baguiati, Kolkata - 700 159 | All Examination Centres in Kolkata, Darbhanga and Ranchi. |

* For the photocopy (ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.



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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK SHEET

Name

Enrolment No.

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Address

.....

.....

.....

Pin Code

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

Programme

Month and Year of the Exam

Centre from where appeared at
last examination

Bank Draft/IPO No. Dated

for ₹150 in favour of IGNOU, New Delhi

Date : Signature

Note : Fee for duplicate grade card is ₹150. The duplicate grade card/mark sheet will be sent by Registered post.

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

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

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

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

SUBJECT : NON-RECEIPT OF STUDY MATERIAL / ASSIGNMENT

Enrolment No.

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Programme

Medium of Study

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

| Sl. No. | Course Code | Blocks | Assignments |
|---------|-------------|--------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |

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

Name and Address _____

Signature : _____

Date : _____

For Office Use

Date of despatch of study material/assignments to students _____

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(To be submitted to the concerned Regional Director)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

1. Name
2. Father's Name
3. 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 _____ |

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

Signature of the Applicant

(To be filled in by the Regional Centre)

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

Dated _____ Dealing Assistant _____ Section Officer _____

INSTRUCTIONS

1. A fee of ₹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

1. Name
2. Programme: 3. Enrolment No.

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|
4. Address
.....
..... Pin Code:

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|
5. Purpose for which :
transcript is required
6. Fee details:
Fee for the official transcript:
Rs. 200/- per transcript, if to be sent to the student/institute in India.
Rs. 400/- or US \$100 per transcript, if required to be sent to the Institute outside India by the University. (The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')
No. of transcript(s)..... × Rs.200/- or Rs.400/-or US \$100/- Total Amount Rs. required.
Demand Draft No..... Date
7. Whether the transcripts to be mailed by the University: Yes/No (please tick)
8. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attach a separate list, if required)
.....
.....
.....

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

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

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

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



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

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

Enrolment Number

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|

Date of Change effective from

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Write in BLOCK LETTERS only

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

New Address

| | | | | | | | | | |
|------------|---|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Town | | | | | | | | | |
| State | Pin <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></tr></table> | | | | | | | | |
| | | | | | | | | | |
| 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; रदुहध फ' क{kk i fj "kn~
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
वर्षिक्य र्ह ज्क्य द्क , द र्ह क्फ/कद र्ह र्ह (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.

इंदिरा गांधी खेल परिसर, इन्द्रप्रस्थ एस्टेट, नई दिल्ली-110002
Indira Gandhi Sports Complex, I.P. Estate, New Delhi-110002
दूरभाष / Phone: 23392506, 63-65,68,71,73-75 फैक्स / Fax: 011-23392554



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 (ODLIs) 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
विश्वविश्वलक कुीरुन कुीरुन
कडुलसह कुीरुन कुीरुन
नई दिल्ली-110 002
GRANT'S UNIGRANTS
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MA
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.



B

SHEET NUMBER

| | |
|--|--|
| निम्नलिखित विवरण केवल स्याही से भरें | Fill up the following particulars with ink only |
| Course Particulars / पाठ्यक्रम विवरण Programme / कार्यक्रम Course Name / पाठ्यक्रम नाम | परीक्षा पत्र भरने से पहले कृपया निम्नलिखित निर्देशों को अवश्य पढ़ लें। प्रश्नोंतर चिन्ह इस प्रकार बनायें <input type="checkbox"/> न कि <input type="checkbox"/> [X] [✓] [V] <input type="checkbox"/> [•] |
| Student's Particulars / विद्यार्थी विवरण Enrolment No. / अनुक्रमांक संख्या Name / नाम Address / पता City / शहर Pin Code / पिन कोड | Please read relevant instructions given below carefully before completing this form. Make like <input type="checkbox"/> Not like <input type="checkbox"/> [X] [✓] [V] <input type="checkbox"/> [•] Candidate's Signature / विद्यार्थी के हस्ताक्षर Signature of Invigilator / अनुवीक्षक के हस्ताक्षर Date / दिनांक |

चिन्हित करने के लिए निर्देश

- उत्तर पृष्ठ को भरते समय केवल एच.बी. पेन्सिल का प्रयोग करें।
- उत्तर पृष्ठ को मोड़ना/काटना नहीं चाहिए।
- केवल निर्धारित कालम में ही उत्तर चिन्हित करें। यदि कोई गलत कालम चिन्हित हो गया हो तो रबड़ से अच्छी तरह मिटाकर सही कालम को भरें।
- पाठ्यक्रम का सही कोड प्रयोग करें। (प्रवेश परीक्षा परीक्षार्थियों के लिए पाठ्यक्रम कोड भरने की आवश्यकता नहीं है)।
- पाठ्यक्रम कोड इस प्रकार है।
- प्रवेश परीक्षार्थियों के लिए कार्यक्रम कोड इस प्रकार है।

INSTRUCTIONS FOR MARKING

- Use only H.B. Pencil for marking responses.
- Do not mutilate / tear this response sheet.
- Mark your answer in proper column. Erase clearly and completely to change any wrong marking, if any.
- Use correct course Code (Entrance Test Candidates need not fill up Course Code).
- Course Codes are given below.
- Programme Codes for Entrance Test Candidates are given below.

| | | | | | | | | |
|------------------------------|-------------|-------------|-------------|--------------|--------------|--------------|--------------|--------------|
| Course Code Computer Code | PMT 1111 | PSS 1112 | PCO 1113 | CIC1 2221 | CIC2 2222 | CIC3 2223 | CIC4 2224 | CIC5 2225 |
|------------------------------|-------------|-------------|-------------|--------------|--------------|--------------|--------------|--------------|

| | | |
|---------------------------------|----------------|-------------|
| Programme Code Computer Code | OPENMAT 555 | B.ED 666 |
|---------------------------------|----------------|-------------|

- प्रत्येक प्रश्न के चार विकल्प दिए जायेंगे और उनमें से एक उत्तर विकल्प सही है जिसे आप उपयुक्त कालम में चिन्हित करें और काले किये हुए स्याही की सहायता से उत्तर बनेकालम में लिखें। यदि आप समझ नहीं पाते कि कौन सा विकल्प भी विकल्प सही नहीं है तो उत्तर कालम में "0" चिन्हित करें।
- अपना अनुक्रमांक, कार्यक्रम कोड (केवल प्रवेश परीक्षार्थियों के लिये), परीक्षा केन्द्र कोड, पाठ्यक्रम कोड, माह एवं वर्ष चिन्हित करने के लिए निम्नलिखित उदाहरण का अनुकरण करें।

- Four choices are given for a question, out of which one option is correct. Mark the correct answer in the relevant column and also write your answer choice in numeral in the rectangle above. If you find that none of the options given in a question is correct mark in column "0".
- Please follow the examples given below to mark your Enrolment Number, Programme Code (For Entrance Test Candidates only), Exam Centre Code, Course Code, Month and Year.

| Enrolment Number अनुक्रमांक | | | | | | | | |
|--------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|
| 1 | 4 | 5 | 7 | 8 | 6 | 1 | 5 | 9 |
| [0] | [0] | [0] | [0] | [0] | [0] | [0] | [0] | [0] |
| [1] | [1] | [1] | [1] | [1] | [1] | [1] | [1] | [1] |
| [2] | [2] | [2] | [2] | [2] | [2] | [2] | [2] | [2] |
| [3] | [3] | [3] | [3] | [3] | [3] | [3] | [3] | [3] |
| [4] | [4] | [4] | [4] | [4] | [4] | [4] | [4] | [4] |
| [5] | [5] | [5] | [5] | [5] | [5] | [5] | [5] | [5] |
| [6] | [6] | [6] | [6] | [6] | [6] | [6] | [6] | [6] |
| [7] | [7] | [7] | [7] | [7] | [7] | [7] | [7] | [7] |
| [8] | [8] | [8] | [8] | [8] | [8] | [8] | [8] | [8] |
| [9] | [9] | [9] | [9] | [9] | [9] | [9] | [9] | [9] |

| Course Code पाठ्यक्रम कोड | | | |
|------------------------------|-----|-----|-----|
| 1 | 1 | 1 | 2 |
| [0] | [0] | [0] | [0] |
| [1] | [1] | [1] | [1] |
| [2] | [2] | [2] | [2] |
| [3] | [3] | [3] | [3] |
| [4] | [4] | [4] | [4] |
| [5] | [5] | [5] | [5] |
| [6] | [6] | [6] | [6] |
| [7] | [7] | [7] | [7] |
| [8] | [8] | [8] | [8] |
| [9] | [9] | [9] | [9] |

| Examination Centre Code परीक्षा केन्द्र कोड | | | | |
|---|-----|-----|-----|--|
| 1 | 2 | 4 | 6 | |
| [0] | [0] | [0] | [0] | |
| [1] | [1] | [1] | [1] | |
| [2] | [2] | [2] | [2] | |
| [3] | [3] | [3] | [3] | |
| [4] | [4] | [4] | [4] | |
| [5] | [5] | [5] | [5] | |
| [6] | [6] | [6] | [6] | |
| [7] | [7] | [7] | [7] | |
| [8] | [8] | [8] | [8] | |
| [9] | [9] | [9] | [9] | |

| Programme Code कार्यक्रम कोड | | |
|------------------------------------|-----|-----|
| 5 | 5 | 5 |
| [0] | [0] | [0] |
| [1] | [1] | [1] |
| [2] | [2] | [2] |
| [3] | [3] | [3] |
| [4] | [4] | [4] |
| [5] | [5] | [5] |
| [6] | [6] | [6] |
| [7] | [7] | [7] |
| [8] | [8] | [8] |
| [9] | [9] | [9] |

| Month माह | |
|--------------|-----|
| 0 | 3 |
| [0] | [0] |
| [1] | [1] |
| [2] | [2] |
| [3] | [3] |
| [4] | [4] |
| [5] | [5] |
| [6] | [6] |
| [7] | [7] |
| [8] | [8] |
| [9] | [9] |

| Year वर्ष | | | |
|--------------|-----|-----|-----|
| 2 | 0 | 0 | 0 |
| [0] | [0] | [0] | [0] |
| [1] | [1] | [1] | [1] |
| [2] | [2] | [2] | [2] |
| [3] | [3] | [3] | [3] |
| [4] | [4] | [4] | [4] |
| [5] | [5] | [5] | [5] |
| [6] | [6] | [6] | [6] |
| [7] | [7] | [7] | [7] |
| [8] | [8] | [8] | [8] |
| [9] | [9] | [9] | [9] |

कृपया जानिये कि उपर्युक्त अंक और कोड केवल उदाहरण के लिए हैं। आप अपना विवरण ठीक प्रकार लिखिये।
PLEASE NOTE THAT THE NUMBERS AND CODES GIVEN IN THE RESPECTIVE FIELDS ARE ONLY EXAMPLES.

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. STROKE: 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. $\frac{x^a}{x^b} \cdot \frac{x^b}{x^c} \cdot \frac{x^c}{x^a} = ?$
 (1) 0 (2) abc (3) x^{a+b+c} (4) 1
98. $88\% \text{ of } 370 + 24\% \text{ of } 210 - ? = 118$
 (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 :

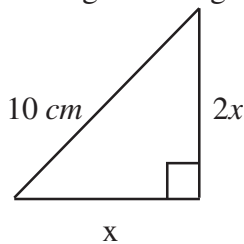
- (1) (2)

- (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

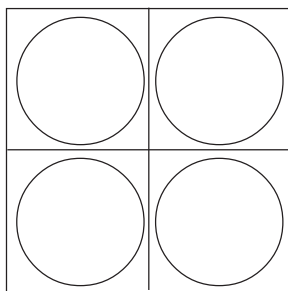
127. The value of $\sqrt{\frac{0.16}{0.4}}$ is:

- (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:

Wimbledon 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) RSBUTUHB (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 (1), (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) YBNDTY

142. 631420

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

143. 640598

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

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 Hand 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

166. Which of the following groups of friends is shorter than A ?
 (1) B, C only (2) D, B, C only (3) E, B, C only (4) F, B, C only
167. Who among them is the lightest?
 (1) A (2) B (3) B or C (4) Data inadequate
168. Which of the following statement is true for F as regards height and weight?
 (1) He is lighter than E and taller than E
 (2) He is heavier than B and taller than E
 (3) He is heavier than B and C but shorter than D
 (4) He is lighter than E and also shorter than E

Directions (Questions 169 to 173) :

Read the following information and answer the questions that follow:

Six lectures A, B, C, D, E and F are to be organised in a span of seven days from Sunday to Saturday, only one lecture on each day in accordance with the following:

- (i) A should not be organised on Thursday
 - (ii) C should be organised immediately after F
 - (iii) There should be a gap of two days between E and D
 - (iv) One day there would be no lecture (Friday is not that day), just before that day D will be organised
 - (v) B should be organised on Tuesday and should not be followed by D
169. On which day there is no lecture?
 (1) Monday (2) Friday (3) Sunday (4) None of these
170. How many lectures are organised between C and D ?
 (1) None (2) One (3) Two (4) Three
171. Which day will the lecture F be organised ?
 (1) Thursday (2) Friday (3) Saturday (4) None of these
172. Which of the following is the last lecture in the series?
 (1) A (2) B (3) C (4) Sunday
173. Which of the following information is not required in finding the complete sequence of organisation of lectures?
 (1) (i) only (2) (ii) only (3) (v) only (4) All are required

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 O 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?

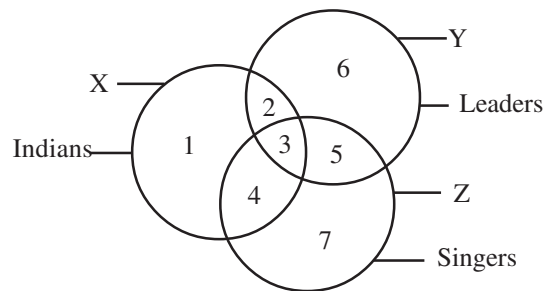
- (1) South (2) North West (3) West (4) South West

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.

| REGIONAL SERVICES DIVISION COMMITTEE AGAINST SEXUAL HARASSMENT (RSDCASH) at Hqrs., IGNOU, RSD, Maidan Garhi, New Delhi-110 068 | | |
|---|--|---------------------------|
| S.No. | Names & Department of the Committee Members | E-mail |
| 1 | Dr. Indrani Lahiri, RSD, Chairperson | indranilahiri@ignou.ac.in |
| 2 | Dr. Seema Chandhok, L & DD | schandhok@ignou.ac.in |
| 3 | Ms. Nishi Saxena, NCIDE | nishi@ignou.ac.in |
| 4 | Ms. Neeru Sayal, RSD | neerusayal15@gmail.com |
| 5 | Ms. Mridula Tandon, External Member | |

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-110 068

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

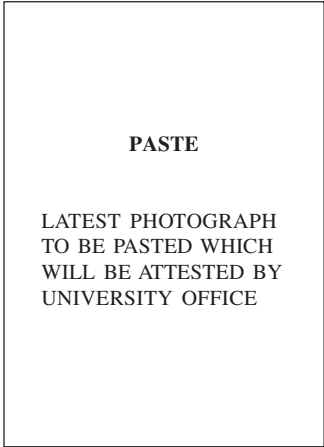
Father's/Mother's/Husband's Name
.....

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 at page 164.** 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 8 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**, alongwith a Demand Draft for ₹1,050/- drawn in favour of IGNOU, payable at New Delhi.