

Syllabus

(Medium of Instruction is English)

IGNOU in Collaboration with CIMA - MBA in Management Accounting and Finance (Two Years)

Semester 1

Management Concepts and Processes - MCT - 011

Block	Unit Nos.	Unit Title
I		Management and Planning
	1	Management
	2	Planning
II		Organising and Directing
	3	Organising
	4	Directing
III		Communication, Controlling and Coordination
	5	Communication
	6	Controlling and Coordination
IV		Motivation, Leadership and Supervision
	7	Motivation
	8	Leadership and Supervision

Accounting and Finance for Managers - MS - 04

Block	Unit Nos.	Unit Title
I		Accounting Framework
	1	Accounting and its Functions
	2	Accounting Concepts and Standards
	3	Accounting Information and its Applications
II		Understanding Financial Statements
	4	Construction and Analysis of Balance Sheet
	5	Construction and Analysis of Profit and Loss Account
	6	Construction and Analysis of Funds Flow and Cash Flow Statement
III		Cost Management
	7	Understanding and Classifying Costs
	8	Absorption and Marginal Costing
	9	Cost-Volume-Profit Analysis
	10	Variance Analysis
IV		Financial And Investment Analysis
	11	Financial Management: An Introduction
	12	Ratio Analysis
	13	Leverage Analysis
	14	Budgeting and Budgetary Control
	15	Investment Appraisal Methods
V		Financial Decisions
	16	Management of Working Capital
	17	Capital Structure
	18	Dividend Decisions

Managerial Economics - MS - 09

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

Marketing for Managers - MS - 06

Block	Unit Nos.	Unit Title
I		Marketing and its Applications
	1	Introduction to Marketing
	2	Marketing in a Developing Economy
	3	Marketing of Services
II		Marketing Planning and Organisation
	4	Planning Marketing Mix
	5	Market Segmentation
	6	Marketing Organisations
	7	Marketing Research and its Applications
III		Understanding Consumers
	8	Determinants of Consumer Behaviour
	9	Models of Consumer Behaviour
	10	Indian Consumer Environment
IV		Product Management
	11	Product Decisions and Strategies
	12	Product Life Cycle and New Product Development
	13	Branding and Packaging Decisions
V		Pricing and Promotion Strategy
	14	Pricing Policies and Practices
	15	Marketing Communications
	16	Advertising and Publicity
	17	Personal Selling and Sales Promotion
VI		Distribution and Public Policy
	18	Sales Forecasting
	19	Distribution Strategy
	20	Managing Sales Personnel
	21	Marketing and Public Policy
	22	Cyber Marketing

Management of Human Resources - MS - 02

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		Compensation and Reward Management
	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

Quantitative Analysis for Managerial Application - MS - 08

Block	Unit Nos.	Unit Title
I		Basic Mathematics for Management
	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
	10	Discrete Probability Distribution
	11	Continuous Probability Distributions
	12	Decision Theory
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
	19	Regression
	20	Time Series Analysis

Note:

Detailed syllabus for Semester 2, 3 and 4 will be made available at the end of Semester 1.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi 110068

Guidelines for Project Course (MCNP-081)

Student can take up Project Course only after registering for MCNP-081 courses. For registration purposes the project course is treated as one course, and the fee is Rs. 2000 (equivalent to two courses).

1) Objective

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

2) Type of Project

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

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

PROJECT PROPOSAL (SYNOPSIS)

3) Proposal Formulation

Synopsis of the project should be prepared in consultation with the Supervisor and sent to The Programme Coordinator, MBA in Management Accounting and Finance, CIMA India Liaison Office, 303, 3rd Floor, VIBGYOR Towers, C-62, G Block, Bandra Kurla Complex, Bandra East, Mumbai 400 051. The synopsis should clearly state the objectives and research methodology of the proposed project to be undertaken. It should have full detail of the rationale, sampling, instruments to be used, limitations if any, and future directions for further research, etc.

4) Eligible Project Supervisor

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

Students are advised to send their project synopsis and bio-data of the Supervisor (in case of (ii) and (iii) above, which must be duly signed by the guide) to the Coordinator (Projects), MBA in Management Accounting and Finance, CIMA India Liaison Office, 303, 3rd Floor, VIBGYOR Towers, C-62, G Block, Bandra Kurla Complex, Bandra East, Mumbai 400 051.

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

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

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

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

5) Project Proposal Submission and Approval

After selection of the Supervisor and finalising the topic, Student should send the Project Proposal Proforma alongwith one copy of the synopsis and bio-data of the Supervisor to The Programme Coordinator, MBA in Management Accounting and Finance, CIMA India Liaison Office, 303, 3rd Floor, VIBGYOR Towers, C-62, G Block, Bandra Kurla Complex, Bandra East, Mumbai 400 051 for approval. Proposals incomplete in any respect will straight away be rejected. Students are advised to retain a copy of the synopsis. Proposals not accompanying a complete and signed bio-data of Supervisor will not be considered for approval. Project Proposal can be submitted throughout the year.

6) Communication of Approval

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

7) Resubmission of Project Proposal

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

PROJECT REPORT

8) Formulation

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

9) Submission of Project Report

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

Project Report can be submitted any time throughout the year.

Note: 1) If a Project Report is submitted between 1 December to 31 May then the result will be declared along with June Term-End Examinations.

- 2) If a Project Report is submitted between 1 June to 30 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, the student will be duly intimated about it.

11) Enquiries

Enquiries regarding the approval of Project synopsis should be addressed to The Programme Coordinator, MBA in Management Accounting and Finance, CIMA India Liaison Office, 303, 3rd Floor, VIBGYOR Towers, C-62, G Block, Bandra Kurla Complex, Bandra East, Mumbai 400 051.

SOME IMPORTANT NOTES WHILE PREPARING THE PROJECT PROPOSAL

1. Send only one copy of the Project Proposal, and retain a copy with you.
2. "MCNP-081" should be written prominently on the envelope and should be addressed to The Programme Coordinator, **MBA in Management Accounting and Finance**, CIMA India Liaison Office, 303, 3rd Floor, VIBGYOR Towers, C-62, G Block, Bandra Kurla Complex, Bandra East, Mumbai 400 051.
3. Ensure the inclusion of the following while submitting the Proposal:
 - a) Proforma for Approval of Project Proposal, duly filled and signed by both - the Student and the Supervisor
 - b) Detailed bio-data of the Supervisor duly signed by him/her (bio-data of the Guide should include his/her detailed office address with Telephone No.)
 - c) Synopsis of the Project
4. The Synopsis of your Project Proposal should include the following:
 - a) Rationale for the Study
 - b) Objectives of the Study
 - c) Research Methodology to be used for carrying out the Study (detailing nature of data, data sources, collection methods, tools and techniques of analysis, sampling etc.)
 - d) The expected contribution from the Study
 - e) Limitations, if any, and the direction of future research.

SOME IMPORTANT NOTES WHILE PREPARING THE PROJECT REPORT

1. The Project Work should be submitted in original in A-4 Size (29 x 20 cm), typed in double space, in a bound volume to the Registrar (SED) of the University by Registered insured post.
2. Before binding the Project report the student should ensure that it contains the following:
 - i) Approved Project Proposal Proforma (original)
 - ii) Original Approved Synopsis, and
 - iii) An originality certificate duly signed by the Student and Supervisor (Proforma enclosed)If any Project Report is received in the absence of the above, the same will be returned to the students for compliance.
3. Kindly mention on the top of the envelope "PROJECT REPORT-MP". This will facilitate sorting out Project Reports received in SE Division for various Programmes.
4. Students should keep a copy of the Project Report with them. The Project Report will not be returned to the Student.

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 **MBA in Management Accounting and Finance** of Indira Gandhi National Open University. This report has not been submitted earlier either to this University or to any other University/Institution for the fulfillment of the requirement of course of study.

Signature of Supervisor

Signature of Student

Place :

Place :

Date :

Date :

IMPORTANT

The bio-data of the Guide must be duly signed by him/her in original and must contain the following information:

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi 110068
Proforma For Approval of Project Proposal (MCNP-081)

Enrolment No.: _____ Study Centre: _____
Regional Centre: _____

Name and Address of the Student: _____

Title of the Project: _____

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

Name and Address of the Supervisor: _____

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

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

No. of Students currently working under the Supervisor for MCNP-081: _____

Signature of Student

Signature of Supervisor

Date:

Date:

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

SYNOPSIS	SUPERVISOR
APPROVED	APPROVED
NOT APPROVED	NOT APPROVED

For Office Use only

(SIGNATURE OF MANAGEMENT FACULTY)

Comments/Suggestions for reformulation of the Project.

Date:

(Please use the photocopy of this proforma)



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MBA in Management Accounting and Finance

Re-Registration/Re-Admission Form

Dates for submission of this Form are:
Semester 1 and 3 (July - Dec)
 1 February to 31 March
 30 April with a late fee of Rs. 200.00
 31 May with a late fee of Rs. 500.00
 20 June with a late fee of Rs. 1000.00
Semester 2 and 4 (Jan - June)
 1 August to 30 September
 31 October with a late fee of Rs. 200.00
 30 November with a late fee of Rs. 500.00
 20 December with a late fee of Rs. 1000.00

I opt for the following semester and enclosed is a Demand Draft towards the course fee as per the details given below:

1. Name of Student: _____

2. Enrolment No.:

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3. Programme:

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

Draft No.: _____

Issuing Bank & Branch: _____

Payable at: _____

Date: _____

Amount Rs.: _____

SEMESTER-1

SEMESTER-2

SEMESTER-3

SEMESTER-4

1. A semester once selected for study must be completed within 2 years. In case of failure to do so, the Student will be retained to seek re-admission by paying fee of Rs. 1000 per semester.
2. Students are also required to furnish the statistical information in the enclosed proforma (Annexure to Re-Registration Form).

Mail this form to **The Programme Coordinator, MBA in Management Accounting and Finance, CIMA India Liaison Office, 303, 3rd Floor, VIBGYOR Towers, C-62, G Block, Bandra Kurla Complex, Bandra East, Mumbai 400 051;** along with requisite fee so as to reach him/her by the due date. Form received after the last date or by any other office of IGNOU than the Regional Centre concerned will be summarily rejected.

Signature of the Student
 Address: _____

 Date: _____
 Phone (Off/Res): _____
 Mobile: _____
 E mail ID: _____

Information for Statistical Purpose: Students are required to fill up this Annexure compulsorily

1. Name of Student: _____

2. Enrolment No:

3. Programme Code:

4. 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
Maidan Garhi, New Delhi 110068

Application Form for Requisition of Assignments

Programme of Study

Enrolment Number

Write in BLOCK CAPITAL LETTERS only

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

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

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

Complete Address _____

 _____ PIN _____

Signature _____
 Date _____

Please mail this Form to:

The Programme Coordinator,
MBA in Management Accounting and Finance,
 CIMA India Liaison Office, 303, 3rd Floor, VIBGYOR Towers,
 C-62, G Block, Bandra Kurla Complex, Bandra East, Mumbai 400 051.
 T. +91-22 4237 0100 | F. +91-22 4237 0109 | E. india@cimaglobal.com
 www.cimaglobal.com

For Official Use Only:

Date of Dispatch of assignments to the students _____

Instructions for Requisition/Submission of Assignments

1. Read the instructions for submission of assignments given in your Programme Guide carefully.
2. Assignment should be demanded only if your registration for the 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, on your assignment responses before submitting.
4. Submission of assignment within due date is a pre-requisite for appearing in the Term-End Examination. You are, therefore, advised to submit your assignment to the Programme Coordinator, MBA in Management Accounting and Finance, CIMA India Liaison Office, 303, 3rd Floor, VIBGYOR Towers, C-62, G Block, Bandra Kurla Complex, Bandra East, Mumbai 400 051, within the prescribed dates. Assignments received after due dates will be summarily rejected.
5. In case you have failed to get the overall qualification 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 to the Programme Coordinator, CIMA.



EXAM FORM

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
Maidan Garhi, New Delhi-110068**

Serial No.	
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Term-End Exam June / December - 20_____

Control No.

INSTRUCTIONS

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

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

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Programme Code	<input type="text"/>	Study Centre Code	<input type="text"/>
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Enrolment No.	<input type="text"/>	Exam Centre Code	<input type="text"/>
		(Where you wish to appear for the exam)	

Name of the Candidate (Leave one box empty between First Name, Middle Name and Surname)
<input type="text"/>

Address for correspondence (Do not give Post Box No. address. Leave a blank box between each unit of address like House No., Name, P.O., etc.)
<input type="text"/>
<input type="text"/>

City	<input type="text"/>	District	<input type="text"/>
State	<input type="text"/>	Pin Code	<input type="text"/>

COURSE OPTION:

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

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

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

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

1. Draft No.	<input type="text"/>
Amount	<input type="text"/>
2. Draft No.	<input type="text"/>
Amount	<input type="text"/>
Date	<input type="text"/>
Issuing Branch	<input type="text"/>
Payable at	N E W D E L H I

SIGNATURE OF THE STUDENT (within the box only)

<input type="text"/>

ISSUING BANK

<input type="text"/>

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

Date: _____

(Signature of the Student)

Dates for Submission of Exam Forms

For June TEE	Late Fee	For Dec TEE	Late Fee
1 March to 31 March	Nil	1 September to 30 September	Nil
1 April to 20 April	Rs. 300/-	1 October to 20 October	Rs. 300/-
21 April to 15 May*	Rs. 500/-	21 October to 15 November*	Rs. 500/-
16 May to 28 May*	Rs. 1000/-	16 November to 28 November*	Rs. 1000/-

* During these dates, submit the examination form with late fee to concerned Regional Centre (for outside Delhi). For Delhi, submit to the Registrar (SED), IGNOU, Maidan Garhi, New Delhi - 110068. Exams for these students will be conducted at Regional Centre of IGNOU only.

Examination form without late fee can be submitted by Regd. Post/Speed Post alongwith the requisite fee (in the form of Demand Draft) at SED division, IGNOU, Maidan Garhi, New Delhi - 110068 or at the concerned Regional Centre within the stipulated dates.

Instructions for filling up the Exam Form

1. Please send the Examination Form by Registered Post/Speed Post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the Examination Form only once for each Term-End Examination.
3. Examination fee @ Rs. 50/- per course in the form of Demand Draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. It is advisable that students fill up the Examination Form without waiting for the result of the previous examination. No Examination Fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination Form.
5. Term-End Examination result is also available on the University website, i.e., www.ignou.ac.in. Please see the result status before filling the Examination Form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website www.ignou.ac.in and download Hall Ticket and report to Examination Centre with your Identity Card.
7. Normally, IGNOU Study Centre is the Examination Centre. In case you wish to take the examination at a particular IGNOU centre, the code of your chosen IGNOU centre should 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 of IGNOU.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination. (For example ECO-01/MS-02)
10. In case wrong/invalid course code is mentioned in the Examination Form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
11. Students are advised to enclose/forward only the Examination Fee along with this form. Any other fee forwarded with the Exam Fee will result in rejection of the Examination Form.
12. Students of Management Programme can take examinations of a maximum of 8 courses at a time.
13. Examination Form can also be submitted with the requisite fee (with or without late fee) within the stipulated dates at the respective Regional Centres.
14. Examination Fee once paid will not be refunded/adjusted.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi 110068

Application Form for Re-Evaluation of Answer Script

1. Name:

2. Programme:

Enrolment No.:

3. Address:

.....

Pin:

4. Month and Year of the Examination:

5. Examination Centre Code:

6. Address of the Examination Centre:

.....

.....

7. Courses in which re-evaluation is sought:	Course Code	Marks/Grade Obtained
.....
.....
.....
.....
.....

8. Fee Detail:
(The fee for re-evaluation of answer script is Rs. 500 per course, which is to be paid through Demand Draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

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

Demand Draft No.: Date:

Issuing Bank:

Date: (Signature of the Student)

(You are advised to use the photo copy of this proforma)

Rules & Regulations for Re-Evaluation of Answer Scripts

1. The request for re-evaluation by the student must be made before 31 March for December TEE and 30 September for June TEE or within one month of declaration of results, whichever is later.
2. The date of declaration of results 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 Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminars, etc.
6. On the top of the envelope containing the prescribed application form, please mention '**Application Form for Re-Evaluation of Answer Scripts**'.
7. Application Form must reach within the prescribed dates at the following address:

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi 110068

Application Form for Obtaining Duplicate Grade Card/Mark Sheet

Name:

Enrolment No.:

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Address:
.....
.....
.....

Pin:

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

Programme:

Month and Year of the Exam:

Centre from where appeared at the last examination:

Bank Draft/IPO No. dated
for Rs. 150/- in favour of IGNOU, New Delhi

Date:

.....
Signature

Note: Fee for duplicate grade card is Rs. 150/-. The duplicate grade card/mark sheet will be sent by Registered Post.

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

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

(You are advised to use the photo copy of this proforma)

To
The Programme Coordinator,
MBA in Management Accounting and Finance,
CIMA India Liaison Office, 303, 3rd Floor, VIBGYOR Towers,
C-62, G Block, Bandra Kurla Complex, Bandra East, Mumbai 400 051.
T. +91-22 4237 0100 | F. +91-22 4237 0109 | E. india@cimaglobal.com
www.cimaglobal.com

Subject: Non-receipt of Study Material/Assignment

Enrolment Number:

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

Programme:

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

Sr. 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 photo copy of this proforma)



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi 110068

Change/Correction of Address/Study Centre

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

Enrolment Number:

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

Date of Change effective from:

--	--	--	--

Write in BLOCK CAPITAL LETTERS only

Name: Shri/Smt./Km.	
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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:									

Programme of Study:

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Signature

Date:

The filled-up form should be mailed to:
 The Programme Coordinator,
MBA in Management Accounting and Finance,
 CIMA India Liaison Office, 303, 3rd Floor, VIBGYOR Towers,
 C-62, G Block, Bandra Kurla Complex, Bandra East, Mumbai 400 051.
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(You are advised to use the photo copy of this proforma)

Contact Details

The Programme Coordinator

MBA in Management Accounting and Finance

CIMA India Liaison Office

303, 3rd Floor, VIBGYOR Towers,

C-62, G Block, Bandra Kurla Complex,

Bandra East, Mumbai 400 051.

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E. india@cimaglobal.com