

**STUDENT HANDBOOK AND PROSPECTUS
2012**

**MASTER OF BUSINESS ADMINISTRATION
(Banking & Finance)**



**SCHOOL OF MANAGEMENT STUDIES
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068**

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

RECOGNITION

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A STATUTORY BODY OF THE GOVERNMENT OF INDIA)

DR. NAGIN CHAND
ADVISOR (PC/ACADEMIC)

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

To

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

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

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

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

Your faithfully,

–Sd.–

(Nagin Chand)

Copy to:
All Regional Officers, AICTE

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Contents

Page Nos.

● The University	5
● The Schools of Studies	5
● Academic Programmes	5
● Course Materials	6
● Credit System	6
● Student Support Services	6
● Master of Business Administration (Banking and Finance)	9
● School of Management Studies	9
● The Indian Institute of Banking and Finance	9
● Programme Structure	10
● Eligibility for Admission	11
● Admission Procedure	11
● Incomplete and late Applications	11
● Re-Registration/Re-Admission	12
● Maximum Duration	12
● Certificate of Completion	12
● Foreign Students	13
● Reservation	13
● Fee Structure	13
● Scholarships and Reimbursement of Fees	13
● Change of Region by Students	13
● Change/Correction of Address and Study Centre	13
● Evaluation	14
● Examination Reforms	14
● Credit Transfer Scheme	15
● Schedule of Operations	16
● Faculty of Management Studies	17
● Appendix - 1 Name and Code of Programme, Eligibility, Fee and Last Date	18
● Appendix - 2 Regionwise List of Study Centres	19
● Appendix - 3 Regional Centres : Addresses and Codes	39
● Appendix - 4 List of State Codes	50
● Appendix - 5 Codes for Qualification, Sex, Category, Territory, Marital Status and Social Status	51

Contents — *Contd.*

● Appendix - 6	
Modalities of Submission of Assignments and Appearing in Term-end Examinations	52
● Appendix - 7	
Internal Credit Transfer Scheme for fresh admission to MBA (B&F)	57
(Applicable after expiry of maximum duration)	
Application for fresh admission	59
Application for Internal Credit Transfer (ICT) in MBA (Banking and Finance Programme) for those who have sought Fresh Admission	61
● Appendix - 7A	
Application Form for Internal Credit Transfer from Management Programme to MBA (Banking and Finance)	63
● Appendix - 8	
Course Components	65
Guidelines for Project Course (MS-100)	86
Proforma for Approval of Project Proposal (MS-100)	90
● Appendix - 9	
Re-Registration/Re-Admission Form	91
Requisition Form for Fresh Set of Assignments	93
Term-End Examination Form	95
Application Form for Improvement in Division/Class	97
Application Form for Early Declaration of Result of Term-end Examination	99
Form for Non-Receipt of Study Material/Assignments	100
Application Form for Issue of Migration Certificate	101
Form for Change/Correction of Address/Study Centre	103
Application Form for Re-evaluation of Answer Script	104
Application Form for Obtaining Duplicate Grade Card	105
● Appendix - 10	
Instructions for filling up the Application Form	106
Application Form for Admission to MBA (Banking & Finance)-2012	107
Experience Certificate	109
● Appendix - 11	
Banks Designated to Collect the Fee in Cash from IGNOU Students	111
A) Indian Bank	
B) IDBI Bank	
Identity Card	
Acknowledgement Card	

Master of Business Administration (MBA - Banking & Finance)

Student Handbook & Prospectus would be available at **all the Regional Centres** and at the **Head Quarters of IGNOU, New Delhi**.

- This Handbook & Prospectus is valid for the Admissions of January-June, 2012 and July-December, 2012 semesters.
- Please send the **Application Form to The Regional Director of your Region**.
- **The last dates for submission of application form at the Regional Centres** are as follows:
For January-June 2012 Semester – 30th November, 2011
For July-December 2012 Semester – 31st May, 2012

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 term-end examination two times a year
- Interactive Satellite Aided Communication Network (Teleconferencing)
- Interactive Radio Counselling

THE SCHOOLS OF STUDIES

With a view to develop 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. The Schools of Studies currently in operation are as follows:

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

ACADEMIC PROGRAMMES

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

- Certification
- Improvement of skills

- Acquisition of professional qualifications
- Continuing education and professional development at work place
- Self-enrichment
- Diversification of knowledge, etc.

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

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

COURSE MATERIALS

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

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

CREDIT SYSTEM

The University follows the 'Credit System' for most of its programmes. Each credit amounts to 30 hours of study comprising of 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 about **161 study centres** provide counselling facilities for the MBA (Banking & Finance) Programme. Study Centres also have basic library of management books for reference purposes. Each student is assigned to a study centre where he/she also submits tutor-marked assignments to the study centre coordinator. To coordinate the study centres, the University has established **56 Regional Centres** all over the country. List of Study Centres for MBA Banking & Finance programme and Regional Centres are given in **Appendix 2** and **Appendix 3** of this booklet respectively.

Learners may seek the help of following University functionaries for sorting out their problems as indicated below :

(i) About Admission, Fee receipt, Re-registration, Re-admission, Change of Study Centre, Bonafide Certificate, Counselling, Evaluation of Assignments, Change of Address	: Regional Director of your region (For Address and Telephone Numbers of the Regional Directors refer Appendix 3)	
(ii) Non-receipt of Study Material and Assignments	: Concerned Regional Director and Registrar, MPDD Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068	Ph.: 29538426
(iii) About Examination Centre, Exam Result, Grade Card, Improvement, Re-evaluation of Term-end Examinations, Project Report Result, Issuance of Diploma/Degree	: Registrar (SED) Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068	Ph.: 29538427, 29536743, Fax: 29538429
(iv) Change of Electives, Credit Exemption, Credit Transfer	: Registrar, SRD IGNOU	Ph: 29571316 29535027, 29532630
(v) Status of Project Proposals	: Coordinator (<i>Projects</i>) School of Management Studies Indira Gandhi National Open University Maidan Garhi, New Delhi - 110 068	Ph: 29534372
(vi) For Migration Certificate	: Regional Director alongwith the following documents : (i) Application Form (can be obtained from Regional Centres) (ii) Photocopy of Degree certificate and Grade card (iii) A fee of Rs. 300/- in the form of Demand Draft drawn in favour of IGNOU payable at the city where your Regional Centre is located	
(vii) For Change of Region	: The Regional Director concerned with a copy to Registrar, SRD	
(viii) Subject Related Queries	: Director School of Management Studies Indira Gandhi National Open University Maidan Garhi, New Delhi - 110068.	Ph.: 29532073 Fax: 29532078

Students are advised to get in touch with their Study Centres for latest/updated information. Study material at www.mpdd@ignou.ac.in

The learners can use prescribed forms which are provided in this booklet by photo copying them.

DELIVERY SYSTEMS

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

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

- b) **Audio-Visual Material Aids** : The learning package contains audio and video cassettes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the student. A video programme is normally of 25-30 minutes duration. The audio tapes are run and video cassettes are screened at the study centres during the hours of the counselling session. The video programmes in Management Studies are telecast on DD-I (Doordarshan) every Saturday at 6.00 a.m. Some of the selected stations of All India Radio also broadcast the audio programmes. Students can confirm the broadcast schedule for the programmes from their study centres. The information is also provided through the National Newspapers and IGNOU Newsletters sent to the student regularly.
- c) **Counselling Sessions** : Normally, counselling sessions are held as per a schedule drawn before hand by the Study Centre Coordinator. These are held on weekends, that is, Saturday and Sunday. There will be 6 counselling sessions of 2½ hours duration for each course in face-to-face mode, apart from telecounselling sessions at Gyan Darshan-II, as per pre-announced schedule.
- d) **Interactive Radio Counselling** : The University conducts live phone-in-programmes through various stations of All India Radio. Schedule of these phone-in-programmes would be available at study centres.

GYAN DARSHAN AND GYAN VANI EDUCATIONAL CHANNELS

Gyan Darshan

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

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

GD-1 : The main educational channel catering to all sectors of education.

GD-2 : Interactive channel consisting of live teleconferences, telecounselling sessions etc.

GD-3 : Technology education channel consisting of programmes pertaining to engineering topics. The programmes are sourced from various IITs.

GD-4 : The fourth channel in the bouquet of Gyan Darshan Channels, Vyas brings quality education to the students pursuing higher education.

Provision also exists for starting some more channels, planned to be dedicated to agriculture, vocational education and school education respectively.

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

Gyan Vani

Conceived as a joint venture between MHRD and IGNOU, the Gyan Vani project comprises a network of 40 FM Educational Radio Stations located in different places across the country. Thirty seven of these stations are already operational.

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

Interactive Radio Counselling

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

MASTER OF BUSINESS ADMINISTRATION (BANKING & FINANCE)

This programme was launched as a result of an MoU between IGNOU and IIBF in order to provide an avenue for post-graduate academic qualification for the members of the IIBF. This programme has been considered necessary to upgrade the managerial skills, capability and orientation of the in-service banking personnel through the award of this post-graduate level degree.

SCHOOL OF MANAGEMENT STUDIES

Starting its operation in 1987, with the launch of Diploma in Management as the pilot programme of the University, the School of Management Studies (SOMS) today offers thirteen programmes in Management and fifteen programmes in Commerce. The Management Programme offered by the School currently consists of about 60 Courses. Each of these courses is equal to 6 credits. These Programmes are offered on a modular pattern, and in different combinations lead to a Diploma, a Post Graduate Diploma or the MBA. In terms of the spread and enrolment, the IGNOU's Management Programmes represent one of the largest Management Programmes in the world.

Some of the features of these programmes are:

- Study material developed through the participation of eminent academics and professionals
- Semester System
- Course-wise registration
- Regular counselling through face-to-face mode
- Radio phone-in facility from various stations of AIR throughout the country
- Weekly telecasts on National network (6.00 A.M.)
- Amply supported Audio/Video inputs

Besides the MBA (Banking and Finance) Programme, the School of Management Studies offers the following other Management Programmes:

- Ph.D. in Management
- Master of Business Administration (MBA)
- Diploma in Management (DIM)
- Postgraduate Diploma in Management (PGDIM)
- Postgraduate Diploma in Human Resource Management (PGDHRM)
- Postgraduate Diploma in Financial Management (PGDFM)
- Postgraduate Diploma in Operation Management (PGDOM)
- Postgraduate Diploma in Marketing Management (PGDMM)
- Postgraduate Diploma in Financial Market Practice (PGDFMP)
- Postgraduate Diploma in Teaching & Research in Management (PGDTRM)
- Certificate in NGO Management
- Certificate in Entrepreneurship (CIE)

THE INDIAN INSTITUTE OF BANKING & FINANCE

The Indian Institute of Banking & Finance, IIBF (Formerly known as Indian Institute of Bankers) is a professional body of banks and financial institutions established on 30th April 1928 as a Public Limited Company under the Companies Act, 1913. The initiative to establish the Institute was taken by eminent bankers, businessmen and leading industrialists.

The mission of the Institute is to develop professionally qualified and competent bankers, primarily through a process of training, examinations and continuing professional development programmes.

The main objects of the Institute as given in its Articles of Association are as under :

1. To encourage the study of theory and practice of banking for that purpose to institute a scheme of qualifying examinations and to award certificates, scholarships, prizes, etc.

2. To promote information on banking and other related subjects through lectures, discussions and other educational and training programmes which may be organised from time-to-time for the benefit of practising bankers and members in general.
3. To organise library facilities and provide facilities for reading and research in the area of banking and other related subjects.
4. To provide means of social intercourse between persons engaged in or connected with the business of banking.
5. To support and protect the character, status and interest of persons engaged in or connected with the business of banking generally.
6. To collect and disseminate statistics and other data related to the business of banking and relevant to banking industry in general.

The institute is managed by the Council comprising of Chairman and Managing Directors of banks and other eminent personalities in the field of banking and finance. The day-to-day activities of the institute are managed by the Chief Executive Officer of the Institute, who is assisted by nearly 200 employees.

The Indian Institute of Banking & Finance is perhaps the largest Institute of Bankers in the world in terms of membership. The total individual membership of the Institute is well over 7,00,000. There are also 750 Institutional members. About 1,50,000 members appear each year for the Institute's examinations. So far more than 1,10,000 members have acquired the professional qualifications of the Institute.

The Institute is funded by contributions from member banks and financial institutions apart from the fees from individual members.

Till the late 80's the Institute had mainly confined its role to merely conducting examinations. Since then the activities of the Institute have been expanded keeping in view the mission of the Institute, the environmental changes and expectations of banks and bankers from the Institute.

The Institute has taken few steps to reorganise and reposition itself to respond to the demands of the banking community with a view to improving upon the existing professional qualifications, introducing new examinations and providing support facilities for such activities. The present initiative to offer MBA Banking through SOMS, IGNOU is a step in that direction.

PROGRAMME STRUCTURE

This programme consists of 21 courses in all. These 21 courses include 11 Basic Courses, 5 Specialisation Courses and 5 Integrative Courses, which include a Project Course equivalent to two courses.

In this programme, semester system is followed: January to June (First semester of the year) and July to December (Second semester of the year). The following courses are on offer in January Semester and July Semester respectively. The students should opt for those courses which are on offer during that particular semester. Assignments will be available for only those courses which are on offer in the respective semesters. However, Term-end examinations will be held for all the courses both in the months of June and December every year. The structure of the programme is as given below:

January-June Semester

Sl. No.	Course Code	Course Title
A)		Compulsory (Basic) Courses
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

July-December Semester

Sl. No.	Course Code	Course Title
A)		Compulsory (Basic) Courses
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	8	MS-8	Quantitative Analysis for Managerial Applications
9	MS-9	Managerial Economics	9	MS-9	Managerial Economics
10	MS-10	Organisational Design, Development and Change	10	MS-10	Organisational Design, Development and Change
11	MS-11	Strategic Management	11	MS-11	Strategic Management
B)		Specialisation Courses	B)		Specialisation Courses
12	MS-423	Marketing of Financial Services	12	MS-422	Bank Financial Management
13	MS-424	International Banking Management	13	MS-44	Security Analysis and Portfolio Management
14	MS-425	Electronic Banking and <i>IT</i> in Banks	14	MS-45	International Financial Management
		Integrative Courses (Compulsory)	15	MS-46	Management of Financial Services
15	MS-494	Risk Management in Banks			Integrative Courses (Compulsory)
16	MS-495	Ethics and Corporate Governance in Banks	16	MS-494	Risk Management in Banks
17	MS-95	Research Methodology	17	MS-495	Ethics and Corporate Governance in Banks
18	MS-100	Project Work (equivalent to two courses)	18	MS-95	Research Methodology
			19	MS-100	Project Work (equivalent to two courses)

In order to complete this Programme a student has to complete a total of 21 courses. These 21 courses include:

- (a) **11 Basic Courses (MS-1 to MS-11)**
- (b) **Any 5 Specialisation Courses, and**
- (c) **5 Integrative Courses viz., MS-95, MS-494, MS-495 and MS-100 Project Course which is equivalent to two courses.**

Note 1: Students will be awarded the degree of MBA (B&F) on successful completion of proper combination of 21 courses as shown above. They are not eligible for the award of any Diploma/PG Diploma.

Note 2: The Project Course (MS-100) can be opted only after registering for the Courses MS-1 to MS-11 and MS-95. The detailed course outlines of the Courses on offer are given in **Appendix-8**.

ELIGIBILITY FOR ADMISSION

For admission to the MBA (Banking & Finance) the candidate should satisfy the following conditions:

- a) **He/She should be a graduate of a recognised University.**
- b) **He/She should have passed the CAIB examinations of the Indian Institute of Banking & Finance, Mumbai and awarded the requisite qualification/credentials therefor by the Institute.**
- c) **He/She should have been working with the banking or financial services sector for a period of at least two years.**

Note: Master's Degree awarded without a first degree is not recognized for purposes of admission to IGNOU's academic programmes.

ADMISSION PROCEDURE

For seeking admission to MBA(Banking & Finance) Programme, a candidate is required to apply to the Regional Director concerned, in the application form (given on page no. 107-108) with requisite fee and other documents, like the qualifying certificate of CAIB. Admission will be offered to all the eligible candidates subject to a maximum limit mutually agreed upon between IGNOU and IIBF.

INCOMPLETE AND LATE APPLICATIONS

Incomplete and late application forms will be summarily rejected without referring to the candidate. The students are, therefore, advised to fill the relevant columns carefully and enclose application form for Admission alongwith the requisite fee through a Bank Draft, copies of testimonials as evidence of experience, educational qualification and other certificates required (Appendix-10 for checklist of documents to be submitted with application form). 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 MBA (Banking & Finance) will be submitted only at the time of first entry to the programme. Subsequent continuation in the programme will be through RE-REGISTRATION FORMS. A copy of the Re-registration form has been provided in Appendix 9. If required, learners may also use the xerox copy of this form.**

Schedule for submission of Re-registration Forms is as under:

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

- 2) A learner must submit **Re-registration/Re-admission form** (which is also a part of this booklet) and course fee at his/her **respective Regional Centres** only.
- 3) **A student will be allowed to register for not more than four courses per semester.**
- 4) **‘MS-100 (Project Work)’ will be allowed only after the student has registered for twelve courses viz., MS-1 to MS-11 and MS-95.**
- 5) A course once selected for study, **must be successfully completed within 4 semesters.** In case of failure to do so, the student will be required to seek **Re-Registration** by paying fees of Rs. 1000/- per course as per schedule, if he/she desires to continue his/her studies and to enable him/her to appear for the exams and complete the course.
- 6) Mailing of study material is course-wise and material for each course will be despatched in one package along with the assignments. On re-admission the earlier score of qualified assignments and/or term-end examination can be retained and the student will be required to complete the left over requirements of that course.
- 7) **Change of Courses :** A learner has to indicate in the Admission Form/Re-registration Form, the courses he/she is opting for. However, request for change in courses will be entertained within one and a half month of the commencement of the programme (**i.e. by 15th February and 15th August** for first and second semesters respectively) on payment of a fee of Rs. 1000/- per course through Demand Draft drawn in favour of **IGNOU**, payable at the city of the **Regional Centre**. The application should be addressed to the **Regional Director concerned**.

MAXIMUM DURATION

The **maximum duration of the MBA(B&F) Programme is eight years.** Thereafter, students need to seek **fresh admission** for completion of the left over course(s).

A separate admission form (*Form 3*), which is a part of this booklet (page 59-60), is required to be filled by such students. All formalities prescribed for seeking admission would remain unchanged for **‘Fresh Admission’**.

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

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

Full credit transfer would be allowed in accordance with the approved internal credit transfer policy given in Appendix 7. The certification shall be awarded corresponding to the semester in which he/she completes all the courses, subject to a minimum of one year as per clause (v) of the rules and regulations of the internal credit transfer.

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 and/or surplus courses opted, which do not form proper combination of courses for the award of Degree. It may however, be noted that the score of a successfully completed course cannot be counted for more than one programme.

FOREIGN STUDENTS

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

RESERVATION

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

FEE STRUCTURE

Course fee of Rs. 1000/- per course can be paid through a Bank Draft obtained from any one of the scheduled banks in favour of IGNOU and should be payable at the city where your Regional Centre is situated (both at the time of Admission and Re-registration/Re-admission). Examination fee is not included in the course fee. Please write Your Name, Enrolment Number and Address on the back of the Bank Draft to ensure proper credit to your fee account.

Course fee can also be paid through bank challan (both at the time of admission and Re-registration/Re-admission) at the designated Indian Bank and IDBI Bank branches given in *Appendix-11*. Two copies of the challan will be returned to you by the bank out of which copy marked as “University’s copy” should be submitted to the Regional Centre along with Admission/Re-registration form.

Fee once paid is not refundable under any circumstances. It is also not adjustable against any 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 fee at the time of admission to the University.**

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

CHANGE OF REGION BY STUDENTS

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

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

There is a printed form for change/correction of address and change of Study Centre which is provided in the Annexure-9 of this booklet. In case there is any correction/change in the address, the learners are advised

to make use of the 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-110068. **Requests received directly will not be entertained. The form for change of address can also be downloaded from IGNOU website www.ignou.ac.in. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to get the mail redirected to the changed address during this period. In case a change of Study Centre is desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Counselling facilities are not available for all Programmes at all the Centres. As such, learners are advised to make sure that counselling facilities are available for the subject she/he has chosen, at the new Centre opted for. Requests for change of Study Centre is normally accepted subject to availability of seat for the programme at the new Centre asked for. Change of address and Study Centre are not permitted until admissions are finalized.**

EVALUATION

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

a) Continuous evaluation in the form of periodic assignments

This component carries a *weightage of 30%*. There will be one assignment per course. Assignments are to be submitted to the Co-ordinator of the Study Centre to which the student is assigned or attached with, for evaluation.

b) Term-end examination with a weightage of 70%

Term-end exams will be held in the months of June and December, every year. 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 he/she has submitted all the assignments.

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, he/she may appear for any of them or all the papers in the subsequent term-end examinations. This facility will be available until a student secures the minimum pass grade in the courses but up to a maximum period of four semesters since the date of registration of the course is valid for four semesters. Beyond this period he/she may continue for another four semesters by seeking Re-admission by paying the requisite 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-admitted courses.

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

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

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

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

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

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

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

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

EXAMINATION REFORMS

Early Declaration of Result

In order to facilitate the students, who have got offer of admission for higher study and/or selected for employment etc. who are required to produce statement of marks/grade cards by a specified given date, may apply for early processing of their answer scripts and declaration of result. The students are required to apply in prescribed application form with fee of **Rs. 700/-** per course by means of demand draft drawn in favour of **IGNOU** and payable at **New Delhi** alongwith attested photocopy of offer of admission/employment. They can submit their request for early declaration before the commencement of the term-end examination, i.e. before 1st June and 1st December respectively. The University, in such cases, will make arrangement for early precessing of answer scripts and declare the result as a special case, possibly within a months time from the date of conduct of examination.

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

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

Re-evaluation of Answer Script (s)

The students, who are not satisfied with the marks/grade awarded to them in Term-end Examination may apply for re-evaluation before 31st March for result of December term-end examination and 30th September for result of June term-end examination or within one month from the date of declaration of results i.e. the date on which the results are made available on the University's website on payment of **Rs. 500/-** per course by means of demand draft drawn in favour of **IGNOU** and payable at **New Delhi** in the prescribed application form. The better of the two scores of original marks/grades and marks/grades after re-evaluation will be considered and updated in students' record.

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

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

Improvement in Division/Class

The students of Bachelor's/Master's degree programme, who have completed the programme and wish to improve their Division/Class may do so by appearing in term-end examination. The eligibility is as under:

- (a) The students of Bachelor's /Master's degree programme, who fall short of 2% marks to secure 2nd and 1st division.
- (b) The students of Master's degree programme only, who fall short of 2% marks to secure overall 55% marks.

Students may apply in the prescribed application form from 1st to 30th April for June term-end examination and from 1st to 31st October for December term-end examination alongwith fee @ Rs. 500/- per course by means of demand draft drawn in favour of **IGNOU** and payable at **New Delhi**.

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

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

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 Registration.

CREDIT TRANSFER SCHEME

a) Internal Credit Transfer Scheme for Fresh Admission to the Programme, after expiry of maximum duration

In case of Credit Transfer of MBA (Banking and Finance) Programme, all the courses (Both completed by the student and those credit transferred from CAIIB) will be transferred to the new Enrolment Number, except MS-491: Law and

Practice Relevant to Banking and MS-492: Financing of Spl. and Preferred Sector. These two courses are not in the revised structure of the Programme and hence cannot be transferred. Credit transfer will also be not granted for the courses which do not form part of the revised curriculum of MBA (B&F). Students are required to fill Appendix-7 (Proforma) only after allocation of new enrolment no. Appendix-7 (Proforma) along with the requisite fees is to be sent to Student Registration Division (SRD) at IGNOU headquarters.

b) From MBA to MBA Banking Programme

In case any candidate completes any of the courses in Management under the university's Management Programme, he can seek full credit transfer for all those courses if these courses do not form part of any awarded specialization Diploma or MBA degree. For this purpose they have to apply to Registrar, SR Division in the form given in Appendix 7A. Those students who are granted Credit transfer need not either do assignments or appear in the term-end examination. The credits earned by the student will be transferred to MBA (Banking and Finance) programme. **Credit Transfer Application Form is given in Appendix-7A. There is no credit transfer against any course of CAIIB.**

NOTES:

1. Those students who are granted credit transfer will be exempted from appearing in Term-end examination and submitting assignments for that course.
2. While applying for credit transfer to Registrar (SRD), the candidate has to enclose the supporting certificate(s) and marklists.

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 to Students (TMA)	15th May	15th November
v) Last date for submission of Examination Forms*	Upto 31st March - No late fee 20th April - with Rs. 300 late fee 15th May** - with Rs.500/- late fee 28th May** - with Rs.1000/- late fee	30th September 20th October - with Rs.300/- late fee 15th Nov.** - with Rs.500/- late fee 28th Nov.** - with Rs.1000/- late fee
vi) Term-end Examinations	JUNE	DECEMBER
vii) Last dates for Submission of Re-registration form for next semester (with a late fee of Rs. 200/-) (with a late fee of Rs. 500/-) (with a late fee of Rs. 1000/-)	1st October (31st October) (30th November) (20th December)	31st March (30th April) (31st May) (20th June)
viii) Submission of Requisition for fresh set of assignments, if not attempted earlier	November/December	June/July

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

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

** To be submitted at concerned Regional Centre. Students from Delhi can submit their examination form at the Student Evaluation Division, IGNOU, New Delhi, also in addition to their respective Regional Centres, if they are submitting the form with a late fee of Rs. 500/- or Rs. 1,000/-. Please refer to Examination Form given in Appendix-9.

FACULTY OF MANAGEMENT STUDIES

DIRECTOR

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

PROFESSORS

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

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

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

Prof. K. Ravi Sankar
MBA, Ph.D.
Finance
Chairperson, Accounting & Finance Area
Programme Coordinator, MBA (B&F)

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

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

Prof. Anurag Saxena
M.Sc. (Stat.), Ph.D., PGDDE
Operations Management
Prof. Tukaram Fulzele
M.A. (Eco.), MBA, M.Phil., Ph.D.
e-Business, Finance, Marketing

Prof. S. Narayan
MBA, M.Phil (Cambridge), Ph.D.
IGNOU-IIBF Chair Professor

ASSOCIATE PROFESSOR

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

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

ASSISTANT PROFESSOR

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

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

Dr. Kamal Vagrecha
MBA, Ph.D.
Finance

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

ADMINISTRATIVE/SECRETARIAL STAFF

Mrs. Neeta Sethi, Asstt. Registrar
Mrs. Sunita Kapoor, S.O.
Mr. S. Swaminathan, SPA
Mr. Mukesh Dutt Gaur, P.A.
Mrs. V. Selvajyoti, Sr. Assistant
Mr. Ranjit Kumar, DEO

Mr. Ranjit Kumar, DEO
Mr. Ravi Kumar, DEO
Mrs. Susheela, Assistant
Mr. Anand Prakash, JAT
Mr. Mukesh Meena, Attendant

NAME AND CODE OF PROGRAMME, ELIGIBILITY, FEE AND LAST DATE

Sl. No.	Name of the Programme	Programme Code	Fee	Medium of Instruction
1.	Master of Business Administration (Banking & Finance)	MPB	Rs. 1000 per course	English

Eligibility: For admission to the MBA (Banking & Finance), the candidate should satisfy the following conditions:

- a) He/She should be a graduate of a recognised University.
- b) He/She should have passed the CAIIB examinations of the Indian Institute of Banking and Finance and awarded the requisite qualification/credentials therefor, by the Institute.
- c) He/She should be working in the banking or financial services sector for a period of at least two years.

Note: Master's Degree awarded without a first degree is not recognized for purposes of admission to IGNOU's academic programmes.

Last Dates for Submission of Application Form at the Regional Centres are:

For January-June 2012 Semester – 30th November, 2011

For July-December 2012 Semester – 31st May, 2012

REGIONWISE LIST OF STUDY CENTRES

SL. NO.	RC Code	RC NAME	SC CODE	PLACE OF SC	NAME & ADDRESS
1	01	HYDERABAD	0101	HYDERABAD	COORDINATOR IGNOU STUDY CENTRE PMR DEGREE COLLEGE CHINTALAKUNTA CHECK POST L.B. NAGAR HYDERABAD-500074 ANDHRA PRADESH
2	01	HYDERABAD	0105	WARANGAL	COORDINATOR IGNOU STUDY CENTRE LAL BAHADUR COLLEGE WARANGAL-506007 ANDHRA PRADESH
3	01	HYDERABAD	0106	ANANTAPUR	COORDINATOR IGNOU STUDY CENTRE SHRI SAIBABA NAT. DEGREE COLL. ANANTAPUR-515001 ANDHRA PRADESH
4	01	HYDERABAD	0157	HYDERABAD	COORDINATOR IGNOU STUDY CENTRE S.D. SIGNODIA COLLEGE OF ARTS & COMMERCE & PG CENTRE 21-2-723/21, RIKAB GANJ HYDERABAD-500002 ANDHRA PRADESH
5	03	ITANAGAR	0301	ITANAGAR	COORDINATOR IGNOU STUDY CENTRE D.N.GOVERNMENT COLLEGE ITANAGAR-791113 ARUNACHAL PRADESH
6	04	GUWAHATI	0401	GUWAHATI	COORDINATOR IGNOU STUDY CENTRE GUWAHATI UNIVERSITY GUWAHATI-781014 ASSAM
7	04	GUWAHATI	0404	BONGAIGAON	COORDINATOR IGNOU STUDY CENTRE BIRJHORA MAHAVIDYALAYA BONGAIGAON-783380 ASSAM
8	04	GUWAHATI	0407	DIBRUGARH	COORDINATOR IGNOU STUDY CENTRE DIBRUGARH UNIVERSITY DEPT. OF APPLIED GEOLOGY DIBRUGARH-786004 ASSAM

REGIONWISE LIST OF STUDY CENTRES – Contd.

SL. NO.	RC Code	RC NAME	SC CODE	PLACE OF SC	NAME & ADDRESS
9	04	GUWAHATI	0410	JORHAT	COORDINATOR IGNOU STUDY CENTRE C.K.B. COMMERCE COLLEGE JORHAT-785001 ASSAM
10	04	GUWAHATI	0413	NORTH LAKHIMPUR	COORDINATOR IGNOU STUDY CENTRE LAKHIMPUR COMMERCE COLLEGE NORTH LAKHIMPUR-787001 ASSAM
11	04	GUWAHATI	0455	GUWAHATI	COORDINATOR IGNOU STUDY CENTRE DARRANG COLLEGE TEZPUR (P.O.) DISTRICT SONITPAR-784001 ASSAM
12	05	PATNA	0501	PATNA	COORDINATOR IGNOU STUDY CENTRE VANIJYA MAHAVIDYALAYA PATNA COLLEGE CAMPUS PATNA-800005 BIHAR
13	06	CHANDIGARH	2203	PATIALA	COORDINATOR IGNOU STUDY CENTRE PUNJABI UNIVERSITY ARTS BLOCK - III TOP FLOOR PATIALA-147002 PUNJAB
14	06	CHANDIGARH	0601	CHANDIGARH	COORDINATOR IGNOU STUDY CENTRE PUNJAB UNIVERSITY DEPT. OF CORESSPONDENCE COURSE CHANDIGARH-160017 CHANDIGARH
15	06	CHANDIGARH	1109	UNA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE UNA-174303 HIMACHALA PRADESH
16	07	DELHI-I	0706	DELHI	COORDINATOR IGNOU STUDY CENTRE SCH OF AVIATION SCIENCE & TECH DELHI FLYING CLUB LIMITED SAFDARJUNG AIRPORT NEW DELHI-110003 DELHI

REGIONWISE LIST OF STUDY CENTRES – Contd.

SL. NO.	RC Code	RC NAME	SC CODE	PLACE OF SC	NAME & ADDRESS
17	07	DELHI-I	0757	DELHI	COORDINATOR IGNOU STUDY CENTRE AMITY INSTITUTE OF EDUCATION AMITY CAMPUS, 44 M-BLOCK SAKET NEW DELHI-110017 DELHI
18	08	PANAJI	1303	DHARWAD	COORDINATOR IGNOU STUDY CENTRE J.S.S. COLLEGE VIDYAGIRI DHARWAD-580004 KARNATAKA
19	08	PANAJI	1312	KARWAR	COORDINATOR IGNOU STUDY CENTRE BGVS ARTS, COMMERCE & SCI COLL SADASHIVGAD KARWAR-581301 KARNATAKA
20	08	PANAJI	0801	COMBA	COORDINATOR IGNOU STUDY CENTRE SH. DAMODAR COLL. OF COM & ECO P.B. NO. 347 TANSOR, COMBA-403601 GOA-MARGAON GOA
21	09	AHMEDABAD	0901	AHMEDABAD	COORDINATOR IGNOU STUDY CENTRE L.D. ARTS COLLEGE NAVRANGPURA AHMEDABAD-380009 GUJARAT
22	09	AHMEDABAD	0902	VADODARA	COORDINATOR IGNOU STUDY CENTRE M.S. UNIVERSITY GENERAL EDUCATION BUILDING VADODARA-390002 GUJARAT
23	09	AHMEDABAD	0905	SURAT	COORDINATOR IGNOU STUDY CENTRE MTB ARTS COLLEGE SURAT-395001 GUJARAT
24	09	AHMEDABAD	0910	ANAND	COORDINATOR IGNOU STUDY CENTRE SARDAR PATEL UNIVERSITY UNIVERSITY HEALTH CENTRE VALLABH VIDYANAGAR ANAND-388120 GUJARAT

REGIONWISE LIST OF STUDY CENTRES – Contd.

SL. NO.	RC Code	RC NAME	SC CODE	PLACE OF SC	NAME & ADDRESS
25	09	AHMEDABAD	0913	BHARUCH	COORDINATOR IGNOU STUDY CENTRE ANJUMAN-E-TALIME-IDARA COURT ROAD OPPOSITE TREASURY BHARUCH-392001 GUJARAT
26	09	AHMEDABAD	0922R	ANKLESHWAR	COORDINATOR IGNOU RECOG. STUDY CENTRE ANKLESHWAR IND. DEV. SOCIETY PLOT NO. 910 GIDC ESTATE ANKLESHWAR-390002 GUJARAT
27	10	KARNAL	1001	YAMUNA NAGAR	COORDINATOR IGNOU STUDY CENTRE MUKAND LAL NATIONAL COLLEGE YAMUNA NAGAR-135001 HARYANA
28	10	KARNAL	1002	SONEPAT	COORDINATOR IGNOU STUDY CENTRE HINDU COLLEGE SONEPAT-131001 HARYANA
29	10	KARNAL	1003	PANIPAT	COORDINATOR IGNOU STUDY CENTRE ARYA COLLEGE PANIPAT-132103 HARYANA
30	10	KARNAL	1005	ROHTAK	COORDINATOR IGNOU STUDY CENTRE CHOTU RAM COLLEGE OF EDUCATION ROHTAK-124001 HARYANA
31	10	KARNAL	1008	KARNAL	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE ARTS BLOCK, ROOM NO. 28-29 SECTOR - 14, URBAN ESTATE KARNAL-132001 HARYANA
32	10	KARNAL	1009	HISSAR	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE HISSAR-125001 HARYANA

REGIONWISE LIST OF STUDY CENTRES – Contd.

SL. NO.	RC Code	RC NAME	SC CODE	PLACE OF SC	NAME & ADDRESS
33	11	SHIMLA	1102	MANDI	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE MANDI-175001 HIMACHALA PRADESH
34	11	SHIMLA	1103	SOLAN	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE SOLAN-173212 HIMACHALA PRADESH
35	11	SHIMLA	1104	HAMIRPUR	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE HAMIRPUR-177005 HIMACHALA PRADESH
36	11	SHIMLA	1105	DHARAMSHALA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE DEPT. OF CHEMISTRY DHARAMSHALA-177005 HIMACHALA PRADESH
37	11	SHIMLA	1106	CHAMBA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE CHAMBA-176310 HIMACHALA PRADESH
38	11	SHIMLA	1108	NAHAN	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE NAHAN-173001 HIMACHALA PRADESH
39	11	SHIMLA	1113	BILASPUR	COORDINATOR IGNOU STUDY CENTRE GOVT. P.G. COLLEGE BILASPUR-174001 HIMACHAL PRADESH
40	11	SHIMLA	1114P	SHIMLA	PROG. I/C IGNOU PROG. STUDY CENTRE H.P. UNIVERSITY ACADEMIC STAFF COLLEGE, IV FLR LIBRARY BLD, SUMMER HILL SHIMLA-171005 HIMACHAL PRADESH
41	12	JAMMU	1201	JAMMU	COORDINATOR IGNOU STUDY CENTRE UNIVERSITY OF JAMMU JAMMU TAWI-180001 J & K

REGIONWISE LIST OF STUDY CENTRES – Contd.

SL. NO.	RC Code	RC NAME	SC CODE	PLACE OF SC	NAME & ADDRESS
42	12	JAMMU	1206	KATHUA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE DEPARTMENT OF GEOGRAPHY KATHUA J & K
43	12	JAMMU	1207	RAJOURI	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE RAJOURI-185131 J & K
44	12	JAMMU	1208	POONCH	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE POONCH J & K
45	13	BANGALORE	1301	BANGALORE	COORDINATOR IGNOU STUDY CENTRE BES COLLEGE OF ARTS & SCIENCE IV 'T' BLOCK JAYANAGAR BANGALORE-560011 KARNATAKA
46	13	BANGALORE	1302	MANGALORE	COORDINATOR IGNOU STUDY CENTRE ST. ALOYSIUS COLLEGE KODIALBAIL MANGALORE-575003 KARNATAKA
47	13	BANGALORE	1304	GULBARGA	COORDINATOR IGNOU STUDY CENTRE GULBARGA UNIVERSITY GULBARGA UNIVERSITY CAMPUS GULBARGA-585106 KARNATAKA
48	13	BANGALORE	1305	MYSORE	COORDINATOR IGNOU STUDY CENTRE VIDYAVARDHAKA LAW COLLEGE SHESHADRI IYER ROAD MYSORE-570021 KARNATAKA
49	13	BANGALORE	1309	BANGALORE	COORDINATOR IGNOU STUDY CENTRE AL-AMEEN ARTS SCI. & COM. COL. HOSUR ROAD NEAR LAL BAGH MAIN GATE BANGALORE-560002 KARNATAKA

REGIONWISE LIST OF STUDY CENTRES – Contd.

SL. NO.	RC Code	RC NAME	SC CODE	PLACE OF SC	NAME & ADDRESS
50	13	BANGALORE	1310	BELLARY	COORDINATOR IGNOU STUDY CENTRE VEERA SAIVA COLLEGE CANTONMENT BELLARY-583101 KARNATAKA
51	13	BANGALORE	1311	DEVANGERE	COORDINATOR IGNOU STUDY CENTRE BAPUJI INSTT. OF ENGG & TECH. SHAMANUR ROAD DAVANGERE-577004 KARNATAKA
52	13	BANGALORE	1319	TUMKUR	COORDINATOR IGNOU STUDY CENTRE SRI SIDDARTHA INSTT. OF TECH TUMKUR-572105 KARNATAKA
53	13	BANGALORE	1320	BANGALORE	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT SCIENCE COLLEGE NRUPATHUNGA ROAD BANGALORE-560001 KARNATAKA
54	14	COCHIN	1402	COCHIN	COORDINATOR IGNOU STUDY CENTRE SACRED HEART COLLEGE THEVARA COCHIN-682013 KERALA
55	14	COCHIN	1403	CALICUT	COORDINATOR IGNOU STUDY CENTRE JDT ISLAM MARI KUNNU P.O. CALICUT-673012 KERALA
56	14	COCHIN	1407	TRICHUR	COORDINATOR IGNOU STUDY CENTRE SREE KERALA VERMA COLLEGE TRICHUR-680001 KERALA
57	14	COCHIN	1435D	ALLEPPEY	COORDINATOR IGNOU SPL STUDY CENTRE-RA IMPERIAL COLLEGE MICHEL JUNCTION MAVELIKKARA, ALLEPPEY KERALA
58	15	BHOPAL	1501	BHOPAL	COORDINATOR IGNOU STUDY CENTRE MOTILAL VIGYAN MAHAVIDYALAYA BHOPAL-462008 MADHYA PRADESH

REGIONWISE LIST OF STUDY CENTRES – Contd.

SL. NO.	RC Code	RC NAME	SC CODE	PLACE OF SC	NAME & ADDRESS
59	15	BHOPAL	1504	GWALIOR	COORDINATOR IGNOU STUDY CENTRE JIWAJI UNIVERSITY GWALIOR-474011 MADHYA PRADESH
60	15	BHOPAL	1506	INDORE	COORDINATOR IGNOU STUDY CENTRE HOLKAR SCIENCE COLLEGE INDORE-452001 MADHYA PRADESH
61	15	BHOPAL	1516	UJJAIN	COORDINATOR IGNOU STUDY CENTRE VIKRAM UNIVERSITY UJJAIN-456010 MADHYA PRADESH
62	15	BHOPAL	1519	RAJGARH	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT BOYS PG COLLEGE RAJGARH-465661 MADHYA PRADESH
63	16	PUNE	1602	PUNE	COORDINATOR IGNOU STUDY CENTRE SYMBIOSIS INTERNATL. CUL & CEN SENAPATI BAPAT ROAD PUNE-411004 MAHARASHTRA
64	16	PUNE	1605	SATARA	COORDINATOR IGNOU STUDY CENTRE D.G. DEGREE COLL. OF COMMERCE LECTURER IN ECONOMICS SATARA-415001 MAHARASHTRA
65	16	PUNE	1606	KOLHAPUR	COORDINATOR IGNOU STUDY CENTRE C.S. CENTRAL INST OF BUSINESS ECONOMICS & RESEARCH UNIVERSITY ROAD KOLHAPUR-416004 MAHARASHTRA
66	16	PUNE	1608	NASIK	COORDINATOR IGNOU STUDY CENTRE KTHM COLLEGE GANGAPUR ROAD SHIVAJI NAGAR NASIK-422002 MAHARASHTRA

REGIONWISE LIST OF STUDY CENTRES – Contd.

SL. NO.	RC Code	RC NAME	SC CODE	PLACE OF SC	NAME & ADDRESS
67	16	PUNE	1610	AURANGABAD	COORDINATOR IGNOU STUDY CENTRE VIVEKANAND ARTS & SDS COM. COL SAMRAT NAGAR AURANGABAD-431001 MAHARASHTRA
68	16	PUNE	1611	JALGAON	COORDINATOR IGNOU STUDY CENTRE NORTH MAHARASHTRA UNIVERSITY BLOCK NO. 125, ADMN. BLDG. P.B. NO. 80 JALGAON-425001 MAHARASHTRA
69	18	SHILLONG	1801	SHILLONG	COORDINATOR IGNOU STUDY CENTRE NORTH EASTERN HILL UNIVERSITY BIJNI COMPLEX LAITUMKHRAH SHILLONG-793003 MEGHALAYA
70	21	BHUBANESHWAR	2101	BHUBANESHWAR	COORDINATOR IGNOU STUDY CENTRE KALINGA INSTT OF INDL. TECH PATIA BHUBANESHWAR-751024 ORISSA
71	21	BHUBANESHWAR	2102	CUTTACK	COORDINATOR IGNOU STUDY CENTRE RAVENSHAW COLLEGE ARTS BLOCK I FLOOR CUTTACK-753003 ORISSA
72	21	BHUBANESHWAR	2103	ROURKELA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT COLLEGE ROURKELA-796004 ORISSA
73	21	BHUBANESHWAR	2104	BERHAMPUR	COORDINATOR IGNOU STUDY CENTRE KHALIKOTE COLLEGE GANJAM BERHAMPUR-760001 ORISSA
74	22	KHANNA	2204	BHATINDA	COORDINATOR IGNOU STUDY CENTRE MGDAV COLLEGE BHILWADA ROAD BHATINDA-151001 PUNJAB

REGIONWISE LIST OF STUDY CENTRES – Contd.

SL. NO.	RC Code	RC NAME	SC CODE	PLACE OF SC	NAME & ADDRESS
75	22	KHANNA	2205	AMRITSAR	COORDINATOR IGNOU STUDY CENTRE DAV COLLEGE OF EDUCATION AMRITSAR-143001 PUNJAB
76	22	KHANNA	2206	LUDHIANA	COORDINATOR IGNOU STUDY CENTRE GURU NANAK GIRLS COLLEGE MODEL TOWN LUDHIANA-141008 PUNJAB
77	22	KHANNA	2212	JALANDHAR CITY	COORDINATOR IGNOU STUDY CENTRE LAYALLPUR KHALSA COLLEGE C.T. ROAD, JALANDHAR CITY-144001 PUNJAB
78	23	JAIPUR	2301	JAIPUR	COORDINATOR IGNOU STUDY CENTRE RAJASTHAN COLLEGE COLLEGE CAMPUS JAIPUR-302004 RAJASTHAN
79	23	JAIPUR	2302	UDAIPUR	COORDINATOR IGNOU STUDY CENTRE VIDYA BHAWAN RURAL INSTITUTE BADGAON ROAD UDAIPUR-313004 RAJASTHAN
80	23	JAIPUR	2303	KOTA	COORDINATOR IGNOU STUDY CENTRE KOTA ENGINEERING COLLEGE RAWAT BHATA ROAD KOTA-324010 RAJASTHAN
81	23	JAIPUR	2304	JODHPUR	COORDINATOR IGNOU STUDY CENTRE ONKARMAL SOMANI COLLEGE OF COM JODHPUR-342008 RAJASTHAN
82	23	JAIPUR	2305	BIKANER	COORDINATOR IGNOU STUDY CENTRE BJS RAMPURIA JAIN COLLEGE J N VYAS NAGAR BIKANER-334003 RAJASTHAN
83	23	JAIPUR	2306	AJMER	COORDINATOR IGNOU STUDY CENTRE GOVT COLLEGE AJMER-305001 RAJASTHAN

REGIONWISE LIST OF STUDY CENTRES – Contd.

SL. NO.	RC Code	RC NAME	SC CODE	PLACE OF SC	NAME & ADDRESS
84	23	JAIPUR	2308	ALWAR	COORDINATOR IGNOU STUDY CENTRE RAJRISHI COLLEGE ALWAR-301001 RAJASTHAN
85	23	JAIPUR	2320D	JAIPUR	COORDINATOR IGNOU SPL STUDY CENTRE-RA INDIA INT. INSTT. OF MGT. SECTOR-12, MAHAVEER MARG MANSAROVAR JAIPUR-302020 RAJASTHAN
86	23	JAIPUR	2322D	HANUMANGARH	COORDINATOR IGNOU SPL. STUDY CENTRE-RA NEHRU MEMORIAL LAW COLLEGE HANUMANGARH TOWN HANUMANGARH-335513 RAJASTHAN
87	23	JAIPUR	2328D	NAWALGARH	COORDINATOR IGNOU SPL. STUDY CENTRE-RA SETH G.B. PODAR COLLEGE RAMBILAS PODAR ROAD NAWALGARH-333042 RAJASTHAN
88	25	CHENNAI	2501	CHENNAI	COORDINATOR IGNOU STUDY CENTRE DDGD VAISHNAVA COLLEGE 445, E.V.R. PERIYAR HIGH ROAD ARUMBAKKAM CHENNAI-600106 TAMILNADU
89	25	CHENNAI	2506	SALEM	COORDINATOR IGNOU STUDY CENTRE THYAGARAJAR POLYTECHNIC P B NO. 523 SALEM-636005 TAMILNADU
90	25	CHENNAI	3101	PONDICHERRY	COORDINATOR IGNOU STUDY CENTRE ACADEMIC STAFF COLLEGE CENTRAL UNIVERSITY LAWSPET PUDUCHERRY-605008 PUDUCHERY
91	25	CHENNAI	2532	THIRUVELLORE	COORDINATOR IGNOU STUDY CENTRE JAYA COLLEGE OF ARTS & SCIENCE MTH ROAD TIRUNINRAVUR THIRUVELLORE-602024 TAMILNADU

REGIONWISE LIST OF STUDY CENTRES – Contd.

SL. NO.	RC Code	RC NAME	SC CODE	PLACE OF SC	NAME & ADDRESS
92	25	CHENNAI	2534	HOSUR	COORDINATOR IGNOU STUDY CENTRE ER. PERUMAL MANIMEKALAI P'NIC KRISHNAGIRI HIGHWAYS KONERIPALLI HOSUR-635117 TAMILNADU
93	25	CHENNAI	2543D	NAMAKKAL	COORDINATOR IGNOU SPL STUDY CENTRE-SC/ST C.R.S.T.C. 4/38, DR. SANKARAN ROAD GANDHI NAGAR NAMAKKAL-637001 TAMILNADU
94	25	CHENNAI	2510R	CHENNAI	COORDINATOR IGNOU RECOG. STUDY CENTRE SCS KOTHARI ACADEMY FOR WOMEN 17, VENKATAPATHI STREET KILPAUK CHENNAI-600010 TAMILNADU
95	26	AGARTALA	2601	AGARTALA	COORDINATOR IGNOU STUDY CENTRE TRIPURA UNIVERSITY UNIVERSITY CAMPUS AGARTALA-799004 TRIPURA
96	27	LUCKNOW	2701	LUCKNOW	COORDINATOR IGNOU STUDY CENTRE JAI NARAIN DEGREE COLLEGE LUCKNOW-226001 UTTAR PRADESH
97	27	LUCKNOW	2703	ALLAHABAD	COORDINATOR IGNOU STUDY CENTRE ALLAHABAD DEGREE COLLEGE 15, KYADGANJ ALLAHABAD-211003 UTTAR PRADESH
98	27	LUCKNOW	2704	BAREILLY	COORDINATOR IGNOU STUDY CENTRE BAREILLY COLLEGE P O BOX NO 15 BAREILLY-243005 UTTAR PRADESH
99	27	LUCKNOW	2706	KANPUR	COORDINATOR IGNOU STUDY CENTRE P.P.N. COLLEGE 96/12, MG MARG KANPUR-208001 UTTAR PRADESH

REGIONWISE LIST OF STUDY CENTRES – Contd.

SL. NO.	RC Code	RC NAME	SC CODE	PLACE OF SC	NAME & ADDRESS
100	27	LUCKNOW	2712	JHANSI	COORDINATOR IGNOU STUDY CENTRE BIPIN BIHARI PG COLLEGE JHANSI-284001 UTTAR PRADESH
101	27	LUCKNOW	2720	LUCKNOW	COORDINATOR IGNOU STUDY CENTRE LUCKNOW CHRISTIAN COLLEGE DEPTT. OF CHEMISTRY LUCKNOW-226018 UTTAR PRADESH
102	27	LUCKNOW	2724	MANAKAPUR	COORDINATOR IGNOU STUDY CENTRE INDIA TELEPHONES INDIA LTD. E.S.S. PROJECT MANAKAPUR-271308 UTTAR PRADESH
103	27	LUCKNOW	2742 R	RAIBARELI	COORDINATOR IGNOU RECOG. STUDY CENTRE NTPC LIMITED UNCHAHAR RAIBARELI-229406 UTTAR PRADESH
104	28	KOLKATA	2801	KOLKATA	COORDINATOR IGNOU STUDY CENTRE ISHWAR CHANDRA PATHABHAVAN 299 ACHARYA PRAFULA CHANDRARD KOLKATA-700009 WEST BENGAL
105	28	KOLKATA	2802	KOLKATA	COORDINATOR IGNOU STUDY CENTRE ST. XAVIER'S COLLEGE 30 PARK STREET KOLKATA-700016 WEST BENGAL
106	28	KOLKATA	2803	KANCHRAPARA	COORDINATOR IGNOU STUDY CENTRE RAILWAY TECHNICAL SCHOOL KANCHRAPARA 24 PARGANAS (N)-743145 WEST BENGAL
107	28	KOLKATA	2804	KOLKATA	COORDINATOR IGNOU STUDY CENTRE ASWINI DATTA MEMORIAL COLLEGE 94/2, PARK CIRCUS KOLKATA-700017 WEST BENGAL

REGIONWISE LIST OF STUDY CENTRES – Contd.

SL. NO.	RC Code	RC NAME	SC CODE	PLACE OF SC	NAME & ADDRESS
108	28	KOLKATA	2814	KOLKATA	COORDINATOR IGNOU STUDY CENTRE DINABANDHU ANDREWS COLLEGE GARIA P.O. KOLKATA-700084 WEST BENGAL
109	28	KOLKATA	2841	KOLKATA	COORDINATOR IGNOU STUDY CENTRE THE INDIAN INST OF PSYCHOMETRY EVERGREEN PLAZA, II TO V FLOOR 117, BARRACKPORE TRUNK ROAD KOLKATA-700035 WEST BENGAL
110	29	DELHI-II	0712	DELHI	COORDINATOR IGNOU STUDY CENTRE VIVEKANAND MAHILA COLLEGE VIVEK VIHAR NEW DELHI-110032 DELHI
111	30	SRINAGAR	1202	SRINAGAR	COORDINATOR IGNOU STUDY CENTRE GOVT. AMAR SINGH COLLEGE GOGJI BAGH SRI NAGAR-190008 J & K
112	30	SRINAGAR	1209	SRINAGAR	COORDINATOR IGNOU STUDY CENTRE SHRI PRATAP SINGH COLLEGE MAULANA AZAD ROAD SRI NAGAR-190001 J & K
113	30	SRINAGAR	1236	BARAMULLA	COORDINATOR IGNOU STUDY CENTRE GOVT. DEGREE COLLEGE (BOYS) KHOJABAGH TEHSIL BARAMULLA BARAMULLA-193101 J & K
114	31	DEHRADUN	2705	DEHRADUN	COORDINATOR IGNOU STUDY CENTRE D.A.V. PG COLLEGE D A V COLLEGE ROAD DEHRADUN-248001 UTTRANCHAL
115	31	DEHRADUN	2711	HALDWANI	COORDINATOR IGNOU STUDY CENTRE MB GOVERNMENT PG COLLEGE HALDWANI-263141 UTTRANCHAL

REGIONWISE LIST OF STUDY CENTRES – Contd.

SL. NO.	RC Code	RC NAME	SC CODE	PLACE OF SC	NAME & ADDRESS
116	31	DEHRADUN	3715	PANTNAGAR	COORDINATOR IGNOU STUDY CENTRE G B PANT UNIVERSITY AGRICULTURE & TECHNOLOGY PANTNAGAR DIST U.S. NAGAR-263145 UTTARKHAND
117	32	RANCHI	0502	JAMSHEDPUR	COORDINATOR IGNOU STUDY CENTRE JAMSHEDPUR COOPERATIVE COLLEGE JAMSHEDPUR JHARKHAND
118	32	RANCHI	0503	DHANBAD	COORDINATOR IGNOU STUDY CENTRE P.K. ROY MEMORIAL COLLEGE SERAIHELIA DHANBAD-826001 JHARKHAND
119	32	RANCHI	0507	BOKARO	COORDINATOR IGNOU STUDY CENTRE EDN. & RESEARCH TRUST (NIPM) NEW ADMN. BUILDING III/B SCHOOL BOKARO STEEL CITY BOKARO-827006 JHARKHAND
120	32	RANCHI	0514 R	RANCHI	COORDINATOR IGNOU RECOG. STUDY CENTRE INDIAN INSTT. OF COAL MGT. KANKE RANCHI-834006 JHARKHAND
121	33	VIJAYAWADA	0102	NELLORE	COORDINATOR IGNOU STUDY CENTRE V.R. COLLEGE NELLORE-524001 ANDHRA PRADESH
122	33	VIJAYAWADA	0103	VIJAYAWADA	COORDINATOR IGNOU STUDY CENTRE KBN COLLEGE KOTHAPETA VIJAYAWADA-520001 ANDHRA PRADESH
123	33	VIJAYAWADA	0104	GUNTUR	COORDINATOR IGNOU STUDY CENTRE TJPS COLLEGE RING ROAD GUNTUR-522006 ANDHRA PRADESH

REGIONWISE LIST OF STUDY CENTRES – Contd.

SL. NO.	RC Code	RC NAME	SC CODE	PLACE OF SC	NAME & ADDRESS
124	33	VIJAYAWADA	0109	VISAKHAPATNAM	COORDINATOR IGNOU STUDY CENTRE DR. L. BULLAYA COLLEGE VISAKHAPATNAM-530013 ANDHRA PRADESH
125	33	VIJAYAWADA	0110	KAKINADA	COORDINATOR IGNOU STUDY CENTRE IDEAL COLLEGE OF ARTS & SCI. KAKINADA-533004 ANDHRA PRADESH
126	35	RAIPUR	1503	DURG	COORDINATOR IGNOU STUDY CENTRE GOVT. ARTS & SCI. COLLEGE DURG-491002 CHHATTISGARH
127	35	RAIPUR	1505	BILASPUR	COORDINATOR IGNOU STUDY CENTRE GOVT E RAGHAVENDRA RAO P G COLLEGE SEEPAT ROAD BILASPUR-495001 CHHATTISGARH
128	35	RAIPUR	1517 R	KORBA	COORDINATOR IGNOU RECOG. STUDY CENTRE N.T.P.C. TRAINING CENTRE EMPLOYEE DEVELOPMENT CENTRE JAMNIPALI PO KORBA-495450 CHHATTISGARH
129	36	NAGPUR	1607	NAGPUR	COORDINATOR IGNOU STUDY CENTRE NAGPUR UNIVERSITY GURU NANAK BHAWAN NAGPUR-440001 MAHARASHTRA
130	36	NAGPUR	1614	CHANDRAPUR	COORDINATOR IGNOU STUDY CENTRE CHANDRAPUR ENGINEERING COLLEGE BABUPETH CHANDRAPUR-442403 MAHARASHTRA
131	38	DELHI-III	0737	DELHI	COORDINATOR IGNOU STUDY CENTRE ATMA RAM SANATAN DHARMA COLLEG UNIVERSITY OF DELHI DHAULA KHAN NEW DELHI-110021 DELHI

REGIONWISE LIST OF STUDY CENTRES – Contd.

SL. NO.	RC Code	RC NAME	SC CODE	PLACE OF SC	NAME & ADDRESS
132	39	NOIDA	2730 R	GHAZIABAD	COORDINATOR IGNOU RECOG. STUDY CENTRE N.T.P.C. VIDYUT NAGAR GAUTAM BUDH NAGAR GHAZIABAD-201001 UTTAR PRADESH
133	39	NOIDA	2707	MODI NAGAR	COORDINATOR IGNOU STUDY CENTRE M.M.P.G. COLLEGE MODI NAGAR GHAZIABAD-201204 UTTAR PRADESH
134	39	NOIDA	2718	GHAZIABAD	COORDINATOR IGNOU STUDY CENTRE M.M.H. COLLEGE GHAZIABAD-201001 UTTAR PRADESH
135	39	NOIDA	2728	MEERUT	COORDINATOR IGNOU STUDY CENTRE MEERUT COLLEGE MEERUT-250001 UTTAR PRADESH
136	39	NOIDA	2739	NOIDA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE SECTOR - 39 NOIDA-201303 UTTAR PRADESH
137	40	TRIVANDRUM	2511	NAGERCOIL	COORDINATOR IGNOU STUDY CENTRE S.T. HINDU COLLEGE NAGERCOIL-629002 TAMILNADU
138	40	TRIVANDRUM	1464	TRIVANDRUM	COORDINATOR IGNOU STUDY CENTRE C ACHYUTHA MENON STUDY CENTRE & LIBRARY POOJAPPURA THIRUVANANTHAPURAM-695012 KERALA
139	40	TRIVANDRUM	1401	TRIVANDRUM	COORDINATOR IGNOU STUDY CENTRE INSTITUTE OF MANAGEMENT VIKASH BHAWAN TRIVANDRUM-695033 KERALA

REGIONWISE LIST OF STUDY CENTRES – Contd.

SL. NO.	RC Code	RC NAME	SC CODE	PLACE OF SC	NAME & ADDRESS
140	40	TRIVANDRUM	1473	TRIVANDRUM	COORDINATOR IGNOU STUDY CENTRE BIAR SAMSKRITHI BHAWAN GPO LANE THIRUVANANTHAPURAM-695001 KERALA
141	41	JABALPUR	1502	JABALPUR	COORDINATOR IGNOU STUDY CENTRE RANI DURGAWATI UNIVERSITY JABALPUR-482001 MADHYA PRADESH
142	42	RAJKOT	0903	RAJKOT	COORDINATOR IGNOU STUDY CENTRE ATMIYA INSTITUTE OF TECHNOLOGY & SCIENCE, KALAWAD ROAD RAJKOT-360005 GUJARAT
143	42	RAJKOT	0923	ADIPUR	COORDINATOR IGNOU STUDY CENTRE TOLANI COMMERCE COLLEGE P.B. N. 27 (KUTCH) ADIPUR-370205 GUJARAT
144	43	MADURAI	2502	COIMBATORE	COORDINATOR IGNOU STUDY CENTRE G.R.D. COLLEGE OF ARTS & SCI. AVANASHI ROAD CIVIL AERODROME POST COIMBATORE-641014 TAMILNADU
145	43	MADURAI	2503	MADURAI	COORDINATOR IGNOU STUDY CENTRE AMERICAN COLLEGE MADURAI-625002 TAMILNADU
146	43	MADURAI	2504	TIRU- CHIRAPALLY	COORDINATOR IGNOU STUDY CENTRE BISHOP HEBER COLLEGE P O BOX 615 TIRUCHIRAPALLY-620017 TAMILNADU
147	43	MADURAI	2507	TUTICORIN	COORDINATOR IGNOU STUDY CENTRE V.O.C. COLLEGE PALAYAMKOTAI ROAD TUTICORIN-628008 TAMILNADU

REGIONWISE LIST OF STUDY CENTRES – Contd.

SL. NO.	RC Code	RC NAME	SC CODE	PLACE OF SC	NAME & ADDRESS
148	45	SILIGURI	2805	SILIGURI	COORDINATOR IGNOU STUDY CENTRE ADARSH MAHAVIDYALAYA SEVOKE ROAD SILIGURI-734401 WEST BENGAL
149	46	DARBHANGA	0504	MUZAFFARPUR	COORDINATOR IGNOU STUDY CENTRE BRA BIHAR UNIVERSITY LIBRARY CAMPUS MUZAFFARPUR-842001 BIHAR
150	47	ALIGARH	2702	AGRA	COORDINATOR IGNOU STUDY CENTRE ST. JOHN'S COLLEGE AGRA FORT AGRA-282002 UTTAR PRADESH
151	47	ALIGARH	2713	ALIGARH	COORDINATOR IGNOU STUDY CENTRE ALIGARH MUSLIM UNIVERSITY ALIGARH-202002 UTTAR PRADESH
152	47	ALIGARH	2714	MORADABAD	COORDINATOR IGNOU STUDY CENTRE HINDU COLLEGE STATION ROAD MORADABAD-244001 UTTAR PRADESH
153	48	VARANASI	2708	VARANASI	COORDINATOR IGNOU STUDY CENTRE UDAI PRATAP PG COLLEGE VARANASI-221002 UTTAR PRADESH
154	48	VARANASI	2709	GORAKHPUR	COORDINATOR IGNOU STUDY CENTRE GORAKHPUR UNIVERSITY DEPARTMENT OF PHYSICS GORAKHPUR-273009 UTTAR PRADESH
155	48	VARANSI	2722 R	SHAKTINAGAR	COORDINATOR IGNOU RECOG. STUDY CENTRE N.T.P.C. SHAKTINAGAR-231222 UTTAR PRADESH

REGIONWISE LIST OF STUDY CENTRES – Contd.

SL. NO.	RC Code	RC NAME	SC CODE	PLACE OF SC	NAME & ADDRESS
156	48	VARANASI	2723 R	AZAMGARH	COORDINATOR IGNOU RECOG. STUDY CENTRE CHILDREN COLLEGE A I C C E D S C/O CHILDREN COLLEGE AZAMGARH-276001 UTTAR PRADESH
157	48	VARANASI	2745	JAUNPUR	COORDINATOR IGNOU STUDY CENTRE VBS PURVANCHAL UNIVERSITY SHAHGANJ ROAD JAUNPUR-222002 UTTAR PRADESH
158	49	MUMBAI	1601	MUMBAI	COORDINATOR IGNOU STUDY CENTRE KJS COLLEGE OF EDUCATION T & R VIDYANAGAR, VIDYA VIHAR GHATKOPAR (E) MUMBAI-400077 MAHARASHTRA
159	49	MUMBAI	1603	MUMBAI	COORDINATOR IGNOU STUDY CENTRE SATHAYE COLLEGE DIXIT ROAD VILE PARLE (E) MUMBAI-400057 MAHARASHTRA
160	49	MUMBAI	1604	MUMBAI	COORDINATOR IGNOU STUDY CENTRE KET'S VG VAZE COLLEGE MITHAGAR ROAD MILAND (E) MUMBAI-400081 MAHARASHTRA
161	49	MUMBAI	1615 R	TARAPUR	COORDINATOR IGNOU RECOG. STUDY CENTRE SHRI G.A. LOKSEVA NIDHI P/17, MIDC TARAPUR-401506 MAHARASHTRA

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
1	26	AGARTALA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799 004 TRIPURA 0381-2519391 / 2516266 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	09	AHMEDABAD	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242975-79 02717-241370 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)
3	19	AIZWAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMCA OFF) 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	47	ALIGARH	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, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/ KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR)
5	13	BANGALORE	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, GADAG, HAVERI, BELLARY, CHAMARAJANAGAR & CHIKMAGALURDAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – Contd.

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
6	82	BHAGALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CAMP OFFICE MARWARI COLLEGE PREMISES BHAGALPUR-812007 BIHAR	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER)
7	15	BHOPAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH 0755-2578455 / 2578452 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR, TIKAMGARH, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DAMOH, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)
8	21	BHUBANE-SHWAR	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)
9	85	BIJAPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O BLDEA'S JSS COLLEGE OF EDU. SS JUNIOR COLLEGE CAMPUS BIJAPUR -586101 KARNATAKA 08352-258417 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL RAICHUR & YADGIR)
10	06	CHANDIGARH	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA 07172-2590208 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.)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – Contd.

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
11	25	CHENNAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI - 600 113 TAMILNADU 044-22541919 / 22542727 044-22542121 044-22542828 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.)
12	14	COCHIN	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA 0484-2340203 / 2348189 / 2330891 0484-2340204 rccochoin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)
13	46	DARBHANGA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251833 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMISTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14	31	DEHRADUN	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789200 / 2789180 0135-2789205 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARA- KASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE)
15	07	DELHI 1	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 / 26990083 011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHO GAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – Contd.

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
16	29	DELHI 2	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 DELHI 011-23392374 / 23392376 / 23392377 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	38	DELHI 3	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045 DELHI 011-25088939 / 25088944 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), STATE OF HARYANA (DISTRICT: GURGAON)
18	87	DEOGHAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O A S COLLEGE, DEOGHAR JHARKHAND 814112 06432-34448 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA, DHANBAD, BOKARO & GIRIDIH)
19	24	GANGTOK	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANKTOK - 737 102 (SIKKIM) 0359-2270923, 0359-2212501 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20	04	GUWAHATI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI ASSAM 0361-2343785 / 2343786 / 2343783 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP, METROPOLITAN, BAKSA, UDALGURI, CHIRANG)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – Contd.

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
21	01	HYDERABAD	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, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22	17	IMPHAL	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 (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
23	03	ITANAGAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2247536 / 2247538 0360-2247537 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	41	JABALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 / 2600441 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, UMARIA)
25	23	JAIPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785763 / 2785750 0141-2274292 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DIS- TRICT: AJMER, ALWAR, BANSWARA, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARALI, KOTA, PRATAPGARH, SAWAI, SIKAR, SRI GANGANAGAR & TONK)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – Contd.

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
26	12	JAMMU	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2546995 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27	88	JODHPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O ONKAR MALL SUMANI COLLEGE OF COMMERCE JODHPUR-342008 RAJASTHAN 0291-2753989	STATE OF RAJASTHAN COVER- ING (DISTRICTS JODHPUR,BARMER,JAISALMER, RAJASMAND,UDAIPUR,BIKANER, JALORE, SIROHI NAGOUR, DUNGARPUR & PALI)
28	37	JORHAT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JORHAT ASSAM rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) Note: Currently under Guwahati RC)
29	10	KARNAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 / 2260075 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30	22	KHANNA	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	20	KOHIMA	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 (DIS- TRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – Contd.

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
32	28	KOLKATA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 / 23589323 033-23592719 / 23589323 (RCL) 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33	44	KORAPUT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020 ORISSA 06852-252982 / 251535 06852-251535 06852-252503 rckorapat@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)
34	27	LUCKNOW	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: ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPURKO, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR, LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, PRATAPGARH, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, SULTANPUR, UNNAO)
35	43	MADURAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI - 625 018 TAMIL NADU 0452-2380387 / 2380733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
36	49	MUMBAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI - 400 081 022-25633159 / 25635540, 022-25635540 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – Contd.

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
37	36	NAGPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 0712-2022000 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
38	39	NOIDA	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)
39	08	PANAJI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM - 403 521 GOA 0832-2462315 0832-2414552 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DIS- TRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)
40	05	PATNA	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)
41	02	PORT BLAIR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR - 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR IS- LANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42	16	PUNE	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 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, SOLAPUR, SANGLI, SATARA, LATUR, KOLHAPUR)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – Contd.

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
43	50	RAGHUNATHGANJ	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44	35	RAIPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR - 1 SHANKAR NAGAR RAIPUR - 492 007 CHATTISGARH 0771-2428285 / 4056508 0771-2445839 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
45	42	RAJKOT	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), DIU (U.T.)
46	32	RANCHI	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 (DIS- TRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAİKELA, SARAİKELA, KHARASAWAN, EAST SINGHBHUM, HAZARI- BAGH, CHATRA, KODERMA, KHUNTI & RAMGARH)
47	86	SAHARSA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O MLC COLLEGE SAHARSA-582201 BIHAR 06478-228779 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR,ARARIYA, KISHANGANJ & PURNIA)
48	18	SHILLONG	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE, NONGTHYMMI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117 / 2521271 / 0364-2521271 0364-2521271 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DIS- TRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI- BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – Contd.

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
49	11	SHIMLA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624612 / 2624613 0177-2624612 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	45	SILIGURI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J C BOSE ROAD SUBHAS PALLY SILIGURI - 734 001 WEST BENGAL 0353-2526818 0353-2526829 0353-2526819 rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
51	30	SRINAGAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 / 2311258 0194-2311258 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52	40	TRIVANDRUM	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI SHOPPING COMPLEX OPP PRS HOSPITAL KILLIPPALAM KARAMANA PO TRIVANDRUM - 695 002 0471-2344113 0471-2344115 0471-2344121 rcrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DIS- TRICT: KANYAKUMARI)
53	48	VARANASI	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)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – Contd.

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
54	83	VATAKARA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING NUT STREET (PC) VATAKARA 673104 KERALA 0496-2525281 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: CALICUT,KANNUR,KASARAGOD WAYANAND) Note: Currently under Cochin RC
55	33	VIJAYAWADA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V. HINDU HIGH SCHOOL, KOTHAPET VIJAYWADA 520 001 ANDHRAPRADESH 0866-2565253 / 2565959 0866-2565253 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE & CHITTOOR)
56	84	VISAKHA-PATNAM	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR MVP SECTOR 12 COMPLEX USHODAYA JUNCTION VISAKHAPATNAM ANDHRA PRADESH rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM)

LIST OF STATE CODES

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

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

QUALIFICATION CODE

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

MARITAL STATUS CODE

Code	Description
A1	Married
B2	Unmarried

RELIGION CODE

Code	Description
A1	Hindu
B2	Muslim
C3	Christian
D4	Sikh
E5	Jain
F6	Budhhist
G7	Parsi
H8	Jew
I9	Others

SOCIAL STATUS CODE

Code	Description
A1	Ex-Service Man
B2	War-Widow
C3	Not Applicable

TERRITORY CODE

Code	Description
A1	Urban
B2	Rural
C3	Tribal

CATEGORY CODE

Code	Description
A1	General
B2	SC
C3	ST
D4	OBC

SEX CODE

Code	Description
A1	Male
B2	Female

MODALITIES OF SUBMISSION OF ASSIGNMENTS AND APPEARING IN TERM-END EXAMINATIONS

ASSIGNMENTS

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

The main purpose of assignment is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. The information given in the printed course materials should be sufficient for answering the assignments. Please do not worry about the non-availability of extra reading materials 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 materials and exploit your personal experience.

Whenever you receive a set of material and assignment, check them immediately and ask for missing material, if any, from Material Production & Distribution Division, IGNOU, Maidan Garhi, New Delhi-110 068.

The assignment responses should be complete in all respects. For the tutor marked assignments, you have to submit your response sheets to the Coordinator of the Study Centre assigned to you. 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 not to entertain or even 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 from your Study Centre your duly evaluated assignments alongwith a copy of the assessment sheet containing comments of the evaluator on your performance. This may help you to improve future assignments and in preparing for term-end examination.

For your own record retain a copy of all assignment responses which you submit. If you do not get back your duly evaluated tutor marked assignments alongwith copy of assessment sheet containing comments of evaluator on your assignment within a month after submission, please try to get it personally from your Study Centre. This may help you to improve upon future assignments. 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 set of assignments for that course, applicable to that particular semester. However, once you get the pass grade in an assignment, **you cannot re-submit it for improvement of grade.** Assignments are not subject to re-evaluation except for factual errors, if any, committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the coordinator of the Study Centre, so that the correct score is forwarded by him to the Student Registration & Evaluation Division at Headquarters.

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

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

INSTRUCTIONS FOR ASSIGNMENTS

1. Write your Enrolment Number, Name, Full Address, Signature and Date on the top 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
<i>(as printed on assignments)</i>	
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 fool scap size 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. Write the responses in your hand. Do not print or type the answers. Do not copy your answer from the units/blocks sent to you by the University. If you copy, you will get zero marks for the respective question.
7. Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
8. Write each assignment separately. All the assignments should not be written in continuity. Write the question number with each answer.
9. The completed assignment should be sent to the Coordinator of the Study Centre allotted to you. Under any circumstances do not send the response sheets to the SR & E Division at Headquarters for evaluation.
10. After submitting the assignment at the Study Centre get the acknowledgment from the coordinator on the prescribed assignment remittance-cum-acknowledgment card.
11. In case you have requested for a change of Study Centre, you should submit your assignments only to the original Study Centre until the change of Study Centre is notified by the University.
12. The Assignments can be obtained from the Study Centre/Regional Centre or may be downloaded from **IGNOU Website www.ignou.ac.in**.

TERM-END EXAMINATION

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

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

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

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

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

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

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

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

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

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

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

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

The students can apply in the prescribed form for re-evaluation of term-end examination script against payment of Rs. 500/- by means of demand draft drawn in favour of IGNOU, New Delhi within 45 days of the date of declaration of result. Requests received after 45 days from the date of declaration of result will not be entertained. Study Centre is the contact point for you. The University cannot send communications to all the students individually. All the important communications are sent to the coordinators of the study centres and Regional Directors. The coordinators would display a copy of such important circular/notification on the notice board of

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

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

Early Declaration of Result

In order to facilitate the students, who have got offer of admission for higher study and or selected for employment etc. are required to produce statement of marks/ grade cards by a specified given date, may apply for early processing of their answer scripts and declaration of result. The students are required to apply in prescribed application form with fee of Rs. 700/- per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi alongwith attested photocopy of offer of admission/ employment. The student can submit their request for early declaration before the commencement of the term-end examination i.e. before 1st June and 1st December respectively. The University in such cases will make arrangement for early processing of answer scripts and declare the result as a special case possibly within a month time from the date of conduct of examination.

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

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

Re-evaluation of Answer Script(s)

The students, who are not satisfied with the marks/ grade awarded to them in Term-end Examination may apply for re-evaluation before 31st March for result of December term-end examination and 30th September for result of June term-end examination or within one month from the date of declaration of results i.e. the date on which the results are made available on the University's website on payment of Rs. 500/- per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi in the prescribed application form. The better of the two scores of original marks/grades and marks/ grades after re-evaluation will be considered and updated in students' record.

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

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

Term-end Examination

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

● Examination Fee

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

● **Examination Centre**

Normally the study centre is the examination centre. However, a student is required to fill the exam centre code in the examination form. For the purpose you are advised to go through the list of study centres available in the Student Handbook and Prospectus/Programme Guide. In case any student wish to take examination at a particular centre, the code of the chosen centre be filled up as examination centre code. However, if 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 April to 20th April	1st Sept to 30th Sept 1st Oct to 20th Oct	NIL Rs. 300/-	IGNOU, Maidan Garhi, New Delhi-110068 or at the concerned Regional Centre
21st April to 15th May 16th May to 28th May	21st Oct to 15th Nov. 16th Nov. to 26th Nov.	Rs.500/- Rs.1000/-	For outside Delhi students (Concerned Regional Centre) For Delhi students (IGNOU, Maidan Garhi, New Delh i- 110068 or concerned Regional Centre)

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

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

● **Issue of Examination Hall Ticket**

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

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

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

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

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

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

**INTERNAL CREDIT TRANSFER SCHEME FOR FRESH ADMISSION
TO MBA (BANKING AND FINANCE)
AFTER EXPIRY OF MAXIMUM DURATION
(Effective from January 2011 onwards)**

1. A Student who is not able to complete the MBA (B&F) 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 no. will be fully transferred except for MS-491: Law and Practice relevant to Banking and MS-492: Financing of Spl. and Preferred Sectors as these two courses are not in the revised structure of the programme and hence cannot be transferred.

Once a student takes fresh admission into the MBA (B&F) 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 re-admission will be granted after expiry of 16 years. In case such a student wishes to pursue the programme further, he/she will have to take admission as a fresh candidate as per rules and regulations prevailing at that point of time and there will be no provision for credit transfer.

3. Credit transfer under the above scheme will be applicable only once and for a completed course only.
4. For fresh admission the student will have to fill up Form 3.
5. For Credit Transfer of completed courses, the student will have to fill up Credit Transfer Form Appendix-7 (Proforma) separately. The Credit Transfer Form will be required to be filled up after new enrolment no. has been duly allotted.

INSTRUCTIONS FOR FILLING APPLICATION FORM
For seeking 'Fresh Admission' to MBA (Banking & Finance)
Programme – 2012 in order to complete the left-over courses (FORM-3)

1. Application Form for 'Fresh Admission' to MBA (Banking & Finance) (Form-3) 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 documents listed in check list 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.

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 Region 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 this Programme. Please enclose **attested copy of the Grade Card** to prove that you were earlier admitted to the Programme.
3. For Item No. 21(a), see Appendix-5 for qualification codes.
4. You should be careful in selecting courses for study in each semester. A course once opted should not be repeated. Though change of option of a course is permissible, it should be avoided as far as possible.

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

- a) Affixed your photograph and signed over it.
- b) Enclosed the following documents,
 - i) Attested copies of certificates in support of your educational qualifications.
 - ii) Attested copy of **IGNOU's Grade Card as proof of having registered for the programme.**
 - iii) Experience Certificate, wherever required.
 - iv) Category Certificate for SC/ST/OBC candidates, wherever required.
 - v) Identity Card duly filled up.
- c) Enclosed Demand Draft for fee of programme @ **Rs 1000/- per course**. Please ensure that you have written your name, programme code and address on the back of the demand draft.

The fee can be paid by way of Demand Draft drawn in the name of IGNOU and payable at the city where your Regional Centre is located. The fee can also be paid through bank challan (Appendix 11).

Note: (i) The students who had sought admission earlier, but have not appeared in any Term-end Examination (TEE) nor have submitted any assignment are advised **not to fill this form**. Such students may seek admission like any other **new candidate**.

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

(iii) Students using photocopies of the form or downloading it from IGNOU website will have to enclose a Demand Draft of Rs.550/- in favour of IGNOU.



Form No.

Empty box for Form No.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY, NEW DELHI
For Seeking Fresh Admission to MBA (Banking & Finance)
Programme – 2012 in order to complete the left-over courses

FORM 3

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.

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 2012 semester: 30-11-2011
For July–December 2012 semester: 31-05-2012

Main form area with fields for Programme Code, Enrolment No., Demand Draft Details, Regional Centre Code, Study Centre Code, State Code, Name, Address, Telephone/Fax Numbers, E-mail, Sex, Date of Birth, Nationality, Category, and Physically Handicapped status.

PASTE YOUR LATEST PASSPORT SIZE PHOTOGRAPH DULY ATTESTED BY YOU
DO NOT STAPLE



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"/>	<input type="text"/>	Year of Passing	<input type="text"/>	<input type="text"/>	Percentage of Marks	<input type="text"/>	<input type="text"/>
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21. (b) Stream: Cross (X) any one of the Appropriate Box only

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

22. Work Experience

Duration Years Months

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

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

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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Upto Rs. 50,000/-	Rs. 50,000/- to 1 Lac	Rs. 1 Lac to 1.5 Lac
<input type="checkbox"/>	<input type="checkbox"/>	
Rs. 1.5 Lac to 2 Lac	Above Rs. 2 Lacs	

23. Courses Opted:

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

DECLARATION BY APPLICANT

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

I further declare that I was admitted to IGNOU's MBA (B&F) Programme earlier as per enrolment No. indicated in Col. No. 6 above. I enclose a copy of the attested Grade Card as proof thereof.

Date: / /
 Date Month Year

Signature of the Candidate



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

Application for Internal Credit Transfer (ICT) in MBA (Banking & Finance)
for those who have sought Fresh Admission
(to be submitted when the new Enrol.# is allotted)

1. Enrolment No. (Old) (New)
2. Credit Transfer fee paid: Prog. _____ DD No. _____
(fee @ **Rs. 200/- per course**) Date _____ Amount _____ Bank _____
3. Name & address of student _____

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

Detail of credits transfer applied for				
Sl. No.	Course Code	Title of the course	Credit	Overall Grade obtained
1.	2.	3.	4.	5.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
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17.				
18.				
19.				

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

UNDERTAKING

I, _____, a student of MBA (Banking & Finance) Programme of IGNOU, request for Internal Credit Transfer (ICT) of the courses successfully completed by me under old Enrolment No. _____, as detailed above. I undertake not to revive the registration of these courses for credit transfer to any other programme of the university. Option exercised herein is firm and final. Self-attested copy/copies of Marksheet/Grade Card is/are enclosed. I understand that credit transfer will not be **granted for the course(s) wherein the syllabus has been revised** by the university. I also understand that credit transfer will not be granted for the courses which do not form the part of the MBA (B&F) Curriculum for which I now seek fresh admission.

Signature of Student _____

Date _____

RULES & REGULATIONS

Internal Credit Transfer (ICT) in MBA (B&F) Programme

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Student Registration Division
Maidan Garhi, New Delhi - 110 068

APPLICATION FORM FOR INTERNAL CREDIT TRANSFER FROM MANAGEMENT PROGRAMME TO MBA (Banking and Finance)

(To be filled only for Credit Transfer of those courses done from IGNOU)

Enrolment No. of MBA (Banking & Finance)

Study Centre Code

Regional Centre Code

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

2. Father's/Husband Name : _____

3. Complete Postal Address : _____

Distt. _____ Pin _____

4. Details of Courses Opted for Credit Transfer :

Programme from:

Enrolment No.

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

5. Details of Fee paid for Credit Transfer :

Credit Transfer Fee @ Rs. 200/- per course : Rs. _____

Demand Draft No. _____ Dt. _____ Amount Rs. _____

Name of the Bank : _____ Place _____

UNDERTAKING

I _____ a student of MBA (Banking & Finance) of IGNOU request for Credit Transfer of the Courses as detailed above. I undertake not to revive the registration of these courses for credit transfer to any other programme. The registration of programme surrendered in Point 4 shall not be revived at any later date. Option exercised herein is firm and final. Certified copies of Marksheets / Grade Card / Degree / Diploma are enclosed. Signed this _____ day _____ of _____ 20

Signature of Student

Name : _____

**To
The Registrar (SRD)
IGNOU, Maidan Garhi
New Delhi - 110 068**

Encl. : As above

Course Components

MS-1 : MANAGEMENT FUNCTIONS AND BEHAVIOUR

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

MS-4 : ACCOUNTING AND FINANCE FOR MANAGERS

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I				
ACCOUNTING FRAMEWORK				
	1	Accounting and its Functions	Introduction to Course	Understanding Financial Statements Part-I
	2	Accounting Concepts and Standards	Role of Accounting and Finance Function in different Types of Organisations	
	3	Accounting Information and its Applications	Emerging Horizons in Accounting and Finance (EHIAF) – Human Resource Accounting	
<hr/>				
II				
UNDERSTANDING FINANCIAL STATEMENTS				
	4	Construction and Analysis of Balance Sheet	EHIAF – Inflation Accounting	Understanding Financial Statements Part-II
	5	Construction and Analysis of Profit and Loss Account		
	6	Construction and Analysis of Funds Flow and Cash Flow Statement		
<hr/>				
III				
COST MANAGEMENT				
	7	Understanding and Classifying Costs	EHIAF – Cost	Accounting in decision-making (CVP/BE analysis)
	8	Absorption and Marginal Costing	Audit in India	
	9	Cost-Volume-Profit Analysis		
	10	Variance Analysis		
<hr/>				
IV				
FINANCIAL AND INVESTMENT ANALYSIS				
	11	Financial Management : An Introduction	Role and Regulation of Stocks Markets	Project Appraisal: An Institutional Viewpoint
	12	Ratio Analysis		
	13	Leverage Analysis		
	14	Budgeting and Budgetary Control		
	15	Investment Appraisal Methods		
<hr/>				
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 Maintenance Management
	10	Planning and Control for Batch Production		
	11	Planning and Control for Job Shop Production		
	12	Planning and Control of Projects		
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		Management
	19	Standardisation, Codification and Variety Reduction		Materials
	20	Waste Management		

MS-6 : MARKETING FOR MANAGERS

BLOCK	UNIT NOS.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		MARKETING AND ITS APPLICATIONS		
	1	Introduction to Marketing	Introduction to the Course	<ul style="list-style-type: none"> - Marketing Approach - Marketing of Services - Marketing and Public Policy
	2	Marketing in a Developing Economy		
	3	Marketing of Services		
II		MARKETING PLANNING AND ORGANISATION		
	4	Planning Marketing Mix		- Marketing in Action
	5	Market Segmentation		
	6	Marketing Organisations		- Marketing Management and Planning
	7	Marketing Research and its Applications		
III		UNDERSTANDING CONSUMERS		
	8	Determinants of Consumer Behaviour		Indian Consumer and Marketing Environment
	9	Models of Consumer Behaviour		
	10	Indian Consumer Environment		
IV		PRODUCT MANAGEMENT		
	11	Product Decisions and Strategies		ITDC – Case Study
	12	Product Life Cycle and New Product Development		
	13	Branding and Packaging Decisions		
V		PRICING AND PROMOTION STRATEGY		
	14	Pricing Policies and Practices		Marketing Strategy – A Case Study of Moulded Luggage Industry
	15	Marketing Communications		
	16	Advertising and Publicity		
	17	Personal Selling and Sales Promotion		
VI		DISTRIBUTION AND PUBLIC POLICY		
	18	Sales Forecasting		Effective Selling
	19	Distribution Strategy		
	20	Managing Sales Personnel		
	21	Marketing and Public Policy		
	22	Cyber Marketing		

MS-7 : INFORMATION SYSTEMS FOR MANAGERS

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

MS-10 : ORGANISATIONAL DESIGN, DEVELOPMENT AND CHANGE

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

MS-11 : STRATEGIC MANAGEMENT

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

MS-44 : SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT

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

MS-45 : INTERNATIONAL FINANCIAL MANAGEMENT

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

MS-46 : MANAGEMENT OF FINANCIAL SERVICES

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

MS-422 : BANK FINANCIAL MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE	AUDIOTAPE	VIDEOTAPE
I		CONCEPTUAL FRAMEWORK		
	1	Overview of Financial System		
	2	Introduction to Financial Management in Banks		
	3	Financial Analysis of Banks		
II		MANAGEMENT OF FUNDS: SOURCES		
	4	Management of Owned Funds		
	5	Management of Borrowed Funds		
	6	Cost of Funds		
III		MANAGEMENT OF FUNDS: INVESTMENTS		
	7	Forms of Bank Investment		
	8	Long-term Investments		
	9	Short-term Investments		
	10	Investments in Guilds and other Financial Securities		
	11	Investment in Foreign Exchange		
IV		RISK MANAGEMENT		
	12	Risk Management: An overview		
	13	Estimating/Forecasting of Risks		
	14	Measuring Risks		
	15	Management of Risks		
	16	Asset-Liability Management		
V		SPECIAL ISSUES		
	17	Mergers and Acquisitions		
	18	Accounting Policies		
	19	Pricing of Bank Products & Services		

MS-423 : MARKETING OF FINANCIAL SERVICES

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		FINANCIAL SERVICES IN INDIA		
	1	Financial Services Markets : An Overview		
	2	Issues in Marketing and Financial Services		
	3	Marketing of Financial Services : A Conceptual Framework		
	4	Consumer Behaviour in Relation to Financial Services		
II		MARKETING OF BANKING SERVICES		
	5	Banking Products and Services		
	6	Distribution, Pricing and Promotion Strategy for Banking Services		
	7	Attracting and Retaining Bank Consumers		
III		MERCHANT BANKING AND ALLIED SERVICES		
	8	Issue Management		
	9	Stock Broking Services		
	10	Corporate Finance		
	11	Project Finance Services		
	12	Advisory and Consultancy Services		
IV		MARKETING OF MUTUAL FUNDS, INSURANCE, PENSION FUNDS AND GOVERNMENT SECURITIES		
	13	Mutual Fund Markets in India: An Overview		
	14	Marketing of Insurance, Pension Funds and Govt. Securities		
	15	Segmentation, Targeting and Positioning, Development and Launching of New Products		
	16	Marketing Strategies for Mutual Funds		
V		BEYOND TOMORROW		
	17	Directions of Growth and Beyond Tomorrow		
	18	IT and its Implications		
	19	Globalisation and its Impact on Financial Services Markets		

MS-424 : INTERNATIONAL BANKING MANAGEMENT

BLOCK	UNIT NOs.	UNIT TITLE	AUDIOTAPE	VIDEOTAPE
I		INTERNATIONAL BANKING : AN OVERVIEW		
	1	International Banking : An Introduction		
	2	Institutions in International Banking		
II		LEGAL & REGULATORY FRAMEWORK		
	3	Rationale and Scope of International Banking Regulation		
	4	Capital Adequacy, loan loss provisioning and other Regulatory Controls		
	5	Basel Concordat		
	6	Legal Issues in International Banking		
	7	Accounting Issues in International Banking		
III		INTERNATIONAL BANKING OPERATIONS MANAGEMENT		
	8	Raising of Resources		
	9	Capital Markets : Sources of External Finance		
	10	Foreign Currency Accounts		
	11	Deployment of Resources		
	12	Treasury Management : An Introduction		
	13	Treasury Management : Tools and Derivatives		
	14	Forex Management		
IV		RISK MANAGEMENT IN INTERNATIONAL BANKING		
	15	Risk Management : Concepts and Types		
	16	Managing Risk		
V		SPECIAL ISSUES		
	17	Technology and International Banking		
	18	Globalisation and International Banking		
	19	Financial Innovations in International Banking		

MS-425 : ELECTRONIC BANKING AND *IT* IN BANKS

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		<i>IT</i> IN BANKING : AN INTRODUCTION		
	1	Information Technology and its Implications		
	2	Information Technology		
	3	Indian Banking Scenario — Initiatives and Trends		
II		<i>IT</i> APPLICATIONS IN BANKING		
	4	Computer-based Information Systems for Banking		
	5	Electronic Banking		
	6	Electronic Fund Management		
III		ENABLING TECHNOLOGIES OF MODERN BANKING		
	7	Electronic Commerce and Banking		
	8	Supply Chain Management		
	9	Customer Relationship Management		
	10	Integrated Communication Networks for Banks		
IV		SECURITY AND CONTROL SYSTEMS		
	11	Computer Security and Disaster Management		
	12	System Audit and Computer Crime		
	13	Security and Control Aspects of Emerging Banking Technologies		
V		PLANNING AND IMPLEMENTATION OF INFORMATION SYSTEMS		
	14	Security and Control Aspects of Emerging Banking Technologies		
	15	Data Warehousing and Data Mining		
	16	Designing and Implementing Computerization in Banking Sector		

MS-494 : RISK MANAGEMENT IN BANKS

BLOCK	UNIT NOs.	UNIT TITLE
I		RISK MANAGEMENT: AN OVERVIEW
	1	Asset Liability Management
	2	Risk in Banking Operations
	3	Risk Regulations
	4	Risk Models
II		CREDIT RISK MANAGEMENT
	5	Credit Risk Analysis: A Framework
	6	Credit Risk Analysis of Banking Products
	7	Credit Risk Derivatives
III		LIQUIDITY AND MARKET RISK MANAGEMENT
	8	Liquidity Risk Management
	9	Market Risk Analysis and Measurement
	10	Interest Rate Derivatives
	11	Currency Derivatives
IV		OPERATIONAL RISK MANAGEMENT
	12	Operational Risk Analysis and Measurement
	13	Managing Operational Risk
V		SPECIAL ISSUES
	14	Risk Management Organisation
	15	Reporting of Banking Risk
	16	Risk Adjusted Performance Evaluation

MS-495 : ETHICS AND CORPORATE GOVERNANCE IN BANKS

BLOCK	UNIT NOs.	UNIT TITLE
I		ETHICS AND BUSINESS
	1	Ethics and Values
	2	Societal Values
	3	Ethical Dilemmas
	4	Ethics in Business
II		CORPORATE GOVERNANCE
	5	Overview of Corporate Governance
	6	Regulations and Committees
	7	Institutional Aspects of Corporate Governance
	8	Disclosure and Transparency
III		CORPORATE SOCIAL RESPONSIBILITY
	9	Corporate Social Responsibility and Citizenship
	10	Corporate Social Responsibility Guidelines
	11	Sustainable Development
IV		GOVERNANCE IN FINANCIAL SECTOR
	12	Ethics, Governance and CSR in Financial Sector
	13	Role of Ethics, Governance and CSR in Strategy Formulation
	14	Ethics, Governance and CSR in Practice/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



**School of Management Studies
Indira Gandhi National Open University**

GUIDELINES FOR PROJECT COURSE (MS-100)

Student can take up Project Course only after registering for courses MS-1 to MS-11 and MS-95. For registration purposes the project course is treated as one course, and the fee is Rs. 2000/- (equivalent to two courses).

1) Objective

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

2) Type of Project

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

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

Note: Students of M.B.A. (Banking & Finance) Programme should preferably do their project work in Bank/Financial Services Sector.

PROJECT PROPOSAL (SYNOPSIS)

3) Proposal Formulation

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

4) Eligible Project Supervisor

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

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

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

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

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

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

5) *Project Proposal Submission and Approval*

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

6) *Communication of Approval*

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

7) *Resubmission of Project Proposal*

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

PROJECT REPORT

8) *Formulation*

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

9) *Submission of Project Report*

One typed copy of the project report is to be submitted to the Registrar (SE Division), 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 SE Division regarding Project Report.

Project Report can be submitted any time throughout the year.

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

10) *Viva-Voce*

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

11) *Enquiries*

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

SOME IMPORTANT NOTES WHILE PREPARING THE PROJECT PROPOSAL

- 1) Send only one copy of the Project Proposal, and retain a copy with you.
- 2) "MS-100" should be written prominently on the envelope and should be addressed to The Coordinator (Projects), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110 068.
- 3) Ensure the inclusion of the following while submitting the Proposal:
 - a) Proforma for Approval of Project Proposal, duly filled and signed by both, the student and the supervisor.
 - b) Detailed Bio-data of the supervisor duly signed by him/her
 - 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 for 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 (SE Division) of the University** by Registered insured post.
- 2) Before binding the Project report the student should ensure that it contains the following in original:
 - i) Approved Project Proposal Proforma,
 - ii) Approved Synopsis along with the Bio-data of the Guide, and
 - iii) An originality certificate duly signed by the Student and Supervisor (Proforma enclosed)If any Project Report is received in the absence of the above, the same will be returned to the students for compliance.
- 3) Kindly mention on the top of the envelop "PROJECT REPORT-MPB". 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 Master’s Degree in Business Administration of Indira Gandhi National Open University. This report has not been submitted earlier either to this University or to any other University/Institution for the fulfillment of the requirement of a course of study.

SIGNATURE OF SUPERVISOR

Place : _____

Date : _____

SIGNATURE OF STUDENT

Place : _____

Date : _____

IMPORTANT

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

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

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



MBA	MPB

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

PROFORMA FOR APPROVAL OF PROJECT PROPOSAL (MS-100)

Enrolment No. _____ Study Centre _____

Regional Centre _____

Name and Address of the Student : _____

Title of the Project : _____

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

Name and Address of the Supervisor : _____

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

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

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

Signature of Student _____

Signature of Supervisor _____

Date

Date :

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

SYNOPSIS	SUPERVISOR
APPROVED	APPROVED
NOT APPROVED	NOT APPROVED

(For Office Use only)

(SIGNATURE OF MANAGEMENT FACULTY)

Comments/Suggestions for reformulation of the Project.

Date



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
RE-REGISTRATION FORM
MBA (Banking and Finance) – Revised Programme
(Students admitted from January 2009 cycle onwards)
Session: July _____ / Jan. _____

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 : _____
2. Enrolment No. :

--	--	--	--	--	--	--	--	--	--
3. Region Code :

--	--
4. Programme Code :

M	P	B
---	---	---
5. CAIIB Membership No. :

--
6. Details of course(s) opted:

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

Sl.No.	Course Title	Course Code	Course Fee* (Rs.1000/- per course)
1.			Rs.
2.			Rs.
3.			Rs.
4.			Rs.
Late fee, if applicable			Rs.
Total Fee			Rs.

Note :

1. **A Student can pay the fee pertaining to one semester only at a time.**
2. A Student can opt up to four courses. Courses already opted need not be repeated unless the validity of registration of such a course has already expired. **For registration purposes, MS-100 is treated as one course. The fee for MS-100 is Rs. 2000/-**
3. A course once selected for study, **must be completed within 4 semesters.** In case of failure to do so, the student will be required to seek **Re-admission** by paying fees of **Rs. 1000/- per course.**
4. A course once selected for study, **must be completed within 4 semesters.** In case of failure to do so, the student will be required to seek **Re-admission** by paying fees of **Rs. 1000/- per course,** within the maximum duration of **eight years.** The **validity of a course registered after 7th year of the initial admission to the Programme would be reduced appropriated,** so that the prescribed maximum duration of eight years would remain unchanged.
5. Request for **'change of course'** should be submitted to the Regional Centre concerned, as per schedule (fee @Rs.500/- per course).

Signature of the Student _____

Address : _____

Phone No. & E-mail Id: _____

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

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

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

1. Name of Student:

2. Enrolment 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. Religion: Cross (X) the appropriate Box only

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

10. Details of Scholarship being received, if any

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

(Please use the photocopy of this proforma)



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
NEW DELHI**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment Number Study Centre Code

Write in BLOCK CAPITAL LETTERS only.

Name : Shri/Smt./Km.

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

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

Complete Address _____

Signature _____

Date _____

_____ PIN _____

Please mail this form to :

**Registrar (MPDD)
Indira Gandhi National Open University
Maidan Garhi, New Delhi - 110 069**

(For Official Use Only)

Date of Despatch of Assignments to the Student

(Please use the photocopy of this proforma)

INSTRUCTIONS FOR DOING ASSIGNMENTS

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110068
TERM-END EXAM JUNE / DECEMBER - 20 _____

EXAM FORM

Serial No.

Control No.

INSTRUCTIONS

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

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

Programme Code Study Centre Code

Enrolment No. Exam Centre Code
(Where you wish to appear in exam)

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

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

City District

State Pide

COURSE OPTION:

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

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

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

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

SIGNATURE OF THE STUDENT (within the Box only)

ISSUING BANK

1. Draft No.

Amount

2. Draft No.

Amount

Date / /

Issuing Branch

Payable at N E W D E L H I

Declaration

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

Date: _____

(Signature of the Student)

Dates for Submission of Exam Forms

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

* During these dates submit the examination form with late fee to concerned Regional Centre (For outside Delhi), For Delhi, submit to the Registrar (SED),

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

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

INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end examination.
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favor of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.
5. Term-end Examination result is also available on the university website i.e., www.ignou.ac.in. Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website www.ignou.ac.in and download Hall Ticket and report to Examination Centre with your Identity Card.
7. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted another Examination Centre under the same Region.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination. (For example ECO-01/MS-02)
10. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
11. Students are advised to enclose/forward only the Examination fee alongwith this form. Any other fee forwarded with the Exam fee will result in rejection of the Examination Form.
12. Student of BA/B.Com/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
13. Examination Form can also be submitted with the requisite fee (with or without late fee) within the stipulated dates at the respective Regional Centres.
14. Examination fee once paid will not be refunded/adjusted.



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

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

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

1. Name

2. Programme: Enrolment No.

3. Address

.....

..... Pin Code:

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

Total marks/Overall point grade obtained	Percentage obtained
--	---------------------

.....
-------	-------

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

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

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

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

Demand Draft No..... Date

Issuing Bank.....

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

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

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

.....

UNDERTAKING

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

Date:.....

Signature:.....

Place:.....

Name:.....

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/ CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have complete the programme. The eligibility is as under:
 - a) The students of Bachelor's/Master's degree programmes who fall short of 2% marks to secure 2nd and 1st division.
 - b) The students of Master's degree programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement. However, the students who have completed the programme as on the date of issue of this notification, wishing to improve can apply for improvement in the Term-end Examination as per following criteria:
 - a) The students mentioned at 1 (a) above in June 2008.
 - b) The students mentioned at 1(b) above in June 2008 or December 2008.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered. In such cases, the improved marks/grade can be incorporated only on surrender of the statement of marks/ Grade Card, Provisional Certificate and Degree Certificate already issued to the student.
8. In case of improvement, the month and year of completion of the programme will changed to the Term-end examination, in which students appeared for I mprovement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve is being conducted by the University at that time.
10. Students wishing to improve their performance should submit the application in the prescribed format alongwith fee @ Rs. 500/- per course by means of Demand Draft drawn in favour of IGNOU payable at New Delhi and send within the prescribed dates to the following address:

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Evaluation Division

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

1. Name

2. Programme: Enrolment No.

3. Reason for early declaration of result:
.....

(enclose a copy of the documentary evidence specifying the reason for early declaration.)

4. Course(s) detail for early evaluation:

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

5. Exam. Centre details, from where you have to appear/appeared at Term-end examination:

Exam. Centre Code: Address of Exam. Centre:
.....
.....
.....

6. Total Amount paid Rs.:..... Bank DD No..... Date:.....
(Rs. 700/- per course)

Issuing Bank.....

Signature.....

Name & Address.....

Date:..... of the Student.....

Note:

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

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

- The prescribed fee for early declaration of result is Rs. 700/- per course in form of demand draft issued in favour of 'IGNOU' and payable at 'New Delhi'.

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

SUB. : NON-RECEIPT OF STUDY MATERIAL / ASSIGNMENTS

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 only)

Date of despatch of study material/assignments to students _____

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted to the concerned Regional Director)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

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

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

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

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

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

Signature of the Applicant

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

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

Dated _____ Dealing Assistant _____ Section Officer _____

INSTRUCTIONS

1. A fee of Rs. 300/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the city of the Regional Centre or New Delhi, as the case may be.
2. At the time of submission of the application for the issue of Migration Certificate the applicant should attach xerox copy of consolidated Statement of Marks or Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 300/- only in case the same has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 2/- to be sworn before a Magistrate on the following format.

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



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	<input type="text"/>	Date Change effective from	<input type="text"/>
------------------	----------------------	----------------------------	----------------------

Dr./Mr/Smt.....	Name
-----------------	------

New Address

Town	
State	Pin <input type="text"/>
State Code	<input type="text"/>

(See Appendix-4)

Medium 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
(The Regional Director will send
thro' data on fortnight basis to
SRD).

(You may use the photocopy of this proforma)



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

Name

Enrolment No.

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

Address

.....

.....

Pin

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

Programme Month and Year of the Exam.

Name of Exam. Centre

Centre Code

Courses in which Re-evaluation is sought	Course Code	Name of the Course
.....
.....
.....
.....

Total amount paid Rs.:
 (Rs 500/- per course/paper)

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

Date:.....

.....
 Signature

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

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

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

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

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

Deputy Registrar (Exam. III)
(SED)
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068



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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK SHEET

Name of the Candidate

Enrolment No.

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

Address
.....
.....
.....

Pin

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

Programme

Month and Year of the Exam.

Centre from where appeared at the last examination

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

Signature

Date :

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

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

The 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)

INSTRUCTIONS FOR FILLING APPLICATION FORM FOR ADMISSION TO MBA (BANKING & FINANCE)

Application Form for admission to MBA (Banking & Finance) is to be sent to the Regional Director, with required testimonials, Identity Card and fee as listed in **Checklist** given below. You can refer *Appendices 2,3* for 'codes' of Study Centres and Regional Centres. **It may please be noted that no request for change of your address will be entertained, till admissions are finalised.**

Here are some specific instructions that will help you in filling-up the APPLICATION FORM FOR ADMISSION. The instructions are aimed at getting the correct and accurate information from you so that you do not face the hazard of rejection of your candidature when the information is processed by the computer.

PLEASE FILL UP THE FORM AND MAIL OR SEND IN PERSON alongwith the documents to the Regional Director concerned, so as to reach on or before the last date. Incomplete applications/applications received after the last date, as notified, are summarily rejected without giving any information to the candidate thereof.

Some instructions for filling-up of application form are given below :

1. For Item No. 2, Demand Draft should be drawn in favour of IGNOU and payable at the city where your Regional Centre is located.
2. At Item Nos. 3,4 and 5 please fill up the code of the Study Centre from where you would like to take counselling, the Regional Centre Code under which it falls and the state code to which you belong (*see Appendices 2,3,4*).
3. For Item No. 7, if your name has initials, e.g. A.K. SHARMA, then write as A K S H A R M A leaving one box blank in between.
4. For Item No. 10, write 5 June 1956 as 0 5 0 6 1 9 5 6
5. For Item No. 11, write only the highest qualification details. (*see Appendix 5*)
6. For Items No. 15 to 19 see *Appendix-5*.
7. In Item No.21 indicate the 4 courses which you want to select for the first time and also indicate for which semester you are opting these courses by putting [✓] mark in boxes provided. (*see Appendix-8 for course outlines*)

Attention is drawn to the sections regarding eligibility to the programme. Please submit attested copies of relevant documents to establish your eligibility.

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 within one month of the date of receipt of material, it should be avoided as far as possible.

CHECKLIST : Please check before sending the Form to the Regional Director whether you have :

- a) Affixed your photograph and signed over it.
- b) Enclosed the following certificates,
 - i) Attested copies of Certificates in support of your educational qualification.
 - ii) Experience Certificate
 - iii) Attested copies of CAIIB qualification certificate
 - iv) Identity card duly filled up
- c) Enclosed Demand Draft for programme fee @ Rs 1000/- per course. Please ensure that you have written your name, programme code and address on the back of the demand draft.

The fee is to be paid only by way of Demand Draft drawn in the name of IGNOU and payable at the city where your Regional Centre is situated.

11a. Highest Qualifications details:

Highest Qualification		Year of Passing	% age Marks	University
Name	Code			

11b. Stream: Science Arts Commerce Engineering Others

12. Work Experience: Years Months

13. Employed in: Govt./Pub. Sector Semi Govt. Pvt. Sector

14. Nationality : (for Foreigners residing in India)

15. Sex: Male Female

16. Category Code 17. Territory Code

18. Marital Status Code 19. Social Status Code

20. CAIIB Membership No.

21. **Course Option details:** (not exceeding four courses)

Semester : January-June July-December

Sl.No.	Course Title	Course Code	Fee (Rs.1000/- per course)
1.			Rs.
2.			Rs.
3.			Rs.
4.			Rs.
Total Fee			

Declaration by Applicant

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

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

Date :

Signature of the Candidate

EXPERIENCE CERTIFICATE

This is to certify that Mr/Ms _____ is a Bachelor's degree holder, passed CAIIB examination with CAIIB Membership No. _____ and employed with this organisation as _____ since _____ and has more than 2 years of experience in the banking and financial sector.

Place _____ Signature _____

Date _____ Name _____

Seal _____ Designation _____

(This is to be certified by an officer of the Bank/Financial Institution not below the rank of a Branch Manager)

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

A) INDIAN BANK

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

* These Banks are designated for collection of Admission/Registration fee only and not for examination fee. The Examination fee should be paid as per the instructions contained in the Examination Application form.

B) IDBI BANK

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

INSTRUCTIONS

1. This card should be produced on demand at the Study Centre and Examination Centre or any other Establishment of IGNOU to use its facilities.
2. The facilities would be available only relating to the course or courses for which the student is actually registered.
3. Duplicate Identity Cards will be issued by the Regional Director, on payment of Rs. 100/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.
4. Loss of Identity Card is to be reported immediately to the nearest Police Station.
5. Identity Card is to be submitted to the Issuing Authority after completion of the said Programme.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT CARD
For
MBA (Banking & Finance) Programme



Indira Gandhi National Open University

ACKNOWLEDGEMENT CARD

Dear Student,

Thank you for applying for IGNOU MBA (Banking & Finance) Programme. We acknowledge the receipt of your Application Form. Your admission into this programme is provisional and subject to verification within IIBF databank.

In case you are not a member of IIBF, your admission into the Programme shall be cancelled.

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

To be Filled in by the Students:

Course Applied for : **MBA (Banking & Finance)**

DD Number: _____

DD Date: _____

Amount: _____

Drawn On: _____

(For Office Use Only)

Your Enrolment Number is

.....

.....



Enrolment No.

Name of Programme

Name

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

Address (in Capital Letters)

Pin Code

Full Signature of the Candidate

PASTE

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

ATTESTED BY



Please mention your full postal address at the space allocated

Affix
Postage
Stamp of
Rs. 6/-

To,

CITY : _____

STATE : _____

PIN :

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

From:
The Regional Director,
IGNOU Regional Centre

UNIVERSITY GRANTS COMMISSION

**Bahadur Shah Zafar Magr
New Delhi-110002**

No. F.a-52/2000(CPP-II)

5th May, 2004

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

Sub: Recognition of Degree Awarded By Open University

Sir/Madam

There are a number of Open University 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(I) of the UGC Act, 1956.

A circular was earlier issued vide UGC letter N.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. F.1-25/93(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 candidates between the two types of Universities so that the mobility of candidates 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 website: www.ugc.ac.in

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 University in the country.

Yours faithfully
Sd/-
(Dr. (Mrs.) Pankaj Mittal)
Joint Secretary

RECOGNITION

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

Print Production

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

September, 2011

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

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