

STUDENT HANDBOOK AND PROSPECTUS
2012 **COMPLIMENTARY**

Last date for January 2013
Session: 20.12.2012

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)

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| | 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

Last date for January 2013
Session: 20.12.2012
4



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 lines. 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

Last date for January 2013
Session: 20.12.2012

1. Programme Code

M P B

Enrolment No.: Affix enrolment number label (for office use only)

[Large empty box for Enrolment No.]

2. Demand Draft Details -

D/D Number

D/D Date

D/D Amount

[Grid boxes for D/D Number, Date, Month, Year, and Amount]

Bank Name

Date

Month

Year

[Grid boxes for Bank Name, Date, Month, Year]

3. Regional Centre Code

[2 boxes]

4. Study Centre Code

[4 boxes]

5. State Code

[2 boxes]

6. Previous Enrolment No.

[8 boxes]

7. Programme Code of Previous Enrol No.

M P B

8. Name

[2 rows of 20 boxes each for Name]

9. Father's/Husband's Name (do not write Shri/Mr./Dr. etc.)

[20 boxes for Father's/Husband's Name]

10. (a) Address for Correspondence: House/Flat No., Building, Street/Village/Mohalla (Do not write Father's OR your name here)

[2 rows of 20 boxes each for Address]

City

District

[10 boxes for City, 10 boxes for District]

State

Pin Code

[10 boxes for State, 6 boxes for Pin Code]

10. (b) Telephone Number (if any) with STD Code

[12 boxes for Telephone Number]

10. (c) Fax Number (if any) with STD Code

[12 boxes for Fax Number]

10. (d) E-mail No. if any

[20 boxes for E-mail No.]

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

Male

Female

12. Date of Birth

[2 boxes]

/

[2 boxes]

/

[4 boxes]

Date

Month

Year

13. Nationality: Cross (x) Appropriate Box only

Indian

Other

14. Category: Cross (X) the Appropriate Box only

General

SC

ST

OBC

15. Whether physically handicapped:

Cross (X) if applicable

PASTE
YOUR LATEST
PASSPORT SIZE
PHOTOGRAPH
DULY ATTESTED
BY YOU

DO NOT STAPLE

ENROLMENT NO.

FORM NO.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI - 110 068
APPLICATION FORM FOR ADMISSION TO
MBA (BANKING & FINANCE) - 2012

Affix your latest passport size photograph duly attested by you

Completed Form with copies of certificates, and the prescribed fee should be sent to the Regional Director concerned so as to reach on or before the last date for submission.
The last dates are:
For January - June 2012 semester : 30-11-2011
For July - December 2012 Semester : 31-5-2012
Last date for January 2013 Session: 20.12.2012

1. Programme Code

2. Fee particulars

| DD No. | Date | Total D.D. Amount |
|--------|------|-------------------|
| | | |

Name of the Bank Issuing Branch

3. Regional Centre Code

4. Study Centre Code

5. State Code

6. If already registered in IGNOU for any other programme indicate

Enrolment No.

Programme Code

7. Name Mr/Ms.

8. Father's/Guardian's Name

9. Postal Address
(Use capital letters):

Pin Code :

Phone No. (if any)

Fax No. (if any)

E-mail (if any) _____

10. Date of Birth