

**STUDENT HANDBOOK AND PROSPECTUS  
2017-18**

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



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

**Website: [www.ignou.ac.in](http://www.ignou.ac.in)**

Price : ₹1,000/-  
(₹1050/- by Post)

# 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

---

April, 2017

© Indira Gandhi National Open University, 2017

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

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

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

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

Printed at:

# Contents

*Page Nos.*

● The University .....	5
● The Schools of Studies .....	5
● Academic Programmes .....	6
● Course Materials .....	6
● Credit System .....	6
● Delivery Systems .....	6
● Student Support Services .....	7
● Master of Business Administration (Banking and Finance) .....	8
● School of Management Studies .....	8
● The Indian Institute of Banking and Finance .....	8
● Programme Structure .....	9
● Eligibility for Admission .....	10
● Admission Procedure .....	11
● Incomplete and late Applications .....	11
● Re-Registration/Re-Admission .....	11
● Maximum Duration .....	12
● Certificate of Completion .....	13
● Foreign Students .....	13
● Reservation .....	13
● Fee Structure .....	14
● Scholarships and Reimbursement of Fees .....	14
● Change of Region by Students .....	14
● Change/Correction of Address and Study Centre .....	14
● Evaluation .....	14
● Examination Reforms .....	15
● Credit Transfer Scheme .....	16
● Schedule of Operations .....	17
● Faculty of Management Studies .....	18
● <b>Appendix - 1</b> Name and Code of Programme, Eligibility, Fee and Last Date .....	19
● <b>Appendix - 2</b> Regionwise List of Study Centres .....	20
● <b>Appendix - 3</b> Addresses and Codes of IGNOU Regional Centres .....	36
● <b>Appendix - 4</b> List of State Codes .....	50
● <b>Appendix - 5</b> Codes for Qualification, Sex, Category, Territory, Marital Status and Social Status .....	51
● <b>Appendix - 6</b> Modalities of Submission of Assignments and Appearing in Term-end Examinations .....	54

**Contents — Contd.**

- **Appendix - 7**
  - Internal Credit Transfer Scheme for fresh admission to MBA (B&F) ..... 59  
(Applicable after expiry of maximum duration)
  - 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) ..... 91
- **Appendix - 9**
  - Re-Registration/Re-Admission Form ..... 93
  - Requisition Form for Fresh Set of Assignments ..... 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 ..... 101
  - Application Form for Obtaining Duplicate Grade Card/Marksheet ..... 102
  - Application Form for Issue of Migration Certificate ..... 103
  - Application Form for Re-evaluation of Answer Script ..... 105
  - Application Form for Obtaining Photocopy of the Answer Script ..... 107
  - Application Form for Issue of Official of Answer Transcript ..... 109
  - Form for Change/Correction of Address/Study Centre ..... 111
- **Appendix - 10**
  - Instructions for filling up the Application Form ..... 112
  - Application Form for Admission to MBA (Banking & Finance)-2017-18 ..... 113
  - Experience Certificate ..... 115
  - Instructions for filling up Form 3 in order to complete leftover courses ..... 117
  - Application Form (Form 3) for completing leftover courses ..... 119
- **Appendix - 11**
  - Banks Designated to Collect the Fee in Cash from IGNOU Students ..... 121
  - 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 July- December, 2017, January-June 2018 and July- December, 2018 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 July-December 2017 Semester – 31st May, 2017**
  - For January-June 2018 Semester – 30th November, 2017**
  - For July-December, 2018 Semester – 31st May, 2018.**

## **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.

## 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.

## 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.

## 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 :

- 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.
- 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 (National) every Friday at 6.30 a.m. Some of the selected stations of All India Radio also broadcast the audio programmes. Students can confirm the broadcast schedule for the programmes from their study centres. The information is also provided on the University website.
- 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. Additionally, the University conducts live phone-in-programmes through various stations of All India Radio. Schedule of these phone-in-programmes would be available at study centres. Live teleconferencing sessions are also conducted via satellite through interactive TV channel.

## 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 **149 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) <b>About Admission, Fee receipt, Re-registration, Re-admission, Change of Study Centre, Change of Courses Bonafide Certificate, Counselling, Evaluation of Assignments.</b>	: Regional Director of your region (For Address and Telephone Numbers of the Regional Directors refer Appendix 3)	
(ii) <b>About Examination Centre, Exam Result, Grade Card, Re-checking, Issuance of Diploma/Degree and Change of Address</b>	: Registrar (SED) Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068	Ph.: 29538427, 29536743, Fax: 29538429
(iii) <b>Credit Exemption Credit Transfer</b>	: Registrar, SRD IGNOU	Ph: 29571302
(iv) <b>For Migration Certificate</b>	: Regional Director alongwith the following documents : (i) Application Form (can be obtained from Regional Centres and H.Q.) (ii) Photocopy of Degree, Grade card and provisional Certificate or Degree Certificate (iii) A fee of Rs. 400/- in the form of Demand Draft drawn in favour of IGNOU payable at the city where your Regional Centre is located	
(v) <b>For Change of Region</b>	: The Regional Director concerned with a copy to: Registrar, SRD	
(vi) <b>Subject Related Queries</b>	: Director School of Management Studies Indira Gandhi National Open University Maidan Garhi, New Delhi - 110068.	Ph.: 29532073 Fax: 29532078
(vii) <b>MBA Project Proposal</b>	: Project Coordinator School of Management Studies Indira Gandhi National Open University Maidan Garhi, New Delhi-110068	Ph: 29573041 Fax: 29534372

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

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

## **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 eleven programmes in Management and twelve 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

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)
- Certificate in NGO Management (CNM)

## **THE INDIAN INSTITUTE OF BANKING & FINANCE**

The Indian Institute of Banking & Finance, established in 1928, has been functioning with a mission "to develop professionally qualified and competent bankers and finance professionals primarily through a process of education, training, examination consultancy / counselling and continuing professional development programmes". The Institute is managed by a Governing Council consisting of Chairmen of various banks and eminent academicians.

The Institute is primarily known for its flagship qualification viz. CAIIB. Almost all the bankers acquire the same for their professional development and career progression. Apart from this, the Institute also offers Diploma and Certificate courses in niche areas.

The Institute is a not for profit, member driven organization and has more than 5 lakh individual and 677 corporate (banks/FI etc.) members. Nearly 3 lakh candidates appear for the various exams of the Institute every



year. The Institute has published about 50 books in the area of banking and finance. The Institute offers its MCQ based examinations in both on-line and off-line mode and some of the exams are offered in 10 languages. The exams are conducted in about 100 on-line and 300 off-line (paper and pencil) centers.

To improve the quality of distance learning, the Institute offers quality study support by using portal, e-learning, Webex classes mock tests, Journals, contact programmes, etc. The USP of the Institute is that it has been able to author and publish a large number of books on banking topics which are being extensively used by universities and MBA institutions in the country.

The Institute offers an entry level Diploma qualification in Banking & Finance, equivalent to the first level of its associate examination called JAIIB, to graduates, who aspire for a career in banking and finance. This Diploma is recognized by Indian Banks Association as a desirable entry point qualification for banks. In order to create a large number of eligible candidates the Institute has accredited about 50 colleges across the country to provide professional coaching to students pursuing the said Diploma examination.

The Institute has also been playing a very important role in spreading financial inclusion and financial literacy in the country by way of conducting seminars, preparing and hosting material on financial literacy on its portal and conducting an examination for Business Correspondents/Business Facilitators. The Institute also offers Diploma in Micro-finance.

The Institute has been promoting Macro Research on banking topics. So far, the Institute has facilitated 31 research projects and the reports have been shared with banks and academic institutions free of charge for wider dissemination.

The Institute has recently made a foray into training activities at its newly established leadership centre at Kohinoor City, Kurla, Mumbai and has started offering select training programmes on leadership development, credit appraisal, SME financing, Trade Finance and Training of Trainers. The Institute has recently started an Advanced Management Programme (week end classes) for working professionals for creating future leaders.

The Institute is, today, internationally recognized for its expertise in course design and development because of which Institute's examinations and courseware, after customization, is being used by Zambia and PNG. Institute's role in the field of banking and finance has been gaining recognition from Far East and African countries. Institute has offered consultancy in the area of capacity building in Sri Lanka, Zambia, Papua New Guinea, Association of African Institutes of Bankers, Institute of Bankers, Botswana, and Nepal Institute of Banking & Training.

## **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 semester-wise courses available are given below:

**January-June Semester**

Sl. No.	Course Code	Course Title
<b>A) Compulsory (Basic) Courses</b>		
1	MS-1	Management Functions and Behaviour
2	MS-2	Management of Human Resources
3	MS-3	Economic and Social Environment
4	MS-4	Accounting and Finance for Managers
5	MS-5	Management of Machines and Materials
6	MS-6	Marketing for Managers
7	MS-7	Information Systems for Managers
8	MS-8	Quantitative Analysis for Managerial Applications
9	MS-9	Managerial Economics
10	MS-10	Organisational Design, Development and Change
11	MS-11	Strategic Management
<b>B) Specialisation Courses</b>		
12	MS-423	Marketing of Financial Services
13	MS-424	International Banking Management
14	MS-425	Electronic Banking and <i>IT</i> in Banks
<b>Integrative Courses (Compulsory)</b>		
15	MS-494	Risk Management in Banks
16	MS-495	Ethics and Corporate Governance in Banks
17	MS-95	Research Methodology
18	MS-100	Project Work (equivalent to two courses)

**July-December Semester**

Sl. No.	Course Code	Course Title
<b>A) Compulsory (Basic) Courses</b>		
1	MS-1	Management Functions and Behaviour
2	MS-2	Management of Human Resources
3	MS-3	Economic and Social Environment
4	MS-4	Accounting and Finance for Managers
5	MS-5	Management of Machines and Materials
6	MS-6	Marketing for Managers
7	MS-7	Information Systems for Managers
8	MS-8	Quantitative Analysis for Managerial Applications
9	MS-9	Managerial Economics
10	MS-10	Organisational Design, Development and Change
11	MS-11	Strategic Management
<b>B) Specialisation Courses</b>		
12	MS-422	Bank Financial Management
13	MS-44	Security Analysis and Portfolio Management
14	MS-45	International Financial Management
15	MS-46	Management of Financial Services
<b>Integrative Courses (Compulsory)</b>		
16	MS-494	Risk Management in Banks
17	MS-495	Ethics and Corporate Governance in Banks
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:**

- 11 Basic Courses (MS-1 to MS-11)**
- Any 5 Specialisation Courses, and**
- 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:**

- He/She should be a graduate of a recognised University.**
- 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.**
- He/She should have been working with the banking or financial services sector for a period of at least two years.**

- Note:** (i) Master's Degree awarded without a first degree is not recognized for purposes of admission to IGNOU's academic programmes.
- (ii) "The students who had enrolled themselves in the first degree course prior to June 4, 1986 and students who had successfully completed their first degree course, prior to June 4, 1986, irrespective of their duration shall be treated at par with the students who have complete 3 year degree and they are not required to undergo a further one year bridge course. Degrees obtained prior to June 4, 1986 and the degree awarded to the students enrolled prior to June 1986 shall be treated valid for all purposes including admission to a Masters degree programme, other higher studies and employment".

## 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. 115-117) with requisite fee and other documents, like the qualifying certificate of CAIIB. 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	₹200/-
3.	1st May to 31st May	1st November to 30th November	₹500/-
4.	1st June to 20th June	1st December to 20th December	₹1000/-

- 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. Further, a student can submit one RR Form only in a given 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. 1500/- 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 16th August** for first and second semesters of the calendar year respectively) on payment of a fee of Rs. 1500/- per course through Demand Draft drawn in favour of IGNOU, payable at the city of the **Regional Centre**. The application should be addressed to the **Regional Director 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 121-122), 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 for proper combination of 21 courses for the award of MBA Degree in five semesters**. However, course(s) once registered must be successfully completed within four semesters, failing which 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 by filling up Form 3 given in **Appendix 10**.

### Maximum duration of 8+8, i.e. 16 years, applicable to MPB old students

Sl. No.	Batch and Session	Max duration Fixed elapsed in	Extended duration of 8 years on seeking fresh admission to complete the left-over courses commenced in	16 years (8+8) Valid up to	Remarks
1	2	3	4	5	6
01	1999 to 2003 Jan	Dec. 2010*	Jan 2011	Dec. 2018	**
02	2003 July	June 2011	July 2011	June 2019	**
03	2004 Jan	Dec. 2011	Jan 2012	Dec. 2019	**
04	2004 July	June 2012	July 2012	June 2020	**
05	2005 Jan	Dec. 2012	Jan 2013	Dec. 2020	**
06	2005 July	June 2013	July 2013	June 2021	**
07	2006 Jan	Dec. 2013	Jan 2014	Dec. 2021	**
08	2006 July	June 2014	July 2014	June 2022	**
09	2007 Jan	Dec. 2014	Jan 2015	Dec. 2022	**
10	2007 July	June 2015	July 2015	June 2023	**
11	2008 Jan	Dec. 2015	Jan 2016	Dec. 2023	**
12	2008 July	June 2016	July 2016	June 2024	**

**Note:**

1. **Student Handbook & Prospectus of MBA (Banking & Finance) printed from 2008 onwards carries the information pertaining to maximum duration of 8 years fixed in MBA.**
2. **\*For old students registered up to Jan. 2003 cycle of admission, max. duration of 8 years has been accounted as Dec. 2010.**
3. The extended duration of 8 years, on seeking **Fresh admission** has commenced from **January 2011** for the **old students initially registered up to the year 2003 January session**. Therefore, the extended duration of 8 years indicated in Col. No. 5 above, would be over by **Dec. 2018 TEE**, irrespective of whether they have sought fresh admission in January 2011 session or not. If they seek admission in subsequent session, the maximum duration would be reduced proportionately and in no case would exceed beyond Dec. 2018 TEE.
4. For the students of subsequent batches (initially registered from **2003 July session onwards**, the extended duration would be as indicated in Col. No. 5 above.
5. **\*\*After seeking fresh admission through Form No. 3, if any student fails to complete all the requirements for the award of Degree/Diploma within the 16 year duration (i.e. initial 8 years + extended duration of another 8 years) indicated in Col. No. 5 above, then he/she will have to come as fresh candidate and complete all the 21 courses afresh. No credit transfer/credit exemption would be allowed.**

**Maximum Duration in case of Students with disability:**

- i) In case of the students with disability, the maximum duration for completion of a Programme of study (excluding the re-admission period) is extended by 2 years beyond maximum described duration it will be applicable only for those **students with disability who are covered under it by the definition provide by the Government of India from time to time.**

**Illustration:** In case of Programmes where maximum duration is 4 years, by adding 2 years the total duration would be 6 years; similarly for programmes where maximum duration is 6 years, by adding 2 years, the total duration would be 8 years and so on.

- ii) In case of students with disabilities the provision of re-admission should be applicable after the extended duration expires for which no fees will be charged by the University.

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](http://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 ₹1500/- per course can be paid through a Bank Draft obtained from any one of the scheduled banks in favour of IGNOU and should be payable at the city where your Regional Centre is situated (at the time of 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. Payment of course fee for Re-registration/re-admission is to be made through online only.

## 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](http://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.**

### **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 ₹1000/- 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 processing 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](http://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 ₹750/- 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](http://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.**

### **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 1<sup>st</sup> to 30<sup>th</sup> April for June term-end examination and from 1<sup>st</sup> to 31<sup>st</sup> October for December term-end examination alongwith fee @ **₹750/-** 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](http://www.ignou.ac.in)

## **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, MS-492: Financing of Spl. and Preferred Sector, MS-91 Strategic Management and MS-94 Technology Management. These courses are not in the revised structure of the Programme and hence cannot be transferred. **Further, Credit transfer will also not be 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) alongwith 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 neither do assignments nor 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 in the revised curriculum of MBA (B&F)**

### **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 ₹500/- late fee 28th May** - with ₹1000/- late fee	30th September - without late fee 20th October - with ₹300/- late fee 15th Nov.** - with ₹500/- late fee 28th Nov.** - with ₹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 ₹500/-) (with a late fee of ₹1000/-)	<table style="border: none; width: 100%;"> <tr> <td style="border: none; padding-right: 10px;">1st October</td> <td style="border: none; padding: 0 10px;">] at Regional Centres</td> </tr> <tr> <td style="border: none; padding-right: 10px;">(31st October)</td> <td style="border: none; padding: 0 10px;">] —</td> </tr> <tr> <td style="border: none; padding-right: 10px;">(30th November)</td> <td style="border: none; padding: 0 10px;">] —</td> </tr> <tr> <td style="border: none; padding-right: 10px;">(20th December)</td> <td style="border: none; padding: 0 10px;">]</td> </tr> </table>	1st October	] at Regional Centres	(31st October)	] —	(30th November)	] —	(20th December)	]	<table style="border: none; width: 100%;"> <tr> <td style="border: none; padding-right: 10px;">31st March</td> <td style="border: none; padding: 0 10px;">] at Regional Centres</td> </tr> <tr> <td style="border: none; padding-right: 10px;">(30th April)</td> <td style="border: none; padding: 0 10px;">] —</td> </tr> <tr> <td style="border: none; padding-right: 10px;">(31st May)</td> <td style="border: none; padding: 0 10px;">] —</td> </tr> <tr> <td style="border: none; padding-right: 10px;">(20th June)</td> <td style="border: none; padding: 0 10px;">]</td> </tr> </table>	31st March	] at Regional Centres	(30th April)	] —	(31st May)	] —	(20th June)	]
1st October	] at Regional Centres																	
(31st October)	] —																	
(30th November)	] —																	
(20th December)	]																	
31st March	] at Regional Centres																	
(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. Madhu Tyagi  
School of Management Studies  
IGNOU, New Delhi

### Human Resource Management

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

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

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

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

### Financial Management

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

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

Dr. Kamal Vagrecha  
MBA, Ph.D.  
Reader

### Operations Management

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

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

### Marketing Management

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

Mr. T.V. Vijay Kumar  
B.Sc., MBA  
Associate Professor

### Corporate Management

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

Prof. Neeti Agrawal  
MBA, Ph.D.

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

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

<b>Sl. No.</b>	<b>Name of the Programme</b>	<b>Programme Code</b>	<b>Fee</b>	<b>Medium of Instruction</b>
1.	Master of Business Administration (Banking & Finance)	MPB	₹1500 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:** (i) Master's Degree awarded without a first degree is not recognized for purposes of admission to IGNOU's academic programmes.

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

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

- For July-December 2017 Semester – 31st May, 2017**  
**For January-June 2018 Semester – 30th November, 2017**  
**For July-December, 2018 Semester – 31st May, 2018**

**REGIONWISE LIST OF STUDY CENTRES**

<b>Sl. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>ADDRESS OF THE IGNOU STUDY CENTRE</b>
01	AGARTALA	2601	AGARTALA	COORDINATOR IGNOU STUDY CENTRE TRIPURA UNIVERSITY ACADEMIC BUILDING -2, AGARTALA, TRIPURA - 799022
02	AHMEDABAD	0901	AHMEDABAD	COORDINATOR IGNOU STUDY CENTRE L.D. ARTS COLLEGE NAVRANGPURA AHMEDABAD GUJARAT-380009
03	AHMEDABAD	0902	VADODARA	COORDINATOR IGNOU STUDY CENTRE M.S. UNIVERSITY GENERAL EDUCATION BUILDING VADODARA GUJARAT-390002
04	AHMEDABAD	0905	SURAT	COORDINATOR IGNOU STUDY CENTRE MTB ARTS COLLEGE SURAT GUJARAT-395001
05	AHMEDABAD	0910	ANAND	COORDINATOR IGNOU STUDY CENTRE SARDAR PATEL UNIVERSITY UNIVERSITY HEALTH CENTRE VALLABH VIDYANAGAR ANAND GUJARAT-388120
06	AHMEDABAD	0913	BHARUCH	COORDINATOR IGNOU STUDY CENTRE ANJUMAN-E- TALIME-IDARA COURT ROAD OPPOSITE TREASURY BHARUCH GUJARAT-392001
07	ALIGARH	2702	AGRA	COORDINATOR IGNOU STUDY CENTRE ST. JOHN'S COLLEGE AGRA FORT, AGRA-282002 UTTAR PRADESH
08	ALIGARH	2713	ALIGARH	COORDINATOR IGNOU STUDY CENTRE ALIGARH MUSLIM UNIVERSITY ALIGARH-202002 UTTAR PRADESH
09	ALIGARH	2714	MORADABAD	COORDINATOR IGNOU STUDY CENTRE HINDU COLLEGE, STATION ROAD MORADABAD- 244001

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

<b>Sl. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>ADDRESS OF THE IGNOU STUDY CENTRE</b>
10	BANGALORE	1301	BANGALORE	COORDINATOR IGNOU STUDY CENTRE BES COLLEGE OF ARTS & SCIENCE IV 'T' BLOCK, JAYANAGAR BANGA- LORE - 560 001 KARNATAKA
11	BANGALORE	1302	MANGALORE	COORDINATOR IGNOU STUDY CENTRE ST. ALOYSIUS COLLEGE KODIALBAIL MANGALORE - 575 003 KARNATAKA
12	BANGALORE	1305	MYSORE	COORDINATOR IGNOU STUDY CENTRE VIDYAVARDHAKA FIRST GRADE COLLEGE SHESHADRI IYER ROAD MYSORE - 570 021 KARNATAKA
13	BANGALORE	1309	BANGALORE	COORDINATOR IGNOU STUDY CENTRE AL-AMEEN ARTS, SCI. & COM. COL. HOSUR ROAD, NEAR LAL BAGH MAIN GATE BAN- GALORE - 560 002 KARNATAKA
14	BANGALORE	1311	DAVANGERE	COORDINATOR IGNOU STUDY CENTRE BAPUJI INSTT. OF ENGG. & TECH. SHAMANUR ROAD DAVANGERE - 577 004 KARNATAKA
15	BANGALORE	1319	TUMKUR	COORDINATOR IGNOU STUDY CENTRE SRI SIDDARTHA INSTT. OF TECH. TUMKUR - 572 105 KARNATAKA
16	BANGALORE	1320	BANGALORE	COORDINATOR IGNOU STUDY CENTRE GOVERN- MENT SCIENCE COLLEGE NRUPATHUNGA ROAD BANGALORE - 560 001 KARNATAKA
17	BHOPAL	1501	BHOPAL	COORDINATOR IGNOU STUDY CENTRE (1501) MOTILAL VIGYAN MAHAVIDYALAYA NEAR OLD VIDHAN SABHA BHAWAN, BHOPAL - 462008, MADHYA PRADESH
18	BHOPAL	1504	GWALIOR	COORDINATOR IGNOU STUDY CENTRE (1504) SCHOOL OF STUDIES IN PHYSICS, JIWAJI UNIVERSITY GWALIOR - 474011, MADHYA PRADESH

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

<b>Sl. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>ADDRESS OF THE IGNOU STUDY CENTRE</b>
19	BHOPAL	1506	INDORE	COORDINATOR IGNOU STUDY CENTRE (1506) HOLKAR SCIENCE COLLEGE ASHOK NAGAR, A.B. ROAD, INDORE - 452017 MADHYA PRADESH
20	BHOPAL	1516	UJJAIN	COORDINATOR IGNOU STUDY CENTRE (1516) VIKRAM UNIVERSITY, UJJAIN - 456010 MADHYA PRADESH
21	BHOPAL	1519	RAJGARH	COORDINATOR IGNOU STUDY CENTRE (1519) GOVERNMENT BOYS PG COLLEGE RAJGARH - 465661 MADHYA PRADESH
22	BHUBANESWAR	2101	BHUBANESWAR	COORDINATOR IGNOU STUDY CENTRE KIIT, CAMPUS-2 PATIA BHUBANESWAR ODISHA 751 024
23	BHUBANESWAR	2103	ROURKELA	COORDINATOR IGNOU STUDY CENTRE GOVT. AUTONOMOUS COLLEGE ROURKELA ODISHA - 769004
24	BHUBANESWAR	2104	BERHAMPUR	COORDINATOR IGNOU STUDY CENTRE KHALLIKOTE AUTONOMOUS COLLEGE, BERHAMPUR GANJAM ODISHA 760 001
25	BIJAPUR	1303	DHARWAD	COORDINATOR IGNOU STUDY CENTRE J.S.S.COLLEGE VIDYAGIRI DHARWAD580004 KARNATAKA
26	CHANDIGARH	0601	CHANDIGARH	COORDINATOR IGNOU STUDY CENTRE UNIVERSITY SCHOOL OF OPEN LEARNING (USOL) PANJAB UNIVERSITY SECTOR 14 CHANDIGARH 160014 CHANDIGARH

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

<b>Sl. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>ADDRESS OF THE IGNOU STUDY CENTRE</b>
27	CHENNAI	2501	CHENNAI	COORDINATOR IGNOU STUDY CENTRE DDGD VAISHNAV COLLEGE 833 E.V.R. PERIYAR HIGH ROAD ARUMBAKKAM, CHENNAI 600 106 TAMIL NADU
28	CHENNAI	2578	CHENNAI	COORDINATOR GURU NANAK COLLEGE ANNA CAMPUS VELACHERY ROAD CHENNAI 600 042 TAMIL NADU
29	CHENNAI	25160	CHENNAI	COORDINATOR SHRI S S S JAIN COLLEGE NO.3 MEDLY ROAD T. NAGAR CHENNAI 600 017 TAMIL NADU
30	CHENNAI	2532	THIRUNINRAVUR	COORDINATOR IGNOU STUDY CENTRE JAYA COLLEGE OF ARTS & SCIENCE CTH ROAD THIRUNINRAVUR THIRUVALLUR DT. 602 024 TAMIL NADU
31	CHENNAI	2593	VELLORE	COORDINATOR VOORHEES COLLEGE NO.1 OFFICER LANE ANNA SALAI VELLORE 632 001 TAMIL NADU
32	CHENNAI	2534	HOSUR	COORDINATOR IGNOU STUDY CENTRE ER. PERUMAL MANIMEKALAI POLYTECHNIC NO. 101 NALLAGANAKOTHAPALLI 17TH KM HOSUR- KRISHNAGIRI HIGH WAYS KONERIPALLI (VILL) KRISHNAGIRI DT. 635 117 TAMIL NADU
33	CHENNAI	2564	THIRUCHENGODE	COORDINATOR IGNOU STUDY CENTRE K.S. RANGASAMY COLLEGE OF TECHNOLOGY K.S.R. KALVI NAGAR THIRUCHENGODE (TALUK) NAMAKKAL 637 215 TAMIL NADU
34	CHENNAI	3101	PUDUCHERY	COORDINATOR (I/c) PONDICHERRY UNIVERSITY COMMU- NITY COLLEGE LAWSPET PUDUCHERY 605 008

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

<b>Sl. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>ADDRESS OF THE IGNOU STUDY CENTRE</b>
35	COCHIN	1407	TRICHUR	COORDINATOR, IGNOU STUDY CENTRE SREE KERALA VERMA COLLEGE TRICHUR KERALA - 680001
36	COCHIN	14157	KOCHI	COORDINATOR IGNOU SPL STUDY CENTRE RMAS 3RD FLOOR GCDA SHOPPIN COMPLEX MARINE DRIVE KOCHI KERALA 682031
37	COCHIN	1402	COCHIN	COORDINATOR IGNOU STUDY CENTRE SACRED HEART COLLEGE THEVARA COCHIN KERALA 682013
38	COCHIN	14166	COCHIN	COORDINATOR IGNOU STUDY CENTRE THE COCHIN COLLEGE COCHIN - 682002
39	DARBHANGA	0504	MUZAFFARPUR	IGNOU STUDY CENTRE B R A BIHAR UNIVERSITY CAMPUS MUZAFFARPUR-842001 BIHAR
40	DEHRADUN	2705	DEHRADUN	COORDINATOR IGNOU STUDY CENTRE DAV PG COLLEGE DEHRADUN UTTARAKHAND-248001
41	DEHRADUN	2711	HALDWANI	COORDINATOR IGNOU STUDY CENTRE MB PG COLLEGE HALDWANI UTTARAKHAND-263141
42	DEHRADUN	3715	PANTNAGAR	COORDINATOR IGNOU STUDY CENTRE GB PANT UNIVERSITY OF AGRICULTURE & TECHNOLOGY PANTNAGAR, DIST US NAGAR UTTARAKHAND-263145
43	DELHI-1	07103	DELHI	COORDINATOR, IGNOU STUDY CENTRE COLLEGE OF VOCATIONAL STUDIES, SHEIKH SARAI PHASE-II NEW DELHI-110 017.
44	DELHI-2	0731	DELHI	COORDINATOR, PC TRAINING INSTITUTE PCTI HOUSE, UU-11, NORTH PITAMPURA, DELHI-110034
45	DELHI-2	0769	DELHI	COORDINATOR SHYAMLAL COLLEGE, G.T. ROAD, SHAHDARA, DELHI-110032



**REGIONWISE LIST OF STUDY CENTRES – Contd.**

<b>Sl. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>ADDRESS OF THE IGNOU STUDY CENTRE</b>
46	DELHI-3	0737	DELHI	COORDINATOR IGNOU STUDY CENTRE ATMA RAM SANATAN DHARMA COLLEGE, UNIVERSITY Of DELHI DHAULA KUAN NEW DELHI -110021
47	DELHI-3	0709	DELHI	COORDINATOR IGNOU STUDY CENTRE ARYABHATTA COLLEGE UNIVERSITY Of DELHI BENITO JUAREZ ROAD ANAND NIKETAN NEW DELHI-110021
48	DELHI-3	1006	GURUGRAM	COORDINATOR IGNOU STUDY CENTRE DRONACHARYA GOVERNMENT COLLEGE GURUGRAM HARYANA 122001
49	GANGTOK	2401	GANGTOK	COORDINATOR, IGNOU STUDY CENTRE SIKKIM GOVT. COLLEGE P.O. TADONG GANGTOK SIKKIM-737102
50	GUWAHATI	0401	GUWAHATI	COORDINATOR IGNOU STUDY CENTRE GUWAHATI UNIVERSITY GUWAHATI - 781014 ASSAM
51	GUWAHATI	0404	BONGAIGAON	COORDINATOR IGNOU STUDY CENTRE BIRJHORA MAHAVIDYALAYA BONGAIGAON - 783380 ASSAM
52	HYDERABAD	0105	WARANGAL	COORDINATOR IGNOU STUDY CENTRE LAL BAHADUR COLLEGE WARANGAL TELANGANA-506007
53	HYDERABAD	01131	HYDERABAD	COORDINATOR IGNOU STUDY CENTRE AURORA'S BUSINESS SCHOOL H.No.6-3-456/18 & 19 DWARAKPURI COLONY NEAR NIMS PUNJAGUTTA HYDERABAD TELANGANA - 500082
54	HYDERABAD	0148	KHAMMAM	COORDINATOR IGNOU STUDY CENTRE KAVITHA MEMORIAL DEGREE COLLEGE, NST ROAD KHAMMAM TELANGANA - 507001

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

<b>Sl. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>ADDRESS OF THE IGNOU STUDY CENTRE</b>
55	ITANAGAR	0301	ITANAGAR	COORDINATOR IGNOU STUDY CENTRE D.N. GOVERNMENT COLLEGE ITANAGAR ITANAGAR - 791113 ARUNACHAL PRADESH
56	JABALPUR	1502	JABALPUR	COORDINATOR IGNOU STUDY CENTRE, GROUND FLOOR RAJSHEKHAR BHAWAN, RANI DURGAWATI UNIVERSITY, JABALPUR, MADHYA PRADESH 482001
57	JAIPUR	2306	AJMER	COORDINATOR IGNOU REGULAR STUDY CENTRE GOVT COLLEGE, AJMER RAJASTHAN 305001
58	JAIPUR	2308	ALWAR	COORDINATOR IGNOU REGULAR STUDY CENTRE RAJRISHI COLLEGE ALWAR, RAJASTHAN 301001
59	JAIPUR	2312	LAXMANGARH	COORDINATOR IGNOU REGULAR STUDY CENTRE SHRI BHAGWANDAS TODI PG COLLEG (SIKAR) LAKSHMANGARH RAJASTHAN 332311
60	JAIPUR	2320(D)	JAIPUR	COORDINATOR IGNOU SPL STUDY CENTRE-RA INDIA INT. INSTT. OF MGT. SECTOR- 12, MAHAVEER MARG MANSAROVAR JAIPUR RAJASTHAN 302020
61	JAIPUR	2328(D)	NAVALGARH	COORDINATOR IGNOU SPL. STUDY CENTRE-RA SETH G.B. PODAR COLLEGE RAMBILAS PODAR ROAD NAWALGARH RAJASTHAN 333042
62	JAMMU	1201	JAMMU	COORDINATOR IGNOU STUDY CENTRE ID.D.E. EXAM BLOCKS, UNIVERSITY OF JAMMU, JAMMU-180006
63	JODHPUR	2302	UDAIPUR	COORDINATOR IGNOU STUDY CENTRE VIDYA BHAWAN RURAL INSTITUTE, BADGAON ROAD, UDAIPUR, RAJASTHAN -313004
64	JODHPUR	2304	JODHPUR	COORDINATOR IGNOU STUDY CENTRE ONKARMAL SOMANI COLLEGE OF COMMERCE, PEHLA PULIYA, C.B.H., JODHPUR RAJASTHAN - 342008

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

<b>Sl. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>ADDRESS OF THE IGNOU STUDY CENTRE</b>
65	JODHPUR	2305	BIKANER	COORDINATOR IGNOU STUDY CENTRE BJS RAMPURIA JAIN COLLEGE, J N VYAS NAGAR, BIKANER RAJASTHAN - 334003
66	JODHPUR	2321	JODHPUR	COORDINATOR IGNOU SPL STUDY CENTRE - W AB MEMORIAL SECONDARY SCHOOL, E-43, SHASTRI NAGAR, JODHPUR RAJASTHAN 342003
67	JODHPUR	2370	PRATAPGARH	COORDINATOR IGNOU STUDY CENTRE GOVT PG COLLEGE PRATAPGARH DIST PRATAPGARH RAJASTHAN - 230001
68	JORHAT	0407	DIBRUGARH	COORDINATOR IGNOU STUDY CENTRE DIBRUGARH UNIVERSITY DEPT.OF GEOGRAPHY DIBRUGARH ASSAM 786004
69	JORHAT	0410	JORHAT	COORDINATOR IGNOU STUDY CENTRE C.K.B COMMERCE COLLEGE JORHAT, ASSAM-785001
70	JORHAT	0413	NORTH LAKHIMPUR	COORDINATOR IGNOU STUDY CENTRE LAKHIMPUR COMMERCE COLLEGE NORTH LAKHIMPUR ASSAM-787001
71	JORHAT	0455	TEZPUR	COORDINATOR IGNOU STUDY CENTRE DARRANG COLLEGE SONITPUR, ASSAM 784001
72	KARNAL	1002	SONEPAT	COORDINATOR IGNOU STUDY CENTRE HINDU COLLEGE SONEPAT HARYANA 131001
73	KARNAL	1005	ROHTAK	COORDINATOR IGNOU STUDY CENTRE CHOTU RAM COLLEGE OF EDUCATION ROHTAK HARYANA 124001
74	KARNAL	1009	HISSAR	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE HISSAR HARYANA 125001

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

<b>Sl. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>ADDRESS OF THE IGNOU STUDY CENTRE</b>
75	KARNAL	1059	PANIPAT	COORDINATOR IGNOU STUDY CENTRE I B POST GRADUATE COLLEGE G T RAOD, PANIPAT HARYANA-132103
76	KHANNA	2204	BATHINDA	COORDINATOR IGNOU STUDY CENTRE MGDV COLLEGE BIBIWALA ROAD BATHINDA-151001
77	KHANNA	2205	AMRITSAR	COORDINATOR IGNOU STUDY CENTRE DAV COLLEGE Of EDUCATION For WOMEN OPPOSITE BERI GATE AMRITSAR-143001
78	KHANNA	2206	LUDHIANA	COORDINATOR IGNOU STUDY CENTRE GURU NANAK GIRLS COLLEGE MODEL TOWN LUDHIANA-141008
79	KHANNA	2211	KHANNA	COORDINATOR IGNOU STUDY CENTRE A.S. COLLEGE SAMRALA ROAD KHANNA DISTT. LUDHIANA-141402
80	KHANNA	2212	JALANDHAR	COORDINATOR IGNOU STUDY CENTRE DOABA COLLEGE TANDA ROAD JALANDHAR -144001
81	KHANNA	2225	MANSA	COORDINATOR IGNOU STUDY CENTRE NEHRU MEMORIAL GOVT. COLLEGE MANSA-151505
82	KOLKATA	2802	KOLKATA	COORDINATOR IGNOU STUDY CENTRE ST. XAVIER'S COLLEGE 30 , PARK STREET KOLKATA - 700 016
83	KORAPUT	2110	JEYPORE	COORDINATOR IGNOU STUDY CENTRE VIKRAM DEV COLLEGE At/Po: JEYPORE DIST: KORAPUT ODISHA
84	KORAPUT	44023	SUNABEDA	COORDINATOR IGNOU STUDY CENTRE AERONAUTICS COLLEGE AT/Po: SUNABEDA DIST: KORAPUT ODISHA

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

<b>Sl. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>ADDRESS OF THE IGNOU STUDY CENTRE</b>
85	LUCKNOW	2701	LUCKNOW	COORDINATOR IGNOU STUDY CENTRE SHRI JAI NARAIN PG COLLEGE, STATION ROAD, CHARBAGH, LUCKNOW - 226 001 PHONE : 0522 - 2638036
86	LUCKNOW	2712	JHANSI	COORDINATOR IGNOU STUDY CENTRE BIPIN BIHARI PG COLLEGE, JHANSI - 284 001 PHONE : 0510 - 2473749
87	LUCKNOW	27197	KANPUR	BRAHMANAND COLLEGE, MALL ROAD, KANPUR-208001 PHONE : 0512-2330413
88	MADURAI	2502	COIMBATORE	CO-ORDINATOR IGNOU STUDY CENTRE G.R.D. COLLEGE OF SCIENCE, AVINASHI ROAD, CIVIL AERODROME P.O., COIMBATORE -641 014. TAMIL NADU.
89	MADURAI	2503	MADURAI	CO-ORDINATOR IGNOU STUDY CENTRE THIYAGARAJAR COLLEGE THEPPAKULAM, MADURAI - 625 009. TAMIL NADU.
90	MADURAI	2504	TIRUCHIRAPALLI	CO-ORDINATOR IGNOU STUDY CENTRE BISHOP HEBER COLLEGE P. O. BOX NO. 615, TIRUCHIRAPALLI - 620 017. TAMIL NADU.
91	MUMBAI	1601	MUMBAI	COORDINATOR IGNOU STUDY CENTREKJS COLLEGE OF EDUCATION T & R VIDYANAGAR, VIDYA VIHAR GHATKOPAR (E), MUMBAI MAHARASHTRA-400077
92	MUMBAI	1603	MUMBAI	COORDINATOR IGNOU STUDY CENTRE SATHAYE COLLEGE DIXIT ROAD, VILE PARLE (E) MUMBAI- 400057
93	MUMBAI	1615R	TARAPUR	COORDINATOR IGNOU STUDY CENTRE TARAPUR VIDYA MANDIR P- 17,MIDC,TARAPUR MAHARASHTRA-401506

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

<b>Sl. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>ADDRESS OF THE IGNOU STUDY CENTRE</b>
94	MUMBAI	1632	PANVEL	COORDINATOR IGNOU STUDY CENTRE MAHATMA EDUCATION SOCIETY (PILLAI COLLEGE) COMPOSITE COLLEGE CAMPUS, PLOT#10 SECTOR-16, PODI#2, PANVEL, DIST- RAIGAD- 410206
95	NAGPUR	1607	NAGPUR	COORDINATOR, IGNOU STUDY CENTRE, RTM NAGPUR UNIVERSITY, GURU NANAK BHAWAN, AMRAVATI ROAD, NAGPUR- 440033 MAHARASHTRA
96	NAGPUR	1614	CHANDRAPUR	COORDINATOR, IGNOU STUDY CENTRE, RAJIV GANDHI COLLEGE OF ENGINEERING, RESEARCH AND TECHNOLOGY, BABUPETH, CHANDRAPUR-442403 MAHARASHTRA
97	NOIDA	2707	MODI NAGAR	COORDINATOR IGNOU STUDY CENTRE M.M.P.G COLLEGE MODI NAGAR GHAZIABAD UTTAR PRADESH 201204
98	NOIDA	2718	GHAZIABAD	COORDINATOR IGNOU STUDY CENTRE M.M.H. COLLEGE GHAZIABAD UTTAR PRADESH 201001
99	NOIDA	2728	MEERUT	COORDINATOR IGNOU STUDY CENTRE MEERUT COLLEGE MEERUT, UTTAR PRADESH 250001
100	NOIDA	2739	NOIDA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE SECTOR- 39, NOIDA UTTAR PRADESH 201303
101	PANAJI	0801	MARGAO	COORDINATOR IGNOU STUDY CENTRE SHREE DAMODAR COLLEGE OF COMMERCE & ECONOMICS P.B. NO-347, TANSOR, COMBA MARGAO, GOA-403601
102	PANAJI	1312	KARWAR	COORDINATOR IGNOU STUDY CENTRE BGVS's ARTS, SCIENCE & COMMERCE COLLEGE, SADASHIVGAD, KARWAR KARNATAKA-581352
103	PATNA	0501	PATNA	COORDINATOR IGNOU STUDY CENTRE VANIJYA MAHAVIDYALAYA PATNA COLLEGE CAMPUS PATNA-800005

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

<b>Sl. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>ADDRESS OF THE IGNOU STUDY CENTRE</b>
104	PUNE	1605	SATARA	COORDINATOR IGNOU STUDY CENTRE DHANANJAYRAO GADGIL COLLEGE OF COMMERCE, SATARA - 415001, MAHARASHTRA
105	PUNE	1606	KOLHAPUR	COORDINATOR IGNOU STUDY CENTRE CHH.SHAHU INSTITUTE OF BUSINESS EDU. & RESEARCH. SIBER, UNIVER- SITY ROAD, KOLHAPUR - 416004, MAHARASHTRA
106	PUNE	1608	NASHIK	COORDINATOR IGNOU STUDY CENTRE K.T.H.M. COLLEGE CAMPUS GANGAPUR ROAD, SHIVAJI NAGAR NASHIK - 422002, MAHARASHTRA
107	PUNE	1610	AURANGABAD	COORDINATOR IGNOU STUDY CENTRE VIVEKANAND ARTS, S. DALIPSINGH COMM. & SCI. COLLEGE, SAMARTH NAGAR, AURANGABAD - 431001, MAHARASHTRA
108	PUNE	1611	JALGAON	COORDINATOR IGNOU STUDY CENTRE NORTH MAHARASHTRA UNIVERSITY, BLOCK NO. 231, ADMN. BLDG. 1ST FLOOR P.B.NO.-80 JALGAON - 425001, MAHARASHTRA
109	PUNE	16138	SANGLI	COORDINATOR IGNOU STUDY CENTRE (16138) VASANTRAODADA PATIL INSTITUTE OF MANAGEMENT STUDIES & RESEARCH, POST WANLESSWADI, SANGALI-MIRAJ ROAD, SANGLI-416414 MAHARASHTRA
110	PUNE	16142	PUNE	COORDINATOR IGNOU STUDY CENTRE (16142) M.E. SOCIETY 'S INSTITUTE OF MANAGEMENT AND CAREER COURSE (IMCC) 131, MAYUR COLONY. KOTHRUD, PUNE-411038 MAHARASHTRA
111	PUNE	16143	PIMPRI, PUNE	COORDINATOR IGNOU STUDY CENTRE (16143) M.U. COLLEGE OF COMMERCE, PIMPRI, PUNE-411017 MAHARASHTRA
112	RAIPUR	1503	DURG	COORDINATOR IGNOU STUDY CENTRE GOVT. ARTS & SCI. COLLEGE, DURG, CHHATTISGARH 491002

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

<b>Sl. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>ADDRESS OF THE IGNOU STUDY CENTRE</b>
113	RAIPUR	1505	BILASPUR	COORDINATOR IGNOU STUDY CENTRE GOVT. E. RAGHAVENDRA RAO P G COLLEGE, SEEPAT ROAD, BILASPUR , CHHATTISGARH 495001
114	RAIPUR	44004	JAGDALPUR	COORDINATOR IGNOU STUDY CENTRE CHRIST COLLEGE, JAGDALPUR , DIST. BASTAR, CHHATTISGARH 494001
115	RAJKOT	42011	RAJKOT	COORDINATOR IGNOU STUDY CENTRE SUNSHINE GROUP OF INSTITUTIONS B/H RANGOLI PARK MOTA MAVA, KALAWAD ROAD RAJKOT - 360005
116	RAJKOT	42012	RAJKOT	COORDINATOR IGNOU STUDY CENTRE DEPARTMENT OF ELECTRONICS SAURASHTRA UNIVERSITY RAJKOT - 360005
117	RANCHI	0502	JAMSHEDPUR	COORDINATOR, IGNOU STUDY CENTRE, JAMSHEDPUR CO OPERATIVE COLLEGE, JAMSHEDPUR, JHARKHAND 831001
118	RANCHI	0503	DHANBAD	COORDINATOR, IGNOU STUDY CENTRE, P K ROY MEMORIAL COLLEGE, SERAIHELIA, DHANBAD, JHARKHAND 826001
119	RANCHI	0507	BOKARO	COORDINATOR, IGNOU STUDY CENTRE, EDN & RESEARCH TRUST (NIPM), NEW ADMN. BUILDING, III/B SCHOOL, BOKARO STEEL CITY, BOKARO, JHARKHAND 827006
120	RANCHI	0513	RANCHI	COORDINATOR, IGNOU STUDY CENTRE, MARWARI BOY'S COLLEGE, RANCHI, JHARKHAND 834001
121	SHILLONG	1801	SHILLONG	COORDINATOR, IGNOU STUDY CENTRE, NORTH EASTERN HILL UNIVERSITY, BIJNI COMPLEX, LAITUMKHAH, SHILLONG 793003, MEGHALAYA



**REGIONWISE LIST OF STUDY CENTRES – Contd.**

<b>Sl. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>ADDRESS OF THE IGNOU STUDY CENTRE</b>
122	SHIMLA	1114 P	SHIMLA	PROGRAMME INCHARGE IGNOU PROGRAMME STUDY CENTRE DEPARTMENT OF COMMERCE, HP UNIVERSITY, SUMMARHILL SHIMLA HIMACHAL PRADESH -171005
123	SHIMLA	1102	MANDI	COORDINATOR IGNOU STUDY CENTRE GOVT DEGREE COLLEGE, MANDI, DISTRICT MANDI HIMACHAL PRADESH -175001
124	SHIMLA	1103	SOLAN	COORDINATOR IGNOU STUDY CENTRE GOVT. DEGREE COLLEGE SOLAN, DISTRICT SOLAN HIMACHAL PRADESH -173212
125	SHIMLA	1104	HAMIRPUR	COORDINATOR IGNOU STUDY CENTRE GOVT. DEGREE COLLEGE HAMIRPUR, DISTRICT HAMIRPUR HIMACHAL PRADESH -177001
126	SHIMLA	1105	DHARAMSHALA	COORDINATOR IGNOU STUDY CENTRE GOVT. DEGREE COLLEGE DHARAMSHALA, DISTRICT KANGRA HIMACHAL PRADESH -176215
127	SHIMLA	1106	CHAMBA	COORDINATOR IGNOU STUDY CENTRE GOVT. DEGREE COLLEGE CHAMBA, DISTRICT CHAMBA HIMACHAL PRADESH -176310
128	SHIMLA	1108	NAHAN	COORDINATOR IGNOU STUDY CENTRE GOVT. DEGREE COLLEGE NAHAN, DISTRICT SIRMOUR HIMACHAL PRADESH -173001
129	SHIMLA	1109	UNA	COORDINATOR IGNOU STUDY CENTRE GOVT. DEGREE COLLEGE UNA DISTRICT UNA HIMACHAL PRADESH 174303
130	SHIMLA	1113	BILASPUR	COORDINATOR IGNOU STUDY CENTRE GOVT. DEGREE COLLEGE BILASPUR, DISTRICT BILASPUR HIMACHAL PRADESH -174001

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

<b>Sl. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>ADDRESS OF THE IGNOU STUDY CENTRE</b>
131	SILIGURI	2805	SILIGURI	COORDINATOR IGNOU STUDY CENTRE ADRASH MAHAVIDYALAYA PRAKASH NAGAR NORTH BENGAL MORE P.O. SALUGARA PIN-734 008
132	SRINAGAR	1209	SRINAGAR	COORDINATOR IGNOU STUDY CENTER , S.P. COLLEGE, M.A. ROAD, SRINAGAR, J&K. 190001
133	TRIVANDRUM	1464	TRIVANDRUM	COORDINATOR IGNOU STUDY CENTRE C. ACHYUTHA MENON STUDY CENTRE & LIBRARY POOJAPURA THIRUVANANTHAPURAM KERALA PIN-695012
134	TRIVANDRUM	1473	TRIVANDRUM	COORDINATOR IGNOU STUDY CENTRE BHARATHEEYA INSTITUTE FOR ADVANCED STUDY AND RESEARCH (BIAR) SAMSKRITHI BHAVAN GPO LANE THIRUVANANTHAPURAM KERALA PIN- 695001
135	TRIVANDRUM	2507	TUTICORIN	COORDINATOR IGNOU STUDY CENTRE V. O. C. COLLEGE PALAYAMKOTTAI ROAD TUTICORIN TAMIL NADU PIN- 628008
136	TRIVANDRUM	2511	NAGERCOIL	COORDINATOR IGNOU STUDY CENTRE S T HINDU COLLEGE NAGERCOIL, KANYAKUMARI DISTRICT TAMIL NADU, PIN - 692 002
137	VARANASI	2703	ALLAHABAD	COORDINATOR IGNOU STUDY CENTRE ALLAHABAD DEGREE COLLEGE 15 KYDGANJ, ALLAHABAD-211003 UTTAR PRADESH
138	VARANASI	2708	VARANASI	COORDINATOR IGNOU STUDY CENTRE UDAI PRATAP AUTONOMOUS COLLEGE, BHOJUBIR, VARANASI-221002 UTTAR PRADESH
139	VARANASI	2710	SULTANPUR	COORDINATOR IGNOU STUDY CENTRE KAMLA NEHRU INSTITUTE OF PHYSICAL & SOCIAL SCIENCES (KNIPSS) SULTANPUR-228118 UTTAR PRADESH

**REGIONWISE LIST OF STUDY CENTRES – Contd.**

<b>Sl. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>ADDRESS OF THE IGNOU STUDY CENTRE</b>
140	VARANASI	2723R	AZAMGARH	COORDINATOR IGNOU RECOG. STUDY CENTRE CHILDREN COLLEGE, AICCEDs C/O CHILDREN COLLEGE AZAMGARH-276001 UTTAR PRADESH
141	VARANASI	2722R	SHAKTINAGAR	COORDINATOR IGNOU RECOG. STUDY CENTRE N.T.P.C., SHAKTINAGAR SONEBHADRA-231222 UTTAR PRADESH
142	VARANASI	2745	JAUNPUR	COORDINATOR IGNOU STUDY CENTRE V.B.S. PURVANCHAL UNIVERSITY SHAHGANJ ROAD JAUNPUR-222002 UTTAR PRADESH
143	VATAKARA	1403	CALICUT	COORDINATOR IGNOU STUDY CENTRE JDT ISLAM MARI KUNNU P.O. CALICUT - 673012 KERALA
144	VIJAYAWADA	0102	NELLORE	COORDINATOR IGNOU STUDY CENTRE V.R. COLLEGE NELLORE - 524001 ANDHRA PRADESH
145	VIJAYAWADA	0103	VIJAYAWADA	COORDINATOR IGNOU STUDY CENTRE KBN COLLEGE KOTHAPETA VIJAYAWADA - 520001 ANDHRA PRADESH
146	VIJAYAWADA	0104	GUNTUR	COORDINATOR IGNOU STUDY CENTRE TJPS COLLEGE RING ROAD, GUNTUR - 522006 ANDHRA PRADESH
147	VIJAYAWADA	0106	ANANTAPUR	COORDINATOR IGNOU STUDY CENTRE SHRI SAIBABA NAT. DEGREE COLL. ANANTAPUR - 515001 ANDHRA PRADESH
148	VISAKHAPATNAM	0109	VISAKHAPATNAM	THE COORDINATOR, IGNOU STUDY CENTRE, DR. L. BULLAYA COLLEGE, RESAPUVANIPALEM, VISAKHAPATNAM-530 013 ANDHRA PRADESH
149	VISAKHAPATNAM	0110	KAKINADA	THE COORDINATOR, IGNOU STUDY CENTRE, IDEAL COLLEGE OF ARTS & SCIENCES., P.G COURSES, VIDYUT NAGAR, ASHOK NAGAR, KAKINADA - 533 003 ANDHRA PRADESH

**Appendix-3****ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

**Appendix-3**

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

**Appendix-3**

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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



**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

**Appendix-3**

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

## ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

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

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

**Appendix-3**

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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



**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

## List of State Codes

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

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

**QUALIFICATION CODE**

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

**MARITAL STATUS CODE**

<b>Code</b>	<b>Description</b>
A1	Married
B2	Unmarried

**RELIGION CODE**

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

**SOCIAL STATUS CODE**

<b>Code</b>	<b>Description</b>
A1	Ex-Service Man
B2	War-Widow
C3	Not Applicable

**TERRITORY CODE**

<b>Code</b>	<b>Description</b>
A1	Urban
B2	Rural
C3	Tribal

**CATEGORY CODE**

<b>Code</b>	<b>Description</b>
A1	General
B2	SC
C3	ST
D4	OBC

**SEX CODE**

<b>Code</b>	<b>Description</b>
A1	Male
B2	Female
C3	Others

# UNIVERSITY RULES

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

## 1 Educational Qualifications Awarded By Private Institutions

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

## 2 Validity of Degree for Admission

2.1 Master’s Degree awarded without a first degree of 3 years duration is not recognised for purposes of admission to IGNOU’s Academic Programmes.

2.2 Bachelor’s Degree normally means **Bachelor’s Degree of not less than 3 year duration.**

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

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

### ‘One sitting B.A. degree’

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

2.4 Degrees acquired from an ‘Off Campus’ Centre of Private Universities outside the territorial jurisdiction of the concerned State is also not recognized for purposes of admission to IGNOU’s academic programmes unless it has specific approval of the University Grants Commission as per the provisions of UGC (Establishment and Maintenance of Standards in Private Universities) Regulation, 2003.

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

## 3 Incomplete and Late Applications

Incomplete Application Form(s)/Re-registration Form(s), received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill up the relevant columns carefully and enclose copies of all the required certificates duly attested by (a) a Member of Parliament or a State Legislature; or (b) a member of a District Council or a Metropolitan Council, a Municipal Corporation or Municipal Committee; or (c) a Gazetted Officer of the Central or a State Government; or (d) an officer of any banking company (including a co-operative bank) of the rank of Manager. **The Admission Form duly completed along with its enclosures is to be submitted to the Regional Director concerned ONLY** on or before the due date mentioned in the admission notification. The application form sent to other offices of the University will not be considered and the applicant will have no claim, whatsoever, on account of this.

## 4 Validity of Admission

Learners offered admission have to join on or before the due dates specified by the University. In case they want to seek admission for the next session, they will have to apply afresh and go through the admission process again.

## 5 **Simultaneous Registration**

- 5.1 Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any **Certificate programme of 6 months duration**. However, if there is any clash of dates of counselling or examination schedule between the two programmes taken, University will not be in a position to make adjustment.
- 5.2 Simultaneously pursuing **two academic Programmes** either from the same University, or one from the **Open University** (under **ODL mode**) and the other from **Conventional University (regular or face-to-face mode)** is not permitted, as of now, except add-on-courses.

## 6 **Refund of Fee**

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

## 7 **Waiver of IGNOU Programme fee to Inmates Lodged in Prisons**

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

## 8 **Change of Programme**

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

## 9 **Correction/Change of Name/Surname of Learners**

- 9.1 Spelling mistakes, if any, committed at the time of data entry stage will be rectified at the Regional Centre and corrected data transmitted to Student Registration Division for updating in the database. However, Learners are expected to write their correct name (as indicated in the High School Certificate) in the Admission Form. In case any change in the name (other than the one mentioned in his/her High School Certificate), then it is mandatory for the prospective learners to furnish legal evidence of having changed his/her name/surname while submitting the admission form.
- 9.2 For Change of Name/Surname, after confirmation of admission, the learners are required to submit the following documents at the Regional Centre, for onward transmission to Registrar, SRD:
- i) Original copy of Notification in a daily newspaper notifying the change of name;
  - ii) Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name;
  - iii) Marriage Card/Marriage Certificate in case of women candidates for change in surname;
  - iv) Gazette Notification, in original, reflecting the change of name/surname;
  - v) Demand Draft of **Rs.400/-** drawn in favour of IGNOU payable at New Delhi.

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

## 10 **Recognition**

IGNOU Degrees/Diplomas/Certificates are recognized by all member universities of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Institutions, as per UGC Circular letter No. F.1-52/2000 (CPP-II) dated 5th May, 2004, AIU Circular No. EV/11 (449/94/176915-177115 dated January 14, 1994, AICTE Circular No. AICTE/Academic/MOU-DEC/2005 dated May 13, 2005 and UGC/DEB/2013 dated 14.10.2013 (See Annexure-I, II, III & IV).

## **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:

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

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](http://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](http://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 10 days before the commencement of examinations, you may contact your 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. 750/-** 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**

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



Early Declaration is permissible in Term-End Examination only. This facility is not applicable for Lab/Practical courses, Project, Assignments, Workshop, Seminar, etc. based courses. The Application for Early Declaration of result shall be entertained for final year courses or maximum of four backlogs courses only. Prescribed Fee @ ₹1000/- per course shall be payable by Demand Draft in favour of “IGNOU” payable at the city where submitting the examination form. Application alongwith the required fee must be submitted to the Evaluation Centre under which your examination centre falls. Form is given in **Appendix 9**.

### **Re-evaluation of Term-End Examination**

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Scripts on payment of ₹750/- per course. The request for re-evaluation by the student must be made within one month from the date of declaration of result to the concerned Evaluation Centre in the prescribed form alongwith the fee of ₹750/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Re-evaluation form. Form is given in **Appendix 9**.

### **Obtaining Photocopy of Answer Scripts**

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University for obtaining Photocopy of Answer Scripts on payment of ₹100/- per course. The request for obtaining Photocopy of Answer Scripts by the student must be made within 45 days from the date of declaration of result to the concerned Evaluation Centre in the prescribed form alongwith the fee of ₹100/- per course in the form of Demand Draft in favour of IGNOU payable at the city of the evaluation centre. Form is given in **Appendix 9**.

### **Official Scripts**

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar, Student Evaluation Division (SED), Block-12, IGNOU, Maidan Garhi, New Delhi-110 068. A fee of ₹300/- per transcript payable through DD in favour of IGNOU is charged for this purpose. In case of request for sending transcript outside India, the students are required to pay ₹500/-. Form is given in Appendix-9.

### **Duplicate Grade Card**

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged grade card by paying through DD of ₹200/- in favour of IGNOU payable at “New Delhi”. Form is given in **Appendix 9**.

### **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 is ₹120/- per course. Students have to submit on-line examination form as well as pay the examination fee online as per guidelines given in the website at [www.ignou.ac.in](http://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.

- **Examination Form**

Examination form has to be filled and submitted online only. The date for submission of examination form are 1st March to 30th March for the examination to be held in June and 1st September to 30th September for examination to be held in December.

Before submission of the examination form along-with the requisite fee at the concerned Regional Centre, a certificate from the coordinator of the study centre shall be obtained by the student after submission of assignments at the respective study centre for the course he wants to appear in the Term-Examination, without the above certificate the examination form will not be accepted.

**Examination Fee per course- Rs. 120/-**  
**Examination form should be submitted only through online mode.**

The dates for submission of examination form are as under:

<b>DATES FOR SUBMISSION OF EXAM FORMS</b>				
<b>FOR JUNE TEE</b>	<b>LATE FEE</b>	<b>FOR DEC TEE</b>	<b>LATE FEE</b>	<b>SUBMISSION OF EXAM FORM</b>
1 March to 31 March	Nil	1 Sep. to 30 Sep.	Nil	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 April to 20 April	Rs. 300/-	1 October to 20 October	Rs. 300/-	
21 April to 30 April	Rs. 500/-	21 October to 31 October	Rs. 500/-	
1 May to 15 May	Rs. 1000/-	1 November to 15 November	Rs. 1000/-	

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

1. remain in touch with 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, MS-492: Financing of Spl. and Preferred Sectors, MS-91 : Strategic Management and MS-94 : Technology Management as these three 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.

Credit transfer will also not be granted for the courses which do not form part of the revised curriculum of MBA (B&F).

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 given at the end of this Handbook.
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.





## UNDERTAKING

I, \_\_\_\_\_, a student of Management Programme of IGNOU, request for Internal Credit Transfer (ICT) of the courses successfully completed by me under old Enrolment No. \_\_\_\_\_, as detailed above. I undertake not to revive the registration of these courses for credit transfer to any other programme of the university. Option exercised herein is firm and final. Self-attested copy/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 I am governed by the Programme structure now in effect under my new enrolment.

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

## RULES & REGULATIONS

### Internal Credit Transfer (ICT) in MBA (Banking & Finance) Programmes

- (i) **Full credit transfer would be allowed if the syllabus and methodology now in vogue are similar to that governing the student under the old enrolment and as per credit transfer rules framed by the School of Management Studies. No credit transfer/exemption will be granted** in respect of the courses partially completed (i.e. assignments only **or** term-end examination only).
- (ii) Once a student takes fresh admission into MBA (Banking & Finance) Programme, it will be valid for another 8 years. The student is required to complete all the requirements for the award of Degree/Diploma during this time period, as **no further fresh admission will be granted after expiry of the second term**. In case such a student wishes to pursue the programme further, s/he will have to **seek admission afresh, subject to fulfillment of revised eligibility criteria. The candidate thereafter will not be provided the facility of credit transfer and thus pursue all the courses afresh**. A detailed chart indicating the validity of extended maximum duration of another 8 years is given in the Prospectus under the title '**MAXIMUM DURATION**'. For old students registered up to Jan. 2003 cycle of admission, **extended maximum duration of 8 years would be valid up to Dec. 2018 only** irrespective of the date of seeking fresh admission. Under no circumstances the duration would be extended beyond the validity mentioned therein.
- (iii) **Credit transfer fee @ ₹400/- per course** is to be paid by way of a Demand Draft drawn in favour of '**IGNOU**' payable at New Delhi.
- (iv) Registration/Re-registration rules as given in the Student Handbook & Prospectus of Management Programmes would remain unchanged even for completing the left-over courses under new Enrolment. Under no circumstances students would be allowed to opt more than four courses in a semester, as per '**schedule of courses on offer**'. As usual the Registration/Re-registration Form is to be submitted at the Regional Centre concerned.
- (v) A student is required to complete the prescribed courses as per **Programme structure of the respective Programme under new Enrolment**, including the credit transfer allowed courses, for the award of Diploma/ Degree under Management Programme.
- (vi) Students are required to spend at least a **minimum of ONE YEAR duration** to complete the left over courses in the new Enrolment Number.
- (vii) All Credit transfer cases of Management Programme would be directly handled by **Student Registration Division (SRD)** at IGNOU Headquarters.

Mail this Credit Transfer form along with  
**Demand Draft to:**

**The Registrar  
Student Registration Division  
Indira Gandhi National Open University  
Block 3, Maidan Garhi, New Delhi – 110 068**

**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. 400/-** 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. I also undertake that credits of these courses do not form part of any awarded specialisation diploma or MBA Degree. 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
<b>I</b>	<b>ROLE OF A MANAGER</b>			
	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			
<b>II</b>	<b>DECISION MAKING</b>			
	5	Organisational Context of Decisions		
	6	Decision Making Models		Problem Solving
	7	Decision Making – Techniques and Processes		
8	Management by Objectives			
<b>III</b>	<b>ORGANISATIONAL CLIMATE AND CHANGE</b>			
	9	Organisational Structure and Managerial Ethos		
	10	Management of Organisational Conflicts		
11	Managing Change			
<b>IV</b>	<b>ORGANISATION STRUCTURE AND PROCESSES</b>			
	12	Organisational Structure and Design		
	13	Managerial Communication		Communication
	14	Planning Process		Process
	15	Controlling		
16	Delegation and Interdepartment Coordination			
<b>V</b>	<b>BEHAVIOURAL DYNAMICS</b>			
	17	Analysing Interpersonal Relations		Leadership
	18	Leadership Styles and Influence Process		Styles
19	Group Dynamics			

## MS-2 : MANAGEMENT OF HUMAN RESOURCES

---

<b>BLOCK</b>	<b>UNIT NOs.</b>	<b>UNIT TITLE</b>
<b>I</b>		<b>HUMAN RESOURCE MANAGEMENT: CONTEXT, CONCEPT AND BOUNDARIES</b>
	1	The Changing Social Context and Emerging Issues
	2	The Concept and Functions of Human Resource Management
	3	Structuring Human Resource Management
<b>II</b>		<b>GETTING HUMAN RESOURCE</b>
	4	Job Analysis and Job Design
	5	Human Resource Planning
	6	Attracting the Talent: Recruitment, Selection, Outsourcing
	7	Socialisation, Mobility and Separation
<b>III</b>		<b>PERFORMANCE MANAGEMENT AND POTENTIAL ASSESSMENT</b>
	8	Competency Mapping
	9	Performance Planning and Review
	10	Potential Appraisal, Assessment Centres and Career and Succession Planning
	11	HR Measurement and Audit
<b>IV</b>		<b>HUMAN RESOURCE DEVELOPMENT</b>
	12	Human Resource Development System
	13	Training
	14	Mentoring and Performance Coaching
	15	Building Roles and Teams
<b>V</b>		<b>COMPENSATION AND REWARD MANAGEMENT</b>
	16	Laws Covering Wages, Welfare and Benefits
	17	Compensation Strategy, Structure, Composition
	18	Reward Management
<b>VI</b>		<b>EMPLOYER-EMPLOYEE RELATIONS</b>
	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
<b>I</b>		<b>ECONOMIC AND SOCIAL ENVIRONMENT</b>		
	1	Economic Environment of Business		India's National Socio-economic Scenario
	2	Socio-cultural and Politico-legal Environment		
	3	Changing Role of Government		
<b>II</b>		<b>STRUCTURE OF THE INDIAN ECONOMY</b>		
	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		
<b>III</b>		<b>PLANNING AND POLICIES</b>		
	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		
<b>IV</b>		<b>EXTERNAL SECTOR</b>		
	13	India's Foreign Trade		
	14	India's Balance of Payments		
	15	Export and Import Policy		
	16	Foreign Capital and Collaborations		
	17	India's External Debt		
<b>V</b>		<b>ECONOMIC REFORMS SINCE 1991</b>		
	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
<b>I</b>				
<b>ACCOUNTING FRAMEWORK</b>				
	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	
<b>II</b>				
<b>UNDERSTANDING FINANCIAL STATEMENTS</b>				
	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		
<b>III</b>				
<b>COST MANAGEMENT</b>				
	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		
<b>IV</b>				
<b>FINANCIAL AND INVESTMENT ANALYSIS</b>				
	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		
<b>V</b>				
<b>FINANCIAL DECISIONS</b>				
	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
<b>I</b>		<b>OPERATIONS MANAGEMENT</b>	Introduction to the Course	Management of Technology - Problems and Perspectives - Planning and Policy - Implementation
	1	Operations Management - An Overview		
<b>II</b>		<b>FACILITIES PLANNING</b>		
	2	Product Selection		
	3	Process Selection		Facilities Layout
	4	Facilities Location		
	5	Facilities Layout and Materials Handling		
	6	Capacity Planning		
<b>III</b>		<b>WORK AND JOB DESIGN</b>		
	7	Work Design		
	8	Job Design		
<b>IV</b>		<b>OPERATIONS PLANNING AND CONTROL</b>		
	9	Planning and Control for Mass Production		Planning and Control of Projects
	10	Planning and Control for Batch Production		Maintenance Management
	11	Planning and Control for Job Shop Production		
	12	Planning and Control of Projects		
	13	Maintenance Management		
<b>V</b>		<b>VALUE ENGINEERING AND QUALITY ASSURANCE</b>		
	14	Value Engineering		Quality Control
	15	Quality Assurance		
<b>VI</b>		<b>MATERIALS MANAGEMENT</b>		
	16	Purchase System and Procedure		
	17	Inventory Management		
	18	Stores Management		Management Materials
	19	Standardisation, Codification and Variety Reduction		
	20	Waste Management		

## MS-6 : MARKETING FOR MANAGERS

BLOCK	UNIT NOS.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
<b>I</b>		<b>MARKETING AND ITS APPLICATIONS</b>		
	1	Introduction to Marketing	Introduction to the Course	<ul style="list-style-type: none"> <li>- Marketing Approach</li> <li>- Marketing of Services</li> <li>- Marketing and Public Policy</li> </ul>
	2	Marketing in a Developing Economy		
	3	Marketing of Services		
<b>II</b>		<b>MARKETING PLANNING AND ORGANISATION</b>		
	4	Planning Marketing Mix		- Marketing in Action
	5	Market Segmentation		
	6	Marketing Organisations		- Marketing Management and Planning
	7	Marketing Research and its Applications		
<b>III</b>		<b>UNDERSTANDING CONSUMERS</b>		
	8	Determinants of Consumer Behaviour		Indian Consumer and Marketing Environment
	9	Models of Consumer Behaviour		
	10	Indian Consumer Environment		
<b>IV</b>		<b>PRODUCT MANAGEMENT</b>		
	11	Product Decisions and Strategies		ITDC – Case Study
	12	Product Life Cycle and New Product Development		
	13	Branding and Packaging Decisions		
<b>V</b>		<b>PRICING AND PROMOTION STRATEGY</b>		
	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		
<b>VI</b>		<b>DISTRIBUTION AND PUBLIC POLICY</b>		
	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

---

<b>BLOCK</b>	<b>UNIT NOs.</b>	<b>UNIT TITLE</b>	<b>AUDIO TAPE VIDEO TAPE</b>
<b>I</b>		<b>INFORMATION TECHNOLOGY FOR MANAGERS</b>	
	1	Information Technology : An Overview	
	2	Computer Systems	
	3	Computer Software	
	4	Networking Technologies	
<b>II</b>		<b>INFORMATION SYSTEMS - I</b>	
	5	In MIS Perspectives	
	6	Information Systems Economics	
	7	Management Information and Control Systems	
	8	Information Systems Security	
<b>III</b>		<b>INFORMATION SYSTEMS - II</b>	
	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	
<b>IV</b>		<b>SYSTEM ANALYSIS AND COMPUTER LANGUAGES</b>	
	13	Building Information Systems	
	14	System Analysis and Design	
	15	Computer Programming and Languages	
<b>V</b>		<b>SUPPORT SYSTEMS FOR MANAGEMENT DECISIONS</b>	
	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
<b>I</b>	<b>BASIC MATHEMATICS FOR MANAGERS</b>			
	1	Quantitative Decision Making – An Overview		
	2	Function and Progressions		
	3	Basic Calculus and Applications		
	4	Matrix Algebra and Applications		
<b>II</b>	<b>DATA COLLECTION AND ANALYSIS</b>			
	5	Collection of Data		
	6	Presentation of Data		
	7	Measures of Central Tendency		
	8	Measures of Variation and Skewness		
<b>III</b>	<b>PROBABILITY AND PROBABILITY DISTRIBUTIONS</b>			
	9	Basic Concepts of Probability		Probability Fundamentals
	10	Discrete Probability Distribution		
	11	Continuous Probability Distributions		
	12	Decision Theory		Probability Applications
<b>IV</b>	<b>SAMPLING AND SAMPLING DISTRIBUTIONS</b>			
	13	Sampling Methods		
	14	Sampling Distributions		
	15	Testing of Hypotheses		
	16	Chi Square Tests		
<b>V</b>	<b>FORECASTING METHODS</b>			
	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
<b>I</b>		<b>INTRODUCTION TO MANAGERIAL ECONOMICS</b>		
	1	Scope of Managerial Economics		
	2	The Firm : Stakeholders, Objectives & Decision Issues		
	3	Basic Techniques		
<b>II</b>		<b>DEMAND AND REVENUE ANALYSIS</b>		
	4	Demand Concepts and Analysis		
	5	Demand Elasticity		
	6	Demand Estimation and Forecasting		
<b>III</b>		<b>PRODUCTION AND COST ANALYSIS</b>		
	7	Production Function		
	8	Cost Concepts and Analysis – I		
	9	Cost Concepts and Analysis – II		
	10	Estimation of Production and Cost Functions		
<b>IV</b>		<b>PRICING DECISIONS</b>		
	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		
<b>V</b>		<b>COMPREHENSIVE CASE</b>		
		Competition in Telecommunication Service Provision		

---

## **MS-10 : ORGANISATIONAL DESIGN, DEVELOPMENT AND CHANGE**

---

<b>BLOCK</b>	<b>UNIT NOs.</b>	<b>UNIT TITLE</b>
<b>I</b>		<b>UNDERSTANDING ORGANISATIONS</b>
	1	Approaches to Understanding Organisations
	2	Factors Affecting Organisation Structures
<b>II</b>		<b>ORGANISATIONAL DESIGN</b>
	3	Typology of Organisation Structures
	4	Some Basic Organisation Design and Restructuring Strategies
<b>III</b>		<b>APPROACHES TO WORK DESIGN</b>
	5	Organising and Analysing Work
	6	Job Design
	7	Emerging Issues of Work Organisation and Quality of Working Life
<b>IV</b>		<b>ORGANISATIONAL ANALYSIS</b>
	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
<b>V</b>		<b>ORGANISATIONAL DEVELOPMENT AND CHANGE</b>
	12	Organisational Development (OD)
	13	Alternative Interventions
	14	Process of Change
	15	Change Agents: Roles and Competencies
	16	Institution Building

---

## MS-11 : STRATEGIC MANAGEMENT

---

<b>BLOCK</b>	<b>UNIT NOs.</b>	<b>UNIT TITLE</b>
<b>I</b>		<b>INTRODUCTION TO STRATEGIC MANAGEMENT</b>
	1	Concept of Strategy
	2	Process of Strategy
	3	Strategic Framework
<b>II</b>		<b>STRATEGIC ANALYSIS</b>
	4	Environmental Analysis
	5	Competitive Forces
	6	Internal Analysis
<b>III</b>		<b>BUSINESS LEVEL STRATEGY</b>
	7	Cost
	8	Differentiation and Focus
<b>IV</b>		<b>CORPORATE LEVEL STRATEGY</b>
	9	Growth Strategies-I
	10	Growth Strategies-II
	11	Strategic Alliances
	12	Turnaround
<b>V</b>		<b>IMPLEMENTATION AND CONTROL</b>
	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
<b>I</b>		<b>AN OVERVIEW</b>		
	1	Nature and Scope of Investment Decisions		
	2	Components of Investment Risk		
	3	Valuation of Securities		
<b>II</b>		<b>SECURITIES MARKET IN INDIA</b>		
	4	Organisation and Functioning		Credit Rating Services –
	5	Regulation		A Case study of ICRA
<b>III</b>		<b>ANALYSIS FOR EQUITY INVESTMENT</b>		
	6	Economy and Industry Analysis		
	7	Company Level Analysis		
	8	Technical Analysis		
	9	Efficient Market Hypothesis Case : Tata Tea Ltd.		
<b>IV</b>		<b>PORTFOLIO THEORY</b>		
	10	Portfolio Analysis		Individual
	11	Portfolio Selection		Portfolio
	12	Capital Market Theory		Management
	13	Portfolio Revision		
<b>V</b>		<b>INSTITUTIONAL AND MANAGED PORTFOLIO</b>		
	14	Performance Evaluation of Managed Portfolios		
	15	Investment Companies		
	16	Mutual Funds		

## MS-45 : INTERNATIONAL FINANCIAL MANAGEMENT

<b>BLOCK</b>	<b>UNIT NOs.</b>	<b>UNIT TITLE</b>	<b>AUDIO TAPE</b>	<b>VIDEO TAPE</b>
<b>I</b>		<b>INTERNATIONAL FINANCIAL ENVIRONMENT</b>		
	1	International Financial Management: An Introduction		
	2	International Economics		
	3	International Monetary System		
	4	International Flow of Fund		
<b>II</b>		<b>FOREIGN EXCHANGE MARKET AND RISK MANAGEMENT</b>		
	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		
<b>III</b>		<b>INTERNATIONAL FINANCING DECISIONS</b>		
	10	Raising Funds from International Markets		
	11	Financing Foreign Trade		
	12	Cost of Capital		
<b>IV</b>		<b>INTERNATIONAL INVESTMENT DECISIONS AND WORKING CAPITAL MANAGEMENT</b>		
	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

---

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

---

## MS-422 : BANK FINANCIAL MANAGEMENT

<b>BLOCK</b>	<b>UNIT NOs.</b>	<b>UNIT TITLE</b>	<b>AUDIOTAPE</b>	<b>VIDEOTAPE</b>
<b>I</b>		<b>CONCEPTUAL FRAMEWORK</b>		
	1	Overview of Financial System		
	2	Introduction to Financial Management in Banks		
	3	Financial Analysis of Banks		
<b>II</b>		<b>MANAGEMENT OF FUNDS: SOURCES</b>		
	4	Management of Owned Funds		
	5	Management of Borrowed Funds		
	6	Cost of Funds		
<b>III</b>		<b>MANAGEMENT OF FUNDS: INVESTMENTS</b>		
	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		
<b>IV</b>		<b>RISK MANAGEMENT</b>		
	12	Risk Management: An overview		
	13	Estimating/Forecasting of Risks		
	14	Measuring Risks		
	15	Management of Risks		
	16	Asset-Liability Management		
<b>V</b>		<b>SPECIAL ISSUES</b>		
	17	Mergers and Acquisitions		
	18	Accounting Policies		
	19	Pricing of Bank Products & Services		

## MS-423 : MARKETING OF FINANCIAL SERVICES

<b>BLOCK</b>	<b>UNIT NOs.</b>	<b>UNIT TITLE</b>	<b>AUDIO TAPE</b>	<b>VIDEO TAPE</b>
<b>I</b>		<b>FINANCIAL SERVICES IN INDIA</b>		
	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		
<b>II</b>		<b>MARKETING OF BANKING SERVICES</b>		
	5	Banking Products and Services		
	6	Distribution, Pricing and Promotion Strategy for Banking Services		
	7	Attracting and Retaining Bank Consumers		
<b>III</b>		<b>MERCHANT BANKING AND ALLIED SERVICES</b>		
	8	Issue Management		
	9	Stock Broking Services		
	10	Corporate Finance		
	11	Project Finance Services		
	12	Advisory and Consultancy Services		
<b>IV</b>		<b>MARKETING OF MUTUAL FUNDS, INSURANCE, PENSION FUNDS AND GOVERNMENT SECURITIES</b>		
	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		
<b>V</b>		<b>BEYOND TOMORROW</b>		
	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

<b>BLOCK</b>	<b>UNIT NOs.</b>	<b>UNIT TITLE</b>	<b>AUDIOTAPE</b>	<b>VIDEOTAPE</b>
<b>I</b>		<b>INTERNATIONAL BANKING : AN OVERVIEW</b>		
	1	International Banking : An Introduction		
	2	Institutions in International Banking		
<b>II</b>		<b>LEGAL &amp; REGULATORY FRAMEWORK</b>		
	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		
<b>III</b>		<b>INTERNATIONAL BANKING OPERATIONS MANAGEMENT</b>		
	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		
<b>IV</b>		<b>RISK MANAGEMENT IN INTERNATIONAL BANKING</b>		
	15	Risk Management : Concepts and Types		
	16	Managing Risk		
<b>V</b>		<b>SPECIAL ISSUES</b>		
	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
<b>I</b>		<b><i>IT</i> IN BANKING : AN INTRODUCTION</b>		
	1	Information Technology and its Implications		
	2	Information Technology		
	3	Indian Banking Scenario — Initiatives and Trends		
<b>II</b>		<b><i>IT</i> APPLICATIONS IN BANKING</b>		
	4	Computer-based Information Systems for Banking		
	5	Electronic Banking		
	6	Electronic Fund Management		
<b>III</b>		<b>ENABLING TECHNOLOGIES OF MODERN BANKING</b>		
	7	Electronic Commerce and Banking		
	8	Supply Chain Management		
	9	Customer Relationship Management		
	10	Integrated Communication Networks for Banks		
<b>IV</b>		<b>SECURITY AND CONTROL SYSTEMS</b>		
	11	Computer Security and Disaster Management		
	12	System Audit and Computer Crime		
	13	Security and Control Aspects of Emerging Banking Technologies		
<b>V</b>		<b>PLANNING AND IMPLEMENTATION OF INFORMATION SYSTEMS</b>		
	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

---

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

---

## **MS-495 : ETHICS AND CORPORATE GOVERNANCE IN BANKS**

---

<b>BLOCK</b>	<b>UNIT NOs.</b>	<b>UNIT TITLE</b>
<b>I</b>		<b>ETHICS AND BUSINESS</b>
	1	Ethics and Values
	2	Societal Values
	3	Ethical Dilemmas
	4	Ethics in Business
<b>II</b>		<b>CORPORATE GOVERNANCE</b>
	5	Overview of Corporate Governance
	6	Regulations and Committees
	7	Institutional Aspects of Corporate Governance
	8	Disclosure and Transparency
<b>III</b>		<b>CORPORATE SOCIAL RESPONSIBILITY</b>
	9	Corporate Social Responsibility and Citizenship
	10	Corporate Social Responsibility Guidelines
	11	Sustainable Development
<b>IV</b>		<b>GOVERNANCE IN FINANCIAL SECTOR</b>
	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**

---

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

---

# GUIDELINES FOR PROJECT COURSE (MS-100)

Student can take up Project Course only after having registered for the 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.3,000/- (equivalent to two courses).

## 1) Objective

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

## 2) Type of Project

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

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

## PROJECT PROPOSAL (SYNOPSIS)

### 3) Proposal Formulation

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

**The Proposal must have the following components:**

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

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

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

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

- i) Introduction, brief background and Rationale of the topic chosen for the project.
- ii) Statement of the problem.
- iii) Objectives (clearly stated in behavioural terms).
- iv) Research Methodology:
  - Research Design
  - Nature and source of data/information to be collected.
  - Sample and sampling technique. Rationale of chosen organisation and the sample.
  - Tools and Techniques to be used for data collection - details of the tools/questionnaire to be used and its relevance with the objectives of the project.
  - Method/s to be used for data collection.
  - Data handling and analysis- organisation and analysis of data. Statistical tools to be used for analysis. Relevance of statistical tools with the objectives of the project.

- v) Limitation of the proposed project, if any.
- vi) Any other relevant detail which will help better appreciation and understanding of the project proposal.

#### **4) Eligible Project Guide**

- i) Management 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 guide with a B.E. degree and 5 years of relevant experience may also be considered].

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

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

Similarly if a student wants to change his/her guide for any reason, s/he would be required to submit the project proposal along with the signature of the new guide on a new project proposal proforma, as it would be considered as a new proposal.

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

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

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

#### **5) Project Proposal Submission and Approval**

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

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

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

#### **6) Communication of Approval**

A written communication regarding the approval/non-approval of the project proposal will be sent to the student within **four months** (excluding the vacation period of the faculty) of the receipt of the proposal in the School.

#### **7) Resubmission of Project Proposal**

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

## PROJECT REPORT

### 8) Formulation

The length of the report may be about 50 to 60 double spaced typed pages not exceeding approximately 18,000 words (excluding appendices and exhibits). However 10% variation on either side is permissible.

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

- Cover Page – must have the name and enrolment no. of the student and the name of the guide, along with the title of the Project.
- Detailed table of contents with page nos.
- All pages of the Project Report must be numbered as reflected in the table of contents.
- Approved Proposal (i.e. Project Proposal, approved proforma and biodata of the guide) properly bound in the project and not just stapled. **Please note that project with stapled Proposal will not be accepted.**
- Certificate of originality- duly signed by the student and the guide with dates.
- Introduction to the Project and Review of Literature
- Rationale
- Statement of problem
- Objectives of the Project
- Scope of the study

Research Methodology:

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

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

### 9) Submission of Project Report

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

Project Report can be submitted any time throughout the year.



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

#### **10) Viva-Voce**

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

#### **11) Enquiries**

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

#### **SOME IMPORTANT NOTES WHILE PREPARING THE PROJECT PROPOSAL**

- i) Send only one copy of the Project Proposal, and retain a copy with you.
- ii) "MS-100" should be written prominently on the envelope and should be addressed to The Coordinator (Projects), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110 068.
- iii) Ensure the inclusion of the following while submitting the Proposal:
  - a) Proforma for Approval of Project Proposal, duly filled in and signed by both, the student and the guide along with date.
  - b) Detailed Bio-data of the guide duly signed by him/her. (Bio-data of the guide should have all the details as explained in para 3(b) above).
  - c) Proposal of the Project- having all the components as explained in para 3 above.

#### **SOME IMPORTANT NOTES WHILE PREPARING THE PROJECT REPORT**

- i) The Project Report should be submitted in original in A-4 Size (29 x 20 cm), typed in double space, in a bound volume to the Registrar (SED) of the University by Registered/Speed Post/by hand.
- ii) Before binding the Project report the student should ensure that it contains the approved Project Proposal Proforma along with Approved Proposal, bio-data of the guide, and an originality certificate duly signed by the Student and Guide (Proforma enclosed).

If any Project Report is received in the absence of the above inclusions, the same will be returned to the students for compliance.
- iii) Kindly mention on the top of the envelope "PROJECT REPORT-MP". This will facilitate sorting out Project Reports received in SE Division for various Programmes.
- iv) Students should keep a copy of the Project Report with them. The Project Report will not be returned to the student after evaluation.

## CERTIFICATE OF ORIGINALITY

This is to certify that the project titled “\_\_\_\_\_”  
\_\_\_\_\_” is an original work of the Student and is being submitted in partial fulfillment for the award of the Master’s Degree in Business Administration of Indira Gandhi National Open University. This report has not been submitted earlier either to this University or to any other University/Institution for the fulfillment of the requirement of a course of study.

**SIGNATURE OF GUIDE**

**SIGNATURE OF STUDENT**

Place :

Place :

Date :

Date :

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

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

MBA  
(B&F)



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

Enrolment No. \_\_\_\_\_ Study Centre Code \_\_\_\_\_

Year of Registration for MS-100 \_\_\_\_\_ Regional Centre Code \_\_\_\_\_

Name of the Student : \_\_\_\_\_

Address of the Student : \_\_\_\_\_  
\_\_\_\_\_

Email Address : \_\_\_\_\_

Title of the Project: \_\_\_\_\_  
\_\_\_\_\_

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

Name of the guide : \_\_\_\_\_

Address of the guide : \_\_\_\_\_  
\_\_\_\_\_

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

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

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

Signature of Student

Signature of Guide

Date:

Date :

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

For Office Use only

Proposal	Guide
Approved	Approved
Not Approved	Not Approved

(SIGNATURE OF MANAGEMENT FACULTY)

Date .....



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
RE-REGISTRATION/COURSE OPTION/RE-ADMISSION FORM  
for  
MBA (BANKING & FINANCE) - Revised Syllabus  
(Students admitted from January 2009 cycle onwards)**

Send this filled-in form along with fee to:  
The Regional Director of your Regional Centre  
\* as per schedule

**Session: January...../July.....**

I opt for the following courses and enclose a Demand Draft towards the course fee as per details given below:  
(For details of courses on offer, please see overleaf).

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

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

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

**Note :**

1. **A Student can pay the fee pertaining to one semester only at a time.**
2. A student can opt up to **four courses** in a given session. Courses already opted need not be repeated unless the validity of registration of such a course has already expired. Further, **a student can submit only one RR Form for a given session. For registration purposes, MS-100 is treated as one course. The fee for MS-100 is ₹ 3000/-.**
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 **₹1500/- per course**, as per schedule given below.
4. Request for change of course should be submitted to the RC, as per schedule (fee @**₹1500/- per course**).
5. **The validity of a course registered after 7th year of the initial admission would be reduced appropriately**, as against two years, so that the prescribed maximum duration of eight years would remain unchanged (ref. to 'Maximum duration in Management Programme' in the prospectus).

Signature of the Student \_\_\_\_\_

Address : \_\_\_\_\_

Phone No. & E-mail Id: \_\_\_\_\_

Mobile No. \_\_\_\_\_

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

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	₹200/-
3.	1st May to 31st May	1st November to 30th November	₹500/-
4.	1st June to 20th June	1st December to 20th December	₹1000/-

PS: Students are required to fill-up compulsorily the statistical information in the enclosed annexure-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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_

Signature \_\_\_\_\_  
Date \_\_\_\_\_

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  
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. Contact No: (Mobile No.) ..... Landline No. ....
5. Term-end examination, in which programme completed June/December.....
6. Total marks/Overall point grade obtained ..... Percentage obtained .....

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

7. Couse(s), in which improvement is sought:
 

	<b>Course Code</b>	<b>Course Code</b>
1. ....	.....	4. ....
2. ....	.....	5. ....
3. ....	.....	

8. **Fee details:**  
(The fee for Improvement in Division/Class is Rs. 750/- per course for Indian Students & Rs. 2000/- for SAARC Countries Students and \$60 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of IGNOU payable at New Delhi.)

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

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

Issuing Bank.....

9. Term-end examination, in which you wish to appear: June/December, 20.....

10. 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:.....

Place:.....

Signature:.....

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 completed the programme. The eligibility is as under:
  - a) The students of Bachelor's/Master's degree Programmes, who fall short of 2% marks to secure 2nd and 1st division.
  - b) The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve is being conducted by the University at that time.
10. On the top of the envelope containing the prescribed application form, Please mention 'APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS'
11. Application form must reach within the prescribed dates to the following address:

**The Registrar,  
Student Evaluation Division  
Indira Gandhi National Open University  
Block-12, Maidan Garhi  
New Delhi-110068**



## RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

1. Request for early declaration of results will be entertained for final semester/year or maximum of 4 backlog courses only, subject to the following conditions:
  - (i) The student has been selected for higher study/employment and statement of marks/grade card is required to be produced to the institute by a particular date, which is before the prescribed date of declaration of the University's results.
  - (ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.
2. Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.
3. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
4. Application form must reach at the following address before the date of the examination for the course(s) for which early evaluation is sought:

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

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**  
**Maidan Garhi, New Delhi-110 068**

**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK SHEET**

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

--	--	--	--	--	--	--	--	--
4. Complete Address .....  
.....  
.....  
..... Pin 

--	--	--	--	--	--
5. Contact No. (Mobile No.) ..... Landline No. ....
6. Month and Year of the Exam .....
7. Centre from where appeared at last examination .....
8. Demand Draft No. .... Date.....  
for Rs. 200/- or ..... in favour of "IGNOU" payable at New Delhi.

Date : ..... .....

Signature

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

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

**The Registrar**  
**Student Evaluation Division**  
**Indira Gandhi National Open University**  
**Maidan Garhi**  
**New Delhi-110 068**

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



# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted to the concerned Regional Director)

## APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

1. Name .....
2. Father's Name .....
3. Address ..... PIN.....
4. Particulars of last examination

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

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

<b>Draft Details</b> Amount Rs. _____ D.D. No. _____ Date _____ Bank Name _____ & Place of Issue _____
--

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

Signature of the Applicant

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

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

Dated \_\_\_\_\_ Dealing Assistant \_\_\_\_\_ Section Officer \_\_\_\_\_

## INSTRUCTIONS

1. A fee of 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”.





## RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made within one month of declaration of result.
2. The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also be made available on the IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in). The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible in TEE only and not in the Project/Dissertaion Practicals/Lab courses, Workshops, Assignments & Seminar etc.
6. On the top of the envelope containing the prescribed application form, please mention '**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**'
7. The application form duly filled-in may be sent to the following address except CPE\* & DPE\* programmes:
8. Application form must reach within the prescribed dates at the following address:

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



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

**APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

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

1. Name .....

2. Programme:  Enrolment No.

3. Address .....

.....  
..... Pin Code:

4. Contact No. ....

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

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

(b) Exam Centre Code:

(c) Exam Centre Address: .....

.....  
.....

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

6. Fee details:

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

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

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

Issuing Bank.....

7. Self attested photocopy of the Identity Card : Attached/Not attached issued by the University.

I hereby undertake that the answer scripts(s), for which photocopy(ies), applied for, belongs to me. For this purpose, I am enclosing self attested photocopy of my Identity Card issued by the University. In case, my statement is found false, the University may take action against me as deemed fit.

Date:.....

Signature:.....

Place:.....

Name:.....

## RULES & REGULATION FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. The fee for photocopy of the answer script shall be ₹100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at the city of the evaluation centre.
2. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
3. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results i.e. the date on which the result are placed on the IGNOU website.
4. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
5. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
6. The Application form duly filled-in may be sent to the following address except CPE\* & DPE\* programmes:

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



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

**Application Form For Issue Of Official Transcript**

**IMPORTANT:- FOR INSTRUCTIONS: PLEASE SEE REVERSE**

1. Name : .....

2. Programme:  Enrolment No:

3. Address: .....  
..... Pin

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

5. Purpose for which, transcript is required : .....  
.....

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

- i) Rs. 300/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute within India.
- ii) Rs. 500/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute outside India.  
Rs. 600/- per transcript for SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and Rs. 1200/- per transcript for the same students, if transcripts is required to be sent to the outside India.
- iv) \$60 per transcript for Non-SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and \$120 per transcript for the same students, if transcript is required to be sent to the outside India.

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

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

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

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

10. **If, the Transcript is required to collect Personally :** Name .....  
Mobile No.....(Please see Instructions in back-side at Point-C)

Date:.....

(Signature of the student)

P.T.O.

## **INSTRUCTIONS FOR “OFFICIAL TRANSCRIPT”**

A) *The filled in form duly signed by the student with the requisite fee & documents may be sent to:-*

**The Registrar,  
Student Evaluation Division, Indira Gandhi National Open University,  
Block-12, Maidan Garhi, New Delhi-110068 (INDIA)**

B) *The students are required to enclose same number of legible photocopies of both sides of the statement of Marks-sheet/Grade Card/Provisional Certificate and Degree Certificate etc. issued to them, as the number of transcripts are required. Each photocopy of the certificate is chargeable as mentioned at prescribed format under Point No.-6. Incomplete application will be entertained.*

C) *If the Student/Applicant has applied for Official Transcript and wants to collect the same **Personally or By-Hand himself/herself from the Section Officer, Exam.-III Section of SED, Block-12, Room No.-10, IGNOU, Maidan Garhi, New Delhi-110068 (India)** then He/She is required to mention such information & Mobile No. under Point No.-10 in prescribed format for calling them provided that He/She has to produce the valid Original Identity Card/Votter Card/Aadhar Card/PAN Card/Driving License or Passport etc. for signature/ photograph/residential Id. Proof. at the time of collecting their Transcripts.*

**Note:-** *If the student want to collect his/her transcript by-hand through any other person from the above Section then the receiver has to produce all above documents of the student alongwith “Authorization-Letter” of the concerned student. The person who want to receive the Transcript(s) on behalf of the student, has to produce his/her valid Original Identity Proof for signature/photograph/residence etc. like Identity Card/Votter Card/Aadhar Card/PAN Card/Driving License etc.and he is also required to submit the copies of the same to this Section at the time of collecting the Transcript.*

D) *The University has been sending/dispatching the “Official-Transcripts” under sealed envelope(s) through Indian Speed Post Services and the normally, the Exam-III Section of SED takes minimum 15 days for the issuance/dispatching the “Official Transcript(s)” after receiving the Application-Form of the student at this Section but “Dispatching/Issuance time depends on furnishing the Verification Report by another Sections and circumstances surrounding the case.*

E) *As per the requirement, the demand draft of requisite fees should be reached to this Division prior to 60 days or earlier from the expiry of the same demand draft for smooth transaction with the bank.*

F) *Under the existing procedure, the University issues the “Official Transcripts” on “University Letter-Head” duly signed & verified on current status of each copy of Mark-sheet/Grade-card/PC/ Degree Certificate etc. by the authorized Officer on behalf of the Registrar (SED) or Controller of the Examinations, containing the following information therein:-*

i) *Attested copies of Mark-sheet/Grade-card/PC/ Degree Certificate etc. including detailed information about the “Programme” completed by the Student / Details of the Courses/ Scheme of Assessment of Student’s Performance / Minimum Standard for Completion of the Courses and Programme / Scheme of Study / Duration of Programme / Year of Admission & Completion of Programme / Mode of study / Medium of study etc. This information is based on the current status of the Mark-sheet/Grade card.*

ii) *Recognition of the University and authenticity of its Degrees/Diploma etc. It is also clarified in the “Official Transcript” that the University does not issue Year-wise/Semester-wise Mark-sheet/Grade-card but issue a comprehensive Mark-sheet/Grade-card after successful completion of the programme to the students.*

G) *The inquiry about status of the “Official Transcript” submitted by the student/applicant can be obtained from “Official Transcript Counter” Exam.-III Section of SED (Block-12, Room No.-10), IGNOU, Maidan Garhi, New Delhi-110068 personally or on Telephone No. 011-29572210 between Monday to Friday during Office hours after 15 to 25 days of receiving the Application-Form at this Section.*



**Indira Gandhi National Open University**  
**CHANGE/CORRECTION OF ADDRESS/STUDY CENTRE**

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

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

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

New Address	
<input type="text"/>	
<input type="text"/>	
Town	<input type="text"/>
State	<input type="text"/> Pin <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
State Code	<input type="text"/> <input type="text"/> <input type="text"/> <i>(See Appendix-4)</i>

Medium Study	<input type="text"/>
Programme of Study	<input type="text"/>
New Study Centre Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>(See Appendix-2)</i>

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)*

## 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 application/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 1500/- 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  Others

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)

Session :  January-June  July-December

Sl.No.	Course Title	Course Code	Fee (Rs. 1500/- per course)
1.			Rs.
2.			Rs.
3.			Rs.
4.			Rs.
<b>Total Fee</b>			

**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)*



**INSTRUCTIONS FOR FILLING APPLICATION FORM**  
**For seeking 'Fresh Admission' to MBA (Banking & Finance)**  
**Programme 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 1500/- 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.1050/- in favour of IGNOU.

## INDIRA GANDHI NATIONAL OPEN UNIVERSITY, NEW DELHI

### For Seeking Fresh Admission to MBA (Banking & Finance) Programme 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 July–December 2017 session: 31-05-2017

For January–June 2017 session: 30-11-2017

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

1. Programme Code

 M  P  B

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

2. Demand Draft Details

D/D Number

       

D/D Date

 /  /    

D/D Amount

       

Bank Name

Date

Month

Year

3. Regional Centre Code

 

4. Study Centre Code

   

5. State Code

 

6. Previous Enrolment No.

       

7. Programme Code of Previous Enrol No.

 M  P  B

8. Name

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

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

City

       

District

       

State

       

Pin Code

     

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

       

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

       

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

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

 Male  Female

12. Date of Birth

 /  /      
 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**



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"/>
Unemployed	Employed	Regular IGNOU Employee	KVS Employee

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

Qualification Code  Year of Passing  Percentage of Marks

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

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

22. Work Experience

Duration                      Years                       Months

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

## 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)

5<sup>th</sup> 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 28<sup>th</sup> 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 31<sup>st</sup> January, 2004 is enclosed. The details are also given in UGC website: [www.ugc.ac.in](http://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