



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

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MASTER OF COMMERCE (M. COM)

PROGRAMME GUIDE

YOU ARE GOING TO BE A DISTANCE LEARNER. TRY TO DEVELOP THE HABIT OF LEARNING THINGS BY WAY OF READING RELEVANT DOCUMENTS. LET THIS PROSPECTUS MARK THE BEGINNING OF YOUR JOURNEY OF DISTANCE LEARNING.

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.

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1. THE UNIVERSITY

The Indira Gandhi National Open University was established by an Act of Parliament in 1985 to achieve the following objectives:

- Democratising higher education by taking education to the doorsteps of the students
- Providing access to high quality education to all those who seek it, irrespective of age, region, or formal qualifications
- Offering need-based academic programmes by giving professional and vocational orientation to the courses
- Promoting and developing distance education in India
- Setting and maintaining standards in distance education in the country- as an apex body for the purpose.

Some of the special features of the Open and Distance Education System currently practised by IGNOU are:

- Relaxed entry requirements
- Provision of equal opportunity of admission to people from all over the country
- Provision of learning at one's own pace, place and time
- Cost-effective and cost-efficient educational operations
- Multi-media approach in the preparation of course packages
- Self-instructional Printed and Audio/Video course materials
- Network of student support services throughout the country
- Face-to-face Counselling and Tele-counselling
- Continuous evaluation through assignments
- Provision of terminal examination two times a year
- Interactive Satellite Aided Communication Network (Teleconferencing)
- Interactive Radio Counselling

The Schools of Studies

With a view to developing interdisciplinary studies, the University operates through Schools of Studies. Each School is headed by a Director who arranges to plan, supervise, develop and organise its academic programmes and courses in co-ordination with the School staff and the different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels. 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 Health Sciences
- School of Humanities
- School of Law
- School of Management Studies
- School of Sciences
- School of Social Sciences

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

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

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

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

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

Credit System

The University follows the 'Credit System' for most of its programmes. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a six credit course involves 180 hours. All M.Com Programme courses are six credit courses. This helps the student to understand the academic effort one has to put in, in order to successfully complete a course. Completion of an academic programme (Degree, Diploma or Certificate) requires successful clearing of both, the assignments and the term-end examination of each course in a programme.

Student Support Services

To provide effective student support, the university has set up a number of study centres all over the country. These study centres are coordinated by Regional Centres. You have to select one of these study centres taking into consideration your place of work or residence. However, each study centre can handle only a limited number of students, and despite our best efforts, it may not always be possible to allot the study centre of your choice. The particulars regarding the Study Centre to which you are assigned will be communicated to you. The list of study centres is provided separately.

Every Study Centre has a Coordinator to coordinate different activities at the centre, an Assistant Coordinator and other supporting staff appointed on a part-time basis. There are several Academic Counsellors in different subjects to provide counselling and guidance to you in the subjects you have chosen.

Study Centres perform the following major functions:

1. **Counselling:** Face-to-face counselling for the courses will be provided at the Study Centres. Generally, there will be 10 counselling sessions for each course. The detailed programme of the counselling sessions will be prepared by the coordinator of your Study Centre.
2. **Evaluation of Assignments and Conducting of Term-end-Examinations:** Tutor Marked Assignments (TMA) will be evaluated by the Counsellors at the Study Centre. Term-end examinations are also, in most of the cases, conducted at the study centres.
3. **Library:** For each course a set of suggested books will be available in the Study Centre library. You can refer these books during the working hours of the Study Centre.
4. **Information and Advice:** At the Study centre you will get relevant information regarding the courses offered by the university, counselling schedule, examination schedule, etc. You will also get guidance in submitting various forms from time to time.
5. **Interaction with Fellow-Students:** In the Study Centres you get an opportunity to interact with fellow students.
6. **Telecounselling Facility:** Some of the programme study centres are equipped with the teleconference reception facilities. You can participate in telecounselling session at your study centre.

2. MASTER OF COMMERCE (M. COM)

School of Management Studies, the biggest business school in Open Learning System in the world, has developed an innovative programme **Master of Commerce (M.Com) with specialisation in International Business Operations**. The main objective of this programme is to equip the students with necessary conceptual, entrepreneurial and analytical skills required for handling the Business Operations, particularly in International Business. The curriculum focusses on the applied aspects of Business Operations.

The salient features of this programme are as follows:

- Focus on operational areas of Business Activities
- Courses designed and prepared by top notch academia in the field of Commerce
- Students centred multimedia learning materials
- Strong students support services
- Regular Teleconferencing
- Opportunity to interact with the leading experts through the teleconferencing

Programme Structure

In order to be eligible for the award of the Master of Commerce (M.Com) degree, a student has to complete the following 12 courses equivalent to 72 credits (1 credit is equal to 30 study hours) comprising of six core courses and six specialisation courses in International Business Operations.

Sl. No.	Course Code	Title of the Course	Compulsory/Credits Optional
Core Courses (6 credits each)			
1.	MCO-1	Organisation Theory and Behaviour	
2.	MCO-3	Research Methodology and Statistical Analysis	
3.	MCO-4	Business Environment	
4.	MCO-5	Accounting for Managerial Decisions	
5.	MCO-6	Marketing Management	
6.	MCO-7	Financial Management	
Specialisation Courses in International Business Operations (6 credits each)			
7.	IBO-1	International Business Environment	
8.	IBO-2	International Marketing Management	
9.	IBO-3	India's Foreign Trade	
10.	IBO-4	Export Import Procedures and Documentation	
11.	IBO-5	International Marketing Logistics	
12.	IBO-6	International Business Finance	

Post Graduate Diploma in International Business Operations

To ensure flexibility, modular system is introduced with the following two exit points:

- Completion of six specialisation courses (IBO-1 to IBO-6) qualify the student for the award of **PG Diploma in International Business Operations**. This Diploma is a stand alone Diploma and Students can also take direct admission. If such students join M.Com Programme later on, they have to complete the six core courses in order to get the M.Com. degree.
- Completion of six core courses and six specialisation courses qualify the students for the award of **Master of Commerce with specialisation in International Business Operations**.

Eligibility for Admission

Graduates in any discipline or equivalence from a recognised university are eligible for admission to this M.Com Programme.

Medium of Instruction

This programme is offered in English medium. Printed course materials and assignments are sent to the students in English. Audio/Video lessons and counselling are also provided in English. Students are expected to submit the assignments and attempt the term-end examinations in English medium only.

Duration of the Programme

The programme has been designed for a minimum duration of two years. A student once admitted, his registration is valid for five years. Thus, a student can complete this programme within a minimum period of two years or a maximum period of five years. In case of failure to do so, the student will be required to seek re-admission by paying the prescribed programme fee. Re-admission is valid for 2 years from the date of completion of the maximum duration of the programme. Re-admission fee is Rs. 600 per course, which may be changed by the University from time to time.

Admission to 2nd Year

After the 1st year, whether you pass/attempt first year examinations or not, you are eligible to seek admission to 2nd year M.Com by submitting the Course Registration Form as per the schedule notified by the university. Normally, the university sends the Course Registration Form in the month of January, which is to be submitted to the university on or before 31st March along with a fee of Rs. 3600. However, the form

will be accepted upto 30th April with a late fee of Rs. 200.

Even if the university does not send any communication for re-registration in 2nd year M.Com, you are advised to make use of the course registration form printed in this Programme Guide.

Year -Wise Scheme of Courses

	July - December Session	January - June Session
1 st Year - Specialisation Courses	IBO-1, IBO-2, IBO-3	IBO-4, IBO-5, IBO-6
2 nd Year - Core Courses	MCO-1, MCO-3, MCO-4	MCO-5, MCO-6, MCO-7

Fee Structure

Fee for this M.Com. programme (includes examination fee and registration fee) is Rs. 3700 in the first year and Rs. 3600 in the second year of study. **Course fee 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.** Please write your name and address on the back of the Bank Draft to ensure proper credit to your fee account. **Fee once paid is not refundable under any circumstances.**

3. PROGRAMME DELIVERY

The Open University System is more learner-oriented, and the student is an active participant in the teaching and learning process. Most of the instruction is imparted through distance rather than face-to-face teaching. The University follows a multimedia approach for instruction. It comprises of the following components.

Written Material: The Printed material for all the courses is mailed to the students by post. On an average, each course comprises of 4 to 6 blocks. A block which comes in the form of a booklet comprises of 3 to 5 units. These printed materials are prepared by in-house faculty with the help of teams of experts drawn from conventional universities, management institutions and professional managers from all over the country. These materials are again edited by the subject experts, and language experts at IGNOU before they are finally sent to the press for printing. These books are different from normal text books. They are specially developed in self instructional design to facilitate the distance learner.

Audio-Visual 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. Audio and video cassettes are produced in consultation with the course writers, in-house faculty and media experts. These materials are previewed and reviewed by the faculty as well as outside experts and edited or modified wherever necessary.

You can listen to audio tapes and view the video cassettes at the study centres during the counselling sessions. These video programmes are also telecasted on **Gyan Darshan**. Some of the selected stations of All India Radio are also broadcasting the audio programmes. Students can confirm the broadcast dates from their study centres. The information is also provided through the National Newspapers and IGNOU Newsletter sent to students regularly.

Audio/Video tapes are available for a price. Interested students may buy them from **the Director, Electronic Media Production Centre (EMPC), Maidan Garhi, New Delhi-110068.**

Counselling Sessions: Normally counselling sessions are held as per a schedule drawn before hand by the Coordinator of your study centre. They are normally held on weekend, (Saturday and Sunday) of the week. There will be 10 counselling sessions of 2-1/2 hours duration for each course in face to face at your study centre and some additional sessions per course through teleconference mode. The purpose of counselling is to answer some of your questions and clarify your doubts which may not be possible through any other means of communication. It is also intended to provide you an opportunity to meet your fellow students. There are experienced academic counsellors at the study centres to provide counselling and guidance to you in the courses you have

chosen for study. The counselling sessions for each of the courses will be held at suitable intervals throughout the whole academic session. The counselling sessions are not compulsory.

Face-to-face counselling will be provided to you at the study centre assigned to you. You should note that the counselling sessions will be very different from the usual classroom teaching or lectures. Counsellors will not be delivering lectures or speeches. They will try to help you to overcome difficulties (academic as well as personal) which you face while studying. In these sessions, you must look into the subject-based difficulties and any other issues arising out of such difficulties. Besides, the audio and video cassettes will also be played in the counselling sessions.

Before you go to attend the counselling session, please go through your course materials and note down the points to be discussed. Unless you have gone through the Units, there may not be much to discuss. Try to concentrate on the relevant and the most important issues. Also try to understand each other's points of view, without making the session a seminar or a debate. You may also establish personal contact with your fellow participants to get mutual help for academic purposes. Try to get the maximum possible help from your counsellors.

Telecounselling: Telecounselling is a satellite based interactive system capable of carrying one-way video and two-way audio communication. The University is arranging lectures by senior faculty and outside experts in the studio at headquarters and students can watch these programmes LIVE on TV sets arranged at all IGNOU regional centres and selected study centres. After the presentation by the experts, students can ask questions through the phone or fax and the expert will give clarifications and attend to all queries. In fact, it is simulation of class room situation through TV.

The receive sites for these teleconferencing have been set up all over the country for the benefit of the students. All the Regional Centres and selected study centres are the receive sites of IGNOU.

Gyan Darshan Educational Channel: A collaboration between MHRD, Doordarshan, IGNOU and other organisations has resulted in DD Gyan Darshan, the Educational Channel of India. In a significant gesture, EMPC has been identified as the coordinating and transmitting agency. Regular transmission of Educational Programmes from the EMPC studios started on January 10, 2000. The Channel is providing Educational Programme on a variety of subjects for 19 hours a day to enhance the learning process. Steps are being taken to relay the Gyan Darshan Channel through different Cable Operators in the Country for wider outreach.

Gyan Vani: IGNOU has been offered one FM Channel in 40 cities and town for education and development. EMPC will be the nodal agency for implementing the project. EMPC is also studying an experimental proposal for global Gyan Vani.

Interactive Radio-Counselling: Interactive Radio-Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by invited experts. Students can ask questions right from their homes on telephone. These sessions are conducted for an hour on Sundays from 189 radio stations of the country.

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

- | | | |
|---|--|--|
| (i) About Admission, Fee receipt, Re-registration, Re-admission, Change of Study Centre, Bonafide Certificate, Counselling, Evaluation of Assignments. | : Regional Director of your region | |
| (ii) Non-receipt of study material and assignments. | : Registrar, MPDD
Indira Gandhi
National Open University
Maidan Garhi, New Delhi-110 068
e-mail: mpdd@ignou.ac.in | Ph.: 29538426 |
| (iii) About Examination Centre, Exam result, Grade card, Change of electives, Re-checking, issuance of Diploma and change of address etc. | : Registrar (SR & E)
Indira Gandhi
National Open University
Maidan Garhi, New Delhi-110 068
e-mail: sred@ignou.ac.in | Ph.: 29538427,
29536743,
Fax: 29538429 |

- (iv) **For Migration Certificate** : Regional Director
alongwith the following documents :
(i) Application Form (can be obtained
from Regional Centres and H.Q.)
(ii) Photocopy of Grade card and Provisional certificate
(iii) A fee of Rs. 100/- in the form of Demand Draft
drawn in favour of IGNOU payable at the city where
your Regional Centre is located.
- (v) **For Change of Region** : The Regional Director concerned with copy to :
Director (SR & E) Indira Gandhi National Open University
Maidan Garhi, New Delhi- 110068.
- (vi) **Subject Related Queries** : Prof. N.V. Narasimhan (*M.Com Coordinator*)
Dr. Nawal Kishore (*PGDIBO Coordinator*)
School of Management Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi - 110068.
Ph: 29532073
e-mail: soms@ignou.ac.in

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

4. EVALUATION SYSTEM

The evaluation system consists of two components: 1) continuous evaluation through assignments, and 2) term-end examination. In the final result, assignments (continuous evaluation) carry 30% weightage, while term-end examination carries 70% weightage.

The following is the scheme of evaluation and awarding divisions:

I Division	—	60% and above
II Division	—	50% to 59.9%
Pass	—	40% to 49.9%
Unsuccessful	—	Below 40%

You are required to score at least 40% marks in both continuous evaluation (assignments) as well as the term-end examination. The score of continuous evaluation and term-end examination are not complementary to each other for qualifying a course.

Continuous Evaluation through Assignments

Continuous evaluation in the form of periodic assignments carries 30% weightage in the final result. You must note that the submission of assignments is compulsory. There will be three assignments per course. All these assignments will be Tutor Marked Assignments. You are required to write answers for all assignments. These assignments are to be submitted at your study centres.

The marks that you get in your assignments will be counted in your final result. Therefore, you are advised to take your assignments seriously.

You have to complete the assignments and submit them within the due dates specified in the assignments booklet. You will not be allowed to appear for the term-end examination for a course if you do not submit the specified number of assignments in time for that course. If you appear in term-end examination, without submitting the assignments, the result of term-end examination would be liable to be withheld.

The main purpose of assignments is to test your comprehension of the learning material you receive from us and also to help you get through the courses by providing feed-back to you. The information given in the printed course material should be sufficient for answering the assignments. Please do not worry about the non-availability of extra reading material for working on the assignments. However, if you have easy access to other books, you may make use of them. But the assignments are designed in such a way as to help you concentrate mainly on the printed course material and exploit your personal experience.

The assignment responses should be complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete answer sheets bring you poor grades.

The University/Co-ordinator of the Study Centre has the right to reject the assignments received after the due date. You are, therefore, advised to submit the assignments before the due date. For your own record, retain a copy of all the assignment responses which you submit to the Coordinator of your Study Centre. If you do not get back your duly evaluated tutor marked assignment along with a copy of assessment sheet containing comments on your assignment by the evaluator within a month after submission, please try to get it from your study centre personally. 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.

In case you are unable to submit the assignments or unable to score minimum 40% marks you have to wait for the assignments meant for the next batch of students and submit them. The request for the new assignments may be addressed to the Assistant Registrar, Material Production and Distribution Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi - 110 068 in the month of **November/December** in the prescribed form printed in this programme guide. You may also download the assignments from IGNOU website www.ignou.ac.in

Once you get the pass marks in an assignment, you cannot resubmit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any. 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 and Evaluation Division at the Headquarters.

In case you find that the score indicated in the assessment sheet of your tutor marked assignment has not been correctly reflected, or is not reflected at all in your grade card, you are advised to contact the coordinator of your study centre with a request to forward correct award list to the evaluation division, at the Headquarters. Score communicated by the study centre through any mode other than the award list will not be acceptable to the university for taking your score of assignments on your record. The score of your tutor marked assignments received at the Headquarters till last day of your term-end examination is taken on your result record of that examination. The score received thereafter is taken on your result record of next term-end examination.

Do not enclose or express doubts for clarification, if any, along with the assignment. Send your doubts in a separate cover to the Director (SR&E), IGNOU, New Delhi - 110 068. When doing so, give your complete enrolment no, name, address, title of the course, the number of the unit, assignment code, etc., on the top of your letter.

Specific Instructions for Tutor Marked Assignments

- Write the responses in your hand. Do not print or type the answers.
- Write your Enrolment Number, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.
- 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 for each assignment should be like this:

Programme Title..... Enrolment No.....
Name..... Address.....
Course Code.....

Assignment Code..... Signature.....

Study Centre..... Date.....

- Read the assignment carefully and follow the specific instructions, if any, given in the assignment itself.
- Go through the units on which assignments are based. Make some points regarding the question, 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 note wherever necessary.
- Use only foolscap 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 atleast 4 lines in between each answer. This may facilitate the evaluator to write useful comments on the margin at appropriate places.
- Do not reproduce your answers from the units sent to you by the University. If you reproduce from units, you will get poor marks for the respective question.
- Do not copy from the response sheets of other student. If copying is noticed, the assignments of such student will be rejected.
- Write each assignment separately. All the assignments should not be written in continuity.
- Write the question number with each answer.
- The completed assignment should be sent to the Coordinator of the Study Centre allotted to you. Under any circumstances do not send the tutor marked response sheets to the Student Registration and Evaluation Division at Headquarters for evaluation.
- After submitting the assignment at the Study Centre get the acknowledgement card from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.
- In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments only to the original Study Centre until the change of Study Centre is effected by the University.
- If you find that there is any factual error in evaluation of your assignments e.g. any portion of assignment response has not been evaluated or total of score recorded on assignment response is incorrect, you should approach the coordinator of your study centre for correction and transmission of correct score to Headquarters.

Term-end Examinations

As stated earlier, term-end examination is the major component of the evaluation system and it carries 70% weightage in the final result. The University conducts term-end examination twice a year i.e., in June and December. You can take the examination after completion of the course. Whenever you are repeating examination you can appear either in June & December. In case you fail to get a pass score in the Term-end Examination, you will be eligible to reappear at the next Term-end Examination for that course as and when it is held, within the total span of the programme.

Eligibility for 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 registration fee for that year.
- 2) You should have opted and pursued the prescribed course.
- 3) You should complete the submission of assignments for the respective course.
- 4) You should submit the examination form in time (which is explained later).

Examination Date Sheet: Examination date sheets (Schedule which indicates the date and time of examination for each course) are sent to all the Study Centres approximately 5 months in advance. The same is also notified through IGNOU News Letter from time to time. Thus, normally, the date sheet for June examinations is sent in the month of January/February and for December examination in the month of July/ August. You are advised to see whether there is any clash in the examination dates of the courses you wish i.e. examination of any two courses you wish to take are scheduled on the same day at the same time. If there is any clash, you are advised to choose one of them in that examination and the other course in the next examination (i.e., June or December as the case may be).

Examination Form: 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 Centres/Regional Centres/Student Registration and Evaluation Division at Headquarters. A copy is also printed here in this Programme Guide. 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. You need not pay any separate fee for the examinations.

The filled in examination form is to be submitted to the Assistant Registrar (Examination II), Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068. The last date for submission of examination forms are 1st February to 31st March for the examination to be held in June, and 1st August to 30th September for examinations to be held in December. The last dates for receipt of examination forms after the due date with a late fee are as under:

For June TEE	For December TEE	Late Fee
1 February to 31 st March	1 August to 30 September	No Late fee
1 April to 20 April	1 October to 20 October	Rs. 100
21 April to 15 May*	21 October to 15 November*	Rs. 500
16 May to 23 May*	16 November to 28 November*	Rs. 1000

* During these dates, submit the exam form with the requisite fee to the concerned Regional Centre for outside Delhi. For Delhi Region, submit to the Registrar, SR & E, New Delhi. Examination for these students will be conducted at the respective Regional Centre City only.

Please write your correct enrolment number, programme code and name at the back of the Demand Draft/IPO drawn in favour of IGNOU, New Delhi for appropriate amount of late fee and properly tag it with your examination form to avoid its misplacement. The examination form received after due dates or without late fee, wherever applicable, shall be rejected.

Admit Card: After receiving the examination forms from you, the University will send admit card to you before the commencement of examination. If you do not receive the admit card 15 days before the commencement of examinations, you may contact your Study Centre or Regional Centre or Student Registration and Evaluation Division at the Headquarters. If your name is registered for examinations in the list sent to the Study Centre, even if you have not received admit card or misplaced it, you can take the examination by showing your Identity Card (Student Card) to the examination centre superintendent.

Every student must bring identity card for appearing in term end examination along with the admit card.

Examination Centre: Your Study Centre is normally your examination center. The University at its discretion may allot you any examination centre other than your study centre. Change of examination centre is not generally permitted. In exceptional cases change of centre may be considered. For this students should apply one month in advance to Director, SR&E at IGNOU.

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

Declaration of 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 form without necessarily waiting for the result and get it cancelled at a later date if so required.

No student is allowed to reappear in an examination or submitting assignments for improving the marks/grade after successfully passing it.

Study Centre is the contact point for you. The University cannot send communication 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, submission of examination forms, date-sheet, list of students admitted to a particular examination, declaration of result, etc.

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

Re-Checking of Result: In IGNOU there is no provision for re-evaluation of term-end examination scripts or assignments. Re-checking is done with reference to the grade/marks given in the Answer book and Award list. The request should be made on the prescribed form along with a draft of Rs. 100/- per course drawn in favour of IGNOU, New Delhi. If there is any mistake on the part of the university, re-checking fee at the rate of Rs. 100/- paid by the candidate will be refunded. Application form for this purpose will be entertained within a period of 2 months of the declaration of result. Requests received after due date will not be entertained. Prescribed form for the purpose is given in this Programme guide.

5. OTHER USEFUL INFORMATION

IGNOU Newsletter

The University publishes newsletter two times in a year in English as well as in Hindi. It is mailed to the students free of cost. All the important information relevant to the students is published in the newsletter.

Reservation of Seats

The University provides reservation of seats for scheduled castes, scheduled tribes, other backward classes, wards of defence personnel who lost their lives or were seriously injured and physically handicapped students as per the Government of India rules.

Scholarships and Reimbursement of Fees

Reserve categories viz., scheduled caste/scheduled tribe, other backward classes and physically handicapped students, have to pay the fees at the time of admission to the University along with other students.

For reimbursement of programme fees SC/ST students have to submit their required forms to the Directorate of the Social Welfare or Office of the Social Welfare Officer of the respective State Government through the concerned Regional Director of IGNOU.

Physically Handicapped students admitted to IGNOU are eligible for Government of India scholarships. They are advised to collect the 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.

Provisional Certificate

On request from the student a provisional certificate will be issued on completion of 36 credits courses prescribed in the Ist year. For provisional certificate you have to write to the Director, SR & E Division, IGNOU, New Delhi-110068, in prescribed form as contained in this Programme Guide.

Change or Correction of Address

There is a printed card for the change/correction of address. This card is normally sent to you along with the study material a copy of the same is given in this programme guide. In case there is any correction or change in your address, you are directed to make use of that printed card addressed to Director, SR&E, IGNOU, Maidan Garhi, New Delhi-110068. You are advised not to write letter to any other officer in the University in this regard. Normally, it takes four to six weeks to effect the change. Therefore, you are advised to make own arrangements to redirect the mail to the changed address during this period.

Change of Study Centre

The candidates are required to opt only such study centres which are activated for the programme. As far as possible the university will allot the study centre opted by the candidate. However, the university may change the study centre at its convenience without concurrence of the student at any time.

For the purpose of change of Study Centre you have to send request to the Director of your Regional Centre. A copy of the same may be sent to Student Registration and Evaluation Division at the headquarters.

Counselling facilities for a programme may not be available at all the Centres. As such you are advised to make sure that counselling facilities are available for the programme you have chosen, at the new Centre opted for. As far as possible the request for change of Study Centre is considered favourably. However, the allotment of new Study Centre is subject to availability of seats for the programme at the new Centre asked for.

Change of Regional Centre

When you want transfer from one Region to another Region, you have to write to that effect to the Regional Centre from where you seek a transfer marking copies to the Regional Centre where you would like to be transferred to and also to Director (SR&E), New Delhi. Further, you have to obtain a certificate from the Coordinator of the Study Centre from where you are seeking transfer regarding the number of assignments submitted. The Regional Director from where you are seeking the transfer will transfer all records to the Regional Centre where you seek transfer under intimation to you and Director (SR&E). The records are normally sent by Registered Post to guard against loss in the postal transit.

Issue of Duplicate Grade Card/Mark sheet

A duplicate Grade Card is issued after a request is made on the prescribed form along with a draft of Rs. 25/- to be paid in favour of IGNOU, New Delhi. The form for the purpose is given in this Programme Guide.

Re-admission

If you are not able to complete the programme in a maximum of 5 years, University has made a special provision for re-admission. You have to fill and submit a suitable form as per instructions.

Simultaneous Registration

A student is permitted to register for only one programme in the given academic session. You are, therefore, advised to seek admission to only one programme in the given academic session. Violation of this rule attracts cancellation of admission to all programmes and forfeiture of the programme fees.

Refund of Fees

Fee once paid will not be refunded under any circumstances programme fee may however be refunded if admission is not offered by IGNOU for any reason.

Migration Certificate

For Migration Certificate, requisition may be sent to the Regional Director alongwith the following documents:

- 1) Application (can be obtained from the Head Office or photocopy of the one given in programme guide could be used.)
- 2) Attested copy of the marksheet.
- 3) Fee of Rs. 100/- in the form of demand draft drawn in favour of IGNOU payable at the city where Regional Centre is located.

Samples of various forms currently used in the University are provided in this Programme Guide. Whenever you need any of these please take a photocopy, fill it and send it to us.

Disputes on Admission and other University Matters

The place of jurisdiction for filling of a Suit, if necessary, will be only at New Delhi/Delhi.

6. COMMERCE FACULTY AND STAFF

Director, School of Management Studies

Prof. N.V. Narasimham
M.Com.; Ph.D.
Marketing, Price Analysis, International Marketing

Professor

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

Readers

Dr. (Mrs.) Madhu Tyagi
M.Com., Ph.D.
Finance

Dr. Syed Vazith Hussain (On leave)
M.Com., M.Phil., Ph.D.
Accounting and Small Scale Industries

Dr. M. Senam Raju
M.Com., M.Phil., Ph.D.
Rural Marketing and Banking

Lecturers

Dr. Subodh Kesarwani
MBA, M.Com., D.Phil
Information Technology & Operations

Dr. Rashmi Bansal
M.Com., M.Phil., Ph.D.
Business Organisation

Dr. Madhulika
M.Com., LL.B., Ph.D.,
Taxation and Business Law

Dr. Sunil Kumar Gupta
MBA., M.Com., M.Phil., Ph.D.,
Accounting and Finance

Printing and Production Staff

Mr. T. R. Manoj, *Section Officer (Publication)*
Mrs. Sumathy Nair, *Proof Reader*

Administrative/Secretarial Staff

Mr. M.P.S. Puri, *Assistant Registrar*
Ms. Sadhna Malhotra, *SPA*
Mr. Rakesh Miglani, *DEO (C)*
Mr. Ujjal Poddar, *DEO (C)*
Ms Parveen Kapoor, *Stenographer*

7. COURSE OUTLINES

MCO-01 : ORGANISATION THEORY AND BEHAVIOUR

Block No.	Unit Nos.	Unit Title
1		ORGANISATION THEORY
	1	Introduction to Organisation
	2	Organisation Theory
	3	Organisation Structure and Effectiveness
2		ORGANISATIONAL BEHAVIOUR AND INDIVIDUAL PERSPECTIVE-I
	4	Overview of OB
	5	Individual Behaviour and Learning
	6	Perception
	7	Attitudes and Values
3		ORGANISATIONAL BEHAVIOUR AND INDIVIDUAL PERSPECTIVE-II
	8	Personality and Emotions
	9	Stress Management
	10	Motivation
	11	Job Design and Job Satisfaction
4		GROUP BEHAVIOUR
	12	Group Formation and Structure
	13	Communication
	14	Conflict Management
	15	Team Building and Leadership
	16	Power and Politics
5		ORGANISATIONAL CULTURE AND DEVELOPMENT
	17	Organisational Culture and Climate
	18	Organisational Change
	19	Organisational Development
	20	Emerging Trends in OB

MCO-03 : RESEARCH METHODOLOGY AND STATISTICAL ANALYSIS

Block No.	Unit Nos.	Unit Title
1		RESEARCH AND DATA COLLECTION
	1	Introduction to Business Research
	2	Research Plan
	3	Collection of Data
	4	Sampling
	5	Measurement and Scaling Techniques
2		PROCESSING AND PRESENTATION OF DATA
	6	Processing of Data
	7	Diagrammatic and Graphic Presentation
	8	Statistical Derivatives and Measures of Central Tendency
	9	Measures of Variation and Skewness
3		RELATIONAL AND TREND ANALYSIS
	10	Correlation and Simple Regression
	11	Time Series Analysis
	12	Index Numbers
4		PROBABILITY AND HYPOTHESIS TESTING
	13	Probability and Probability Rules
	14	Probability Distributions
	15	Tests of Hypothesis-I
	16	Tests of Hypothesis-II
	17	Chi-Square Test
5		INTERPRETATION AND REPORTING
	18	Interpretation of Statistical Data
	19	Report Writing

MCO-04 : BUSINESS ENVIRONMENT

Block No.	Unit Nos.	Unit Title
1		SOCIO-POLITICAL ENVIRONMENT
	1	Dimensions of Business Environment
	2	Socio-Cultural Environment
	3	Social Responsibilities of Business
	4	Political Environment
2		LEGAL ENVIRONMENT
	5	Regulatory Policies and Framework
	6	Corporate Laws-I
	7	Corporate Laws-II
	8	Labour Legislation
3		REGULATIONS OF FINANCIAL MARKETS
	9	Financial Markets
	10	Capital Market
	11	Regulation of Capital Market
	12	Investors' Protection and Corporate Governance
4		ECONOMIC ENVIRONMENT
	13	Structure of Indian Economy
	14	Economic Planning
	15	Economic Policies
	16	Small Scale Industries
	17	Economic Reforms
5		INTERNATIONAL AND TECHNOLOGICAL ENVIRONMENT
	18	Balance of Payment and Exim Policy
	19	Globalisation and WTO
	20	Foreign Investment and Collaborations
	21	Technological Environment

MCO-05 : ACCOUNTING FOR MANAGERIAL DECISIONS

Block No.	Unit Nos.	Unit Title
1		FUNDAMENTALS OF ACCOUNTING
	1	Accounting : An Overview
	2	Basic Cost Concepts
	3	Financial Statements
	4	Understanding Financial Statements
2		ANALYSIS OF FINANCIAL STATEMENTS
	5	Techniques of Financial Analysis
	6	Statements of Changes in Financial Position
	7	Cash Flow Analysis
3		BUDGETING AND BUDGETARY CONTROL
	8	Basic Concepts of Budgeting
	9	Preparation and Review of Budgets
	10	Approaches to Budgeting
4		STANDARD COSTING
	11	Basic Concepts of Standard Costing
	12.	Variance Analysis I
	13	Variance Analysis II
	14	Responsibility Accounting
5		COST VOLUME PROFIT ANALYSIS
	15	Marginal Costing
	16	Break Even Analysis
	17	Relevant Costs for Design Making
	18	Reporting to Managment
	19	Recent Developments in Accounting

MCO-06 : MARKETING MANAGEMENT

Block No.	Unit Nos.	Unit Title
1		NATURE AND SCOPE OF MARKETING
	1	Introduction to Marketing
	2	Marketing Environment
	3	Marketing Information and Research
2		UNDERSTANDING CONSUMERS AND SELECTING TARGET MARKETS
	4	Buyer Behaviour
	5	Markets and Market Segmentation
	6	Market Targeting and Positioning
3		PRODUCT DECISIONS
	7	Product Concepts and Classification
	8	Product Development and Product Life Cycle
	9	Branding, Packaging and Servicing
4		PRICING DECISIONS
	10	Objectives and Methods of Pricing
	11	Prie Adjustment Strategies
	12	Regulation of Prices
5		DISTRIBUTION DECISIONS
	13	Distribution Channels
	14	Marketing Intermediaries
	15	Distribution Logistics
6		PROMOTION DECISIONS AND EMERGING ISSUES
	16	Marketing Communication
	17	Personal Selling and Sales Promotion
	18	Advertising and Publicity
	19	Emerging Issues in Marketing

MCO-07 : FINANCIAL MANAGEMENT

Block No.	Unit Nos.	Unit Title
1		FOUNDATIONS OF FINANCE
	1	Financial Management : An Overview
	2	Time Value of Money
	3	Valuation of Securities
	4	Risk and Return
2		INVESTMENT DECISIONS
	5	Cost of Capital
	6	Capital Budgeting-I
	7	Capital Budgeting-II
3		LONG TERM FINANCING
	8	Sources of Long Term Finance
	9	Capital Market
	10	Lease Financing
	11	Project Financing
	12	International Business Finance
4		FINANCING AND DIVIDEND DECISIONS
	13	Leverages
	14	Capital Structure Decision
	15	Dividend Policy Decision
5		MANAGEMENT OF WORKING CAPITAL
	16	Working Capital
	17	Cash Management
	18	Inventory Management
	19	Receivables Management

IBO-1: INTERNATIONAL BUSINESS ENVIRONMENT

Block No.	Unit Nos.	Unit Title
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1	CONCEPTS AND DIMENSIONS	
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Unit-1	Introduction to International Business Environment
Unit-2	Theories of International Trade
Unit-3	Balance of Payments
Unit-4	Instruments of Trade Policy

2	GLOBALIZATION: PROCESS AND FORCES	
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Unit-5	Globalization : An Overview
Unit-6	International Investment
Unit-7	Transnational Corporations
Unit-8	Technology Transfer

3	WORLD TRADING SYSTEM AND INSTITUTIONS	
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Unit-9	World Trade
Unit-10	Multilateral Trading System
Unit-11	Regional Economic Groupings
Unit-12	International Commodity Agreement
Unit-13	Multilateral Financial Institutions

4	LEGAL ENVIRONMENT	
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Unit-14	Legal Framework of Foreign Trade
Unit-15	The Proper Law of the Contract or the <i>Lex Causae</i>
Unit-16	Settlement of International Trade Disputes

5	CONTEMPORARY DEVELOPMENTS AND ISSUES	
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Unit-17	International Trade and Environment
Unit-18	International Trade in Services
Unit-19	International Business Ethics
Unit-20	Electronic Commerce

Audio : 1) World Trade, 2) Regional Economic Groupings, 3) Settlement of International Business Disputes

IBO-2 : INTERNATIONAL MARKETING MANAGEMENT

Block No.	Unit Nos.	Unit Title
1		INTRODUCTION TO INTERNATIONAL MARKETING
	Unit-1	International Marketing : Basic Concepts
	Unit-2	International Marketing Orientation and Involvement
	Unit-3	Analysing International Marketing Environment
2		FOREIGN MARKET SELECTION
	Unit-4	International Market Segmentation
	Unit-5	International Market Selection
	Unit-6	International Marketing Entry Decisions
3		INTERNATIONAL PRODUCT AND PRICING DECISIONS
	Unit-7	International Product Planning
	Unit-8	International Branding, Packaging and other Decisions
	Unit-9	International Pricing
4		INTERNATIONAL DISTRIBUTION AND PROMOTION
	Unit-10	International Distribution
	Unit-11	International Marketing Communication
	Unit-12	International Advertising
	Unit-13	Personal Selling, Publicity and Sales Promotion
5		MANAGING INTERNATIONAL MARKETING OPERATIONS
	Unit-14	IM Planning, Organising and Control
	Unit-15	International Marketing of Services
	Unit-16	Emerging Trends and Issues in International Marketing
6		INTERNATIONAL MARKETING RESEARCH
	Unit-17	Introduction to International Marketing Research
	Unit-18	Data Collection
	Unit-19	Data Analysis

Audio : 1) Trends in India's Foreign Trade

IBO-3 : INDIA'S FOREIGN TRADE

Block No.	Unit Nos.	Unit Title
1	FOREIGN TRADE : AN OVERVIEW	
	Unit-1	India's Foreign Trade
	Unit-2	India's Balance of Payments
	Unit-3	India and World Trade
2	INSTITUTIONAL FRAMEWORK AND POLICIES	
	Unit-4	Export Promotion In India
	Unit-5	Trade Policy
	Unit-6	Industrial and Investment Policy
	Unit-7	Export Processing Zones, Export Oriented Units and Export Houses
3	TRADE PROSPECTS WITH SELECT PRODUCTS-I	
	Unit-8	Agricultural Products (Including Marine Products)
	Unit-9	Textiles and Garments
	Unit-10	Gems and Jewellery & Handicrafts
	Unit-11	Leather Products
4	TRADE PROSPECTS WITH SELECT PRODUCTS-II	
	Unit-12	Electronics Commodities
	Unit-13	Engineering Goods
	Unit-14	Chemical Goods
	Unit-15	Services
5	TRADE PROSPECTS OF SELECT MARKETS	
	Unit-16	United States of America
	Unit-17	European Union and CIS Countries
	Unit-18	Japan
	Unit-19	ASEAN and SAARC
	Unit-20	West Asia

Audio : 1) Export Documents, 2) Terms of Payment

IBO-4 : EXPORT IMPORT PROCEDURES AND DOCUMENTATION

Block No.	Unit Nos.	Unit Title
1		EXPORT IMPORT DOCUMENTATION & POLICIES
	Unit-1	Export Import Trade : Regulatory Framework
	Unit-2	Export Sales Contract
	Unit-3	Export Import Documents : An Overview
	Unit-4	Electronic Data Interchange System
	Unit-5	Processing of An Export Order
2		TERMS OF PAYMENT AND FINANCING PRACTICES
	Unit-6	Terms of Payment
	Unit-7	Exchange Control Regulations and Facilities Concerning Export
	Unit-8	Export Finance
	Unit-9	Export Credit Insurance
	Unit-10	Import Finance
3		EXPORT IMPORT TRADE OPERATIONS
	Unit-11	Preparing for Shipment
	Unit-12	Shipment of Export Cargo
	Unit-13	Cargo Insurance
	Unit-14	Customs Clearance of Import Cargo
4		EXPORT ASSISTANCE AND SUPPORT MEASURES
	Unit-15	Institutional Set-Up for Export Promotion in India
	Unit-16	Export Assistance in India
	Unit-17	Procedure for Claiming Export Assistance

IBO-5 : INTERNATIONAL MARKETING LOGISTICS

Block No.	Unit Nos.	Unit Title
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1	INTERNATIONAL MARKETING LOGISTICS SYSTEM
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Unit-1	Introduction to Marketing Logistics System
Unit-2	International Marketing Strategies and Logistics
Unit-3	Inland Transport in Overseas Trade Logistics
Unit-4	Warehousing
Unit-5	Inventory Management and Order Handling

2	INTERNATIONAL TRANSPORT SYSTEM
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Unit-6	Air Transport
Unit-7	Ocean Transport
Unit-8	Multi-Modalisation
Unit-9	World Seaborne Trade and World Shipping
Unit-10	Indian Shipping

3	INTERNATIONAL FREIGHTING PRACTICES
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Unit-11	Liner Freighting Practices
Unit-12	Tramp Chartering Practices
Unit-13	Legal Aspects of Carriage of Goods

4	PORT SYSTEMS AND INSTITUTIONAL ARRANGEMENT
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Unit-14	Port Systems
Unit-15	Maritime Frauds and Unethical Practices
Unit-16	Institutional Arrangements for Resolving Shippers' Problems

IBO-6 : INTERNATIONAL BUSINESS FINANCE

Block No.	Unit Nos.	Unit Title
1		INTERNATIONAL FINANCIAL SYSTEM
	Unit-1	International Monetary Agreements and Institutions
	Unit-2	International Financial Markets
	Unit-3	International Banking
	Unit-4	International Transactions and Balance of Payments
2		FOREIGN EXCHANGE RISK MANAGEMENT
	Unit-5	Foreign Exchange Markets
	Unit-6	Determination and Forecasting of Exchange Rates
	Unit-7	Currency Risk Management
	Unit-8	Measuring and Managing Transaction Exposure
	Unit-9	Measuring and Managing Translation and Economic Exposure
3		INVESTING IN FOREIGN OPERATIONS
	Unit-10	Corporate Strategy and Foreign Direct Investments
	Unit-11	International Project Appraisal
	Unit-12	Cost of Capital for Foreign Investments
	Unit-13	Political Risk and Tax Aspects
4		FINANCING INTERNATIONAL OPERATIONS
	Unit-14	Designing Global Capital Structure
	Unit-15	International Cash Management
	Unit-16	Foreign Trade Financing
	Unit-17	Project Export Financing
Audio : 1) Forex Regulation in India, 2) Globalisation and new financing choices for international firms		

8. SOME FORMS FOR YOUR USE

In this section we are enclosing the sample of some forms which are useful to you. Whenever you have to correspond with the University, please get the photocopy of the relevant form, fill it carefully and send as per instructions therein. The detailed instructions for all these forms are provided in this programme guide in different sections. The following forms are enclosed:

- 1) Course Registration form for M.Com 2nd Year.
- 2) Assignment Remittance-Cum-Acknowledgement Form
- 3) Non-Receipt of Study Material/Assignment
- 4) Requisition for Fresh Set of Assignments
- 5) Term-End Examination Form
- 6) Application Form for Re-Checking of Result of Term-End Examination
- 7) Application Form for Obtaining Duplicate Grade Card/Mark-Sheet
- 8) Application Form for Issue of Migration Certificate
- 9) Application Form for Issue of Provisional Certificate
- 10) Application Form for Change/Correction of Address/Study Centre
- 11) Application Form for Re-Admission form



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
COURSE REGISTRATION FORM FOR M.COM. II YEAR JULY

Enrolment No.

Regional Centre Code

Study Centre Code

Dates for
Submission
1st February to
31st March
with a late fee
of Rs. 200/ upto
20th April

1. Name of Student (in Capital letters) _____

2. Complte Address : _____

Details of fee paid : Draft is to be made in the name of IGNOU payable at this city of the Regional Centre

a Name of the Bank _____ Place _____

b Bank Draf No. _____ Dated _____

c Amount Rs. 3600/- (Rupees three thousand six hundred only)

If you have already paid the fee by way of Challan at the designated Bank Branch, attach Challan, in original

I hereby register for all the six compulsory courses for IInd Year M.Com commence July

Note : 1) A student is eligible for appearing in June TEE for all the six compulsory courses. Examination form should be submitted as per schedule printed in the programme guide

2) Please keep a photocopy of this form for your record.

Date: _____ Signature of Student _____

Send this filled-in form along with fee to

**The Regional Director,
IGNOU Regional Centre**

Annexure - 1
(to RR Form of M.Com - II Year)

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

1. Name of Student : _____

2. Enrol No. :

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

3. Programme Code :

--	--	--	--	--

4. Category : (Cross (X) the appropraite Box Only)

General

SC

ST

OBC

5. Whether Kashmiri Migrant (Cross (X) if applicable)

6. Whether Physically handicapped : (Cross (X) if applicable)

7. Whehter minority Cross (X) if appropriate Box Only

8. Social Status : (Cross (X) the appropriate Box only)

Ex-service man

War-widow

Not Applicable

9. Employment Statues : (Cross (X) the appropriate Box only)

Unemployed

Employed

IGNOU Employee

KVS Employee

10. Religion : Cross (X) the appropraite Box only

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Hindu

Muslim

Christian

Sikh

Jain

Buddhist

Parsi

Jews

Others
(Please specify)
_____)

11. Details of Scholarship being received, if any.

(a) Amount (annually)

Rs.

(b) Gov. Deptt.

(c) Family income (yearly)

Rs.

Enrolment No. :		Programme : M.Com.
Name: _____		
Course Code: _____		Medium : English
Sl. No.	Assignment No.	For Office Use Only
_____	_____	Sl. No. : _____
_____	_____	Date of Receipt : _____
_____	_____	Name of Evaluator : _____
_____	_____	Date of despatch to the Evaluator : _____

INDIRA GANDHI NATIONAL OPEN UNIVERSITY ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM					
Enrolment No. :					
Programme : M. Com.					
Name : _____					
Course Code : _____					
Medium : English					
Sl. No. Assignment No.					

Signature of the Student _____					
Date : _____					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">FOR OFFICE USE ONLY</th> </tr> <tr> <td>Sl. No. : _____</td> </tr> <tr> <td>Signature of the receiver _____</td> </tr> <tr> <td>Date : _____</td> </tr> </table>		FOR OFFICE USE ONLY	Sl. No. : _____	Signature of the receiver _____	Date : _____
FOR OFFICE USE ONLY					
Sl. No. : _____					
Signature of the receiver _____					
Date : _____					
Seal					

Notes: 1. Submit this form to the coordinator of your study centre alongwith the assignment.

2. When you submit the assignment by post, enclose a self-addressed stamped envelop along with this.

Sig. of dealing Accountant _____ Date of receipt from _____

Date: _____ Evaluator: _____

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

SUBJECT : NON-RECEIPT OF STUDY MATERIAL / ASSIGNMENT

Enrolment No.

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

Programme

--

Medium of Study

--

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

Sl.No.	Course Code	Blocks	Assignments

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

Name and Address _____

Signature : _____

Date : _____

For Office Use

Date of despatch of study material/assignments to students _____

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



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
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 :

Deputy Registrar (MPDD)

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi – 110 068

For Official Use Only:

Date of Despatch of Assignments to the Student

(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.



Examination Form परीक्षा फार्म

Dates for submission of Exam Forms	
For June TEE	Late Fee
1 Feb to 31 March	No Late Fee
1 April to 20 April	Rs. 100/-
21 April to 15 May*	Rs. 500/-
16 May to 28 May*	Rs. 1000/-
For June TEE	Late Fee
1 Aug to 30 Sept.	No Late Fee
1 Oct. to 20 Oct.	Rs. 100/-
21 Oct. to 15 Nov.*	Rs. 500/-
16 Nov. to 28 Nov.*	Rs. 1000/-

परीक्षा फार्म जमा करने के लिए तारीख	
जून सत्रांत परीक्षा	विलम्ब शुल्क
1 फरवरी से 31 मार्च	बिना विलम्ब शुल्क
1 अप्रैल से 20 अप्रैल	Rs. 100/-
21 अप्रैल से 15 मई*	Rs. 500/-
16 मई से 28 मई*	Rs. 1000/-
दिसम्बर सत्रांत परीक्षा	विलम्ब शुल्क
1 अगस्त से 30 सितम्बर	बिना विलम्ब शुल्क

*During these dates, submit the Exam Form with Requisite fee to concerned Regional Centre (for outside Delhi) for Delhi, submit to the Registrar (SR&E). *Exam for these students will be conducted at Regional Centre city only.

इन तिथियों के दौरान, परीक्षा फार्म आवश्यक शुल्क के साथ संबंधित क्षेत्रीय निदेशक (दिल्ली से बाहर के लिए) को भेजें। दिल्ली के लिए कुलसचिव, (वि.पं. व मू.) को भेजें। इन विद्यार्थियों की परीक्षा केवल क्षेत्रीय केंद्र शहर में आयोजित होगी।

Demand Draft/IPO for late fee is payable to IGNOU, New Delhi

विलम्ब शुल्क ई.गॉ.रा.मु.वि. के नाम डिमांड ड्राफ्ट/पोस्टल आर्डर द्वारा देय है।

Draft/IPO No.	Date
ड्राफ्ट/पोस्टल आर्डर नं.	दिनांक

Amount	Bank/PO
रकम	बैंक/डाकघर

Please write your Enrolment Number and programme on the reverse side of Draft/PO

विद्यार्थी ड्राफ्ट/पोस्टल आर्डर के पीछे अपना नाम, अनुक्रमांक, पाठ्यक्रम कोड लिखना न भूलें।

Complete Address for Correspondence

पत्राचार के लिए पूरा पता

Name/नाम

.....
.....
.....

PIN

Please submit the exam form upto 20 April/20 Oct. to the address mentioned below and where also preferably by Read, Post/Speed Post.
Indira Gandhi National Open University

कृपया परीक्षा फार्म की 20 अप्रैल (20 अप्रैल तक) (हो सके तो पंजीकृत/स्पीड पोस्ट द्वारा) इस पते पर भेजें अन्यथा कुलसचिव (वि.पं. व मू.)

इंदिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय

मैदान गढ़ी, नई दिल्ली-110068

Please read the instruction overleaf before filling up the form / कृपया फार्म भरने से पहले अगले पृष्ठ पर दिए गए निर्देशों को पढ़िए।

INDIRA GANDHI NATIONAL OPEN UNIVERSITY, NEW DELHI-110068

इंदिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय, नई दिल्ली-110068

सत्रांत परीक्षा जून/दिसम्बर **200** Term-End Exam June/December **200**

Programme Code

अध्ययन कार्यक्रम कोड

Control No

(for office use only)

Enrolment Number

अनुक्रमांक संख्या

Exam. Centre Code from where, you wish to appear

परीक्षा केंद्र कोड जहां से आप परीक्षा देना चाहते हैं।

(Examination Form without Exam. Centre Code will be returned)

(बिना परीक्षा केंद्र कोड के परीक्षा फार्म वापस कर दिया जाएगा।)

Name : Shri/Smt/Km.

नाम : श्री/श्रीमती/कुमारी

Please fill up correct course code and complete course title in which you intend to take the examination. Also fill up the course, the result of which has not yet been declared. The Course(s), which you have already passed should not be mentioned since improvement of score/grade is not permissible.

जिस पाठ्यक्रम की आप परीक्षा देना चाहते हैं, उसका सही पाठ्यक्रम कोड तथा पूरा पाठ्यक्रम शीर्षक लिखिए। जिन पाठ्यक्रम/पाठ्यक्रमों का परीक्षा परिणाम अभी तक घोषित नहीं हुआ है, उन्हें भी लिखें। जिन पाठ्यक्रम/पाठ्यक्रमों को आप पहले ही उत्तीर्ण कर चुके हैं उनको उल्लेख न करें क्योंकि अंकों/ग्रेड में सुधार करने की अनुमति नहीं है।

S.No.	Course Code	Course Title
क्रम सं.	पाठ्यक्रम कोड	पाठ्यक्रम शीर्षक
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		

For Practical Examination only (For BCA, MCA, BIT/ ADIT/PGDLAN, BLS Programmes)			
(Please mention course code only, not course title)			

01	02	03	04
05	06	07	08

I hereby solemnly affirm that I have submitted/will submit, all the required number of assignments prescribed for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation.

I am aware that submission of assignments prescribed for these courses is a pre-requisite for taking Term-End Examination. I also state that my registration for the above courses is valid and not time barred. If any of my above statements are found to be untrue, I will have no claim for taking examination. I undertake that shall abide by the rules and regulations of the University. I have signed this undertaking on this..... day..... of 200

मैं एतद्द्वारा विधिवत् घोषणा करता हूँ कि उपर्युक्त पाठ्यक्रम/पाठ्यक्रमों के लिए, निर्धारित सत्रीय कार्यों को वांछित संख्या में, विश्वविद्यालय द्वारा निर्धारित अंतिम तारीख के अंदर, मूल्यांकन के लिए, उपयुक्त अधिकारियों, को जमा करा चुका हूँ/जमा करा दूंगा।

मैं भलीभाँति जानता हूँ कि सत्रांत परीक्षा देने के लिए इन पाठ्यक्रमों के निर्धारित सत्रीय कार्यों को जमा करना पहली शर्त है। उपरोक्त पाठ्यक्रमों के लिए मेरा पंजीकरण वैध है तथा इन्हें पूरा करने का निर्धारित समय समाप्त नहीं हुआ है। यदि उपरोक्त कथन में से कोई भी असत्य पाया गया तो मैं परीक्षा देने का दावा नहीं करूंगा। मैं यह भी वचन देता हूँ कि विश्वविद्यालय के निर्णय, नियमों और विनियमों का पालन करूंगा। मैं आज दिनांक को इस कथन वचन पत्र पर हस्ताक्षर कर रहा हूँ।

Please superscribe "Examination Form" on the top of envelope

कृपया लिफाफे के ऊपर "परीक्षा फार्म" लिखें।

Signature of Student

विद्यार्थी के हस्ताक्षर

P.T.O./कृ.पृ.उ.

INSTRUCTIONS FOR FILLING UP THE FORM

फार्म भरने के लिए निर्देश

- Please attach a self-addressed post card, if acknowledgement is desired. If you are sending your examination form through Regd./Speed Post or Courier, Please retain the proof of its mailing till you receive the Examination Intimation Slip.**

यदि आप इसकी पावती चाहते हैं तो कृपया स्वयं का पता लिखा पोस्ट कार्ड संलग्न करें। यदि आप अपना परीक्षा फार्म पंजीकृत/स्पीड पोस्ट अथवा कोरियर द्वारा भेज रहे हैं, जब तक आपको परीक्षा सूचना पर्ची प्राप्त नहीं होती, परीक्षा फार्म भेजने का प्रमाण संभाल कर रखें।
- Students should submit the examination form only once for each Term-end Examination.**

विद्यार्थी को प्रत्येक सत्रांत परीक्षा के लिए केवल एक ही बार परीक्षा फार्म भरना होगा।
- It is advisable that students fill-up the examination form without waiting for the result of the previous exam.**

विद्यार्थियों को यह सलाह दी जाती है कि वे पिछली परीक्षा के परिणाम (यदि परीक्षा दी है) की प्रतीक्षा किये बिना परीक्षा आवेदन पत्र निर्धारित तिथि तक जमा करायें।
- If you do not receive Examination Intimation Slip one week before commencement of examination, please contact your Examination Centre/Study Centre. If your name exists in the list of the registered candidates, you can take examination by showing your identity card. You can also visit our website www.ignou.ac.in and download Examination Intimation slip.**

यदि आपको परीक्षा प्रारम्भ होने के एक सप्ताह पहले तक परीक्षा सूचना पर्ची प्राप्त नहीं होती है तो कृपया अपने परीक्षा केन्द्र/अध्ययन केन्द्र से संपर्क करें और यदि आपका नाम पंजीकृत अभ्यर्थियों की सूची में मौजूद है, तो ऐसी स्थिति में आप अपना पहचान-पत्र दिखाकर परीक्षा दे सकते हैं। आप हमारी वेबसाइट www.ignou.ac.in से भी परीक्षा सूचना पर्ची प्राप्त कर सकते हैं।
- A) Students of B.A./B.Com/B.Com/B.Sc/BCA/BTS programmes can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.**

बी.ए./बी.काम./बी.एससी./बी.सी.ए./बी.टी.एस. कार्यक्रमों के विद्यार्थी एक बार में अधिकतम 48 क्रेडिट के पाठ्यक्रमों की परीक्षा दे सकते हैं जबकि प्रबन्ध कार्यक्रम के विद्यार्थी एक बार में अधिकतम 8 पाठ्यक्रमों की परीक्षा दे सकते हैं।

B) If courses opted are in excess of this limit, only the first permissible number of courses will be considered.

यदि आपके चुने हुए विषय इस सीमा से अधिक हैं तो प्रथम अंकित मान्य विषय ही विचारणीय होंगे।
- A) Normally the Study Centre is the examination centre except in Delhi. However, the University can allot you an alternative examination centre if your Study Centre is not declared an examination centre.**

दिल्ली के सिवाय सामान्यतः अध्ययन केन्द्र ही परीक्षा केन्द्र होता है। परन्तु यदि आपका अध्ययन केन्द्र परीक्षा केन्द्र घोषित नहीं हुआ हो तो विश्वविद्यालय आपको वैकल्पिक परीक्षा केन्द्र आवंटित कर सकता है।

B) In case you wish to take examination at a particular Centre the code of your chosen centre be filled up as exam. centre code.

यदि आप अपने अध्ययन केन्द्र के स्थान पर किसी विशिष्ट केन्द्र में परीक्षा देना चाहते हैं तो अध्ययन केन्द्र के स्थान पर अपने चुने हुए केन्द्र का कोड लिखिए।

C) However, if Exam Centre chosen by you is not activated, you will be allotted another exam. Centre under the same region.

यदि आपके द्वारा चुना गया परीक्षा केन्द्र उक्त कार्यक्रम के लिए प्रचलित नहीं है तो उसी क्षेत्र में प्रचलित कोई और परीक्षा केन्द्र आपको आवंटित कर दिया जाएगा।

D) Change of examination centre, once allotted, is not permissible under any circumstances.

एक बार परीक्षा केन्द्र आवंटित करने के बाद उसमें परिवर्तन की अनुमति किसी भी परिस्थिति में नहीं है।
- Only such candidates shall be eligible to appear at the examination who have paid necessary programme fee and their registration is valid for the courses for which they wish to appear and also have completed minimum prescribed period.**

केवल वही अभ्यर्थी परीक्षा में शामिल हो सकेंगे, जिन्होंने आवश्यक कार्यक्रम शुल्क का भुगतान कर दिया है तथा जिन पाठ्यक्रमों के लिए परीक्षा में सम्मिलित होना चाहते हैं, उनका पंजीकरण वैध है तथा उन पाठ्यक्रमों के लिए वे न्यूनतम निर्धारित समय भी पूरा कर चुके हैं।
- Please write correct course code(s) and complete title of course(s) as indicated in your Programme Guide failing which computer will not print you relevant course code in "intimation slip" for taking examination. Example : ECO-01 : Business Organisation / MS-02 : Management Men.**

कृपया आप निर्धारित दर्शिका में उल्लिखित सही पाठ्यक्रम कोड/पाठ्यक्रम कोडों तथा पाठ्यक्रम/पाठ्यक्रमों के सही शीर्षक लिखें। ऐसा न करने पर परीक्षा देने के लिए सूचना-पर्ची में आपका सही पाठ्यक्रम कोड कंप्यूटर द्वारा मुद्रित नहीं किया जा सकेगा। **उदाहरण:** ई.सी.ओ.-01: व्यवसाय संगठन/एम.एस.- 02 : प्रबंधकीय व्यक्ति।
- Contact the Co-ordinator of your Study Centre/Regional Director of your region, for copies of this form, or you may have a photocopy made, if needed, in future.**

इस फार्म की प्रतियों के लिए आप अपने अध्ययन केंद्र के संचालक/अपने क्षेत्र के क्षेत्रीय निदेशक से सम्पर्क करें अथवा आपको भविष्य में इनकी आवश्यकता है तो आप फोटोकॉपी करा सकते हैं।



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

APPLICATION FORM FOR RE-CHECKING OF RESULT OF TERM-ENDE EXAMINATION

Name

Enrolment No.

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

Address

.....

.....

Pin

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

Programme

Month and Year of the Exam.

Name of Exam. Centre

Centre Code

Courses in which
re-checking of the Term-end
Exam. result is sought?

Course Code

Name of the Course

.....

.....

.....

.....

(Rs 100/- per course/paper)

.....

.....

.....

.....

Total amount paid Rs.

Bank DD No.

Dated

Signature

Note : There is no provision for re-evaluation. Checking is done with reference to the grade/marks given in the Answer-book and the Award list. If there is any mistake on the part of the University, re-checking fee at the rate of Rs 100/- paid by the candidate will be refunded. Application Form for this purpose will normally be entertained within a period of 2 months of the declaration of result.

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

Asst. Registrar (Exam. II)

Indira Gandhi National Open University

Maidan Garhi, New Delhi-110 068

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

Control No.



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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK-SHEET

Name of the Candidate

.....

Enrolment No.

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

Address

.....

.....

.....

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

.....

Pin

Programme

.....

Month and Year of the Exam.

.....

Centre from where appeared at the
last examination

.....

Bank Draft / IPO No.dated

.....

for Rs. 25/- in favour of IGNOU, New Delhi

.....

Signature

Date :

Note : Fee for duplicate grade card is Rs 25/-. The duplicate grade card/mark sheet will be sent by Registered post.

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

Director (SR & E)
Indira Gandhi National Open University
Block 12, Maidan Garhi



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at 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)

N a m e

Father's Name

A d d r e s s

PIN.....				
Particulars of last examination				
Examination Passed Obtained (Programme)	Year of Passing	Enrolment No.	Marks Obtained	G r a d e s

Name of the Regional Centre and Study Centre to which the Candidate attached:

Name of the University to which the candidate wants to migrate:

DRAFT DETAILS:

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

(To be filled in by the Admission Division)

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

Date _____ Dealing Assistant _____ Section Officer _____

I hereby declare that the information provided is correct to the best of my knowledge and I have paid all the fee due to the University. In the event of any information being found incorrect the Certificate shall be liable to cancellation by the University.

Received the Migration Certificate No. _____

Dated _____



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

SR & E DIVISION

Maidan Garhi, New Delhi - 110 068

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme Title

Regional Centre

Name

Father's Name

Month and year of last
examination in which you
have completed the Programme

Mailing Address

.....

.....

.....

(Please Enclose a copy of your complete grade card.)

Filled in Application Form should be sent to :

Director (SR & E)
IGNOU
Maidan Garhi
New Delhi-110 068

Date

.....

Signature



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

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

Enrolment Number

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

Date of Change effective from

--	--	--	--

Write in BLOCK LETTERS only

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

New Address

Town									
State	Pin <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								
State Code	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> (See Appendix-4)								

Medium of Study

Programme of Study

New Study Centre Code

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 (See Appendix-2)

Signature _____

Date _____

The filled-up form should be mailed to :

The Director
Student Registration and Evaluation Division
Indira Gandhi National Open University
Maidan Garhi, New Delhi - 110 068

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



Dates for Submission :
1st Aug. to 31st Oct. OR
1st Feb. to 30th April

STUDENT REGISTRATION AND EVALUATION DIVISION
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110 068

RE-ADMISSION FORM

1. Name & Address of the Student:
.....
.....

2. Programme Code:

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

3. Enrol. No:

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

4. Regional Centre Code:

--	--

5. Study Centre Code

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6. Details of course(s) not completed for which re-admission is sought.

Sl.No.	Course Code	Title of the Course	Credits	Course Fee (Rs.)
Total Rs.				

7. Details of re-registration for the missed year(s)/semester(s), if any:

Year(s) semester(s)	Course Codes(s) of the missed year(s)/semester(s)	Re-registration fee Rs.

8. Total Fee (col. No. 6 + 7) Rs. _____ enclsoed vide Demand Draft No.
Date Amount
Name of Bank
(DD should be drawn in favour of "IGNOU" payable at New Delhi)

Dated: _____

Mail this **Re-admission Form** along with DD to Registrar, SR&E Division IGNOU, Maidan Garhi, New Delhi-110 068 on or before the last date mentioned above.

Signature of the student

(Please retain a copy of this form for nay future reference)

GUIDELINES FOR RE-ADMISSION (B.A./B.Com/B.Sc.)

1. Re-admission is permissible in the following cases.
 - (a) Students who failed to complete the requirements in full or in part within the maximum span period prescribed.
 - (b) Students who failed to complete the requirement of attendance in practicals as prescribed in programme curriculum within the maximum span period prescribed.
2. Students who do not register for all years of a programme and fail to pay the prescribed full Programme fee (2nd and/or 3rd year) during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s) as per rate applicable for the session for which re-admission is sought, in addition to *the pro-rata fee for re-admission @ Rs. 450/- per 8 credit course or part thereof for each the course(s) they failed to successfully complete within the maximum span period prescribed.*
3. Course fee paid for re-admission would be valid for a period of two consecutive years only.
4. **The additional period indicated at point no.3 above will commence from the date of completion of the maximum duration of the Programme for which the registration was done initially.**
5. Students shall not be on rolls of the university beyond the extended period as stated at (3) above.
6. The extended period of two years, as stated above, will commence from the date of completion of the maximum duration of the Programme for which the registration was done initially.
7. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period.
8. No study material will be supplied on re-admission. If the earlier study material is replaced, the student will be required to buy changed course material.
9. The student will be allowed to take re-admission in the old course(s) as long as the examination in the old course(s) is conducted by the University.
10. For the Programmes containing practical component, the norms of fee payable will be as decided by the respective Schools.
11. Students are required to pay the pro-rata Re-admission fee @ Rs. 450/- per 8 credit course or part thereof, in lump sum for all the courses they failed to successfully complete earlier. **Fee once paid will not be refunded under any circumstances.**
12. Pro-rata fee of Rs. 600 per course for Re-admission would be changed as and when the University revises the Programme fee for various Programmes.
13. Other conditions as prescribed by the University relating to the admission and re-admissions shall remain the same.
14. The Demand Draft for Re-admission fee together with the registration fee of the missed year(s), if any, should be drawn) in favour of IGNOU payable at New Delhi. Please write your Enrol. No., Name and Programme code and also the words '**Re-admission**' on the reverse of the DD.

9. ADDRESSES OF REGIONAL CENTRES/SUB-REGIONAL CENTRE

Sl. No.	Regional Code	Name of the Regional Centre	Name & Address of the IGNOU Regional Centre	Operational Area
1.	26	AGARTALA	DR. K.S. CHAKRABORTY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799004 TRIPURA Ph. Off: 02717-242975/242/976 Fax: 02717-241580 Email: regionouahd@yahoo.com	STATE OF TRIPURA
2.	09	AHMEDABAD	DR. (MRS.) KALPANA MISHRA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT. OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382481 GUJARAT Ph. Off: 0381-2516715/2516266 Fax: 0381-2516714 Email: reignouahd@yahoo.com reignou@vsnl.com	STATE OF GUJARAT, UNION TERRITORY OF DAMAN, DIU, DADRA & NAGAR HAVELI
3.	19	AIZWAL	DR. S.R. ZONUNTHARA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BUAIA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMA OFF.) AIZAWL - 796001 MIZORAM Ph. Off: 0389-2311692/2311693 Fax: 0389-2311789 Email: rd_aizwal@rediffmail.com	STATE OF MIZORAM
4.	13	BANGALORE	DR. B.P.R. NARASIMHA RAO REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560082 KARNATAKA Ph. Off: 080-26654747/26639711/26657376 Fax: 080-26644848 Email: ignoucblr@eth.net	STATE OF KARNATAKA, GOA

Sl. No.	Regional Code	Name of the Regional Centre	Name & Address of the IGNOU Regional Centre	Operational Area
5.	15	BHOPAL	DR. K.S. TIWARI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462016 MADHYA PRADESH Ph. Off: 0755-2578452/2578455 Fax: 0755-2578454 Email: ignoubhopal@rediffmail.com ignour_bhupal@yahoo.com	STATE OF MADHYA PRADESH, EXCEPT DISTRICTS MENTIONED UNDER REGIONAL CENTRE, JABALPUR
6.	21	BHUBANSHWAR	DR. S. JENA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-1, INSTITUTIONAL AREA BHUBANESHWAR - 751013 ORISSA Ph. Off: 0674-2301348/2301250/2301352 Fax: 0674-2300349 Email: ignoucblr@eth.net	STATE OF ORISSA, EXCEPT DISTRICTS MENTIONED UNDER REGIONAL CENTRE KORAPUR
7.	25	CHENNAI	DR. (MRS.) K. SOUNDARVALLI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. COMPUS TARAMANI CHENNAI - 600113 TAMIL NADU Ph. Off: 044-22541919/22542727/22542525 Fax: 044-22542828 Email: ignourcc@md3.vsnl.net.in soundrihotmail.com	STATE OF TAMIL NADU, UNION TERRITORY OF PONDICHERRY, ANDAMAN & NICOBAR ISLANDS
8.	14	COCHIN	SH. V. VASUDEVAN REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682017 KERALA Ph. Off: 0484-2340203/2348189/2330891 Fax: 0484-2340204 Email: igrc14@vsnl.net	STATE OF KERALA, UNION TERRITORY OF LAKSHADWEEP
9.	31	DEHRADUN	DR. RAJENDER GUJRAL REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAJPUR ROAD DEHRADUN - 248001 UTTRANCHAL Ph. Off: 0135-2789200/2789180 Fax: 0135-2789190 Email: ignoudn@sancharnet.in ignoudn@hotmail.com	STATE OF UTTRANCHAL & STATE OF UTTAR PRADESH (DISTRICTS OF BIJNOR, MORADABAD, RAMPUR, SAHARANPUR & MUZAFFARNAGAR)

Sl. No.	Regional Code	Name of the Regional Centre	Name & Address of the IGNOU Regional Centre	Operational Area
10.	07	DELHI 1	DR. V.V. REDDY REGIONAL DIRECTOR - DELHI '1' IGNOU REGIONAL CENTRE 52, TUGHLAKABAD INSTT. AREA NEW DELHI - 110062 DELHI Ph. Off: 011-29956015/29958078 26056834/26058354 Fax: 011-29053172 Email: ignourcd@vsnl.net.in ignourcd@nda.vsnl.net.in	STATE OF DELHI (SOUTH & WEST REGION), STATE OF HARYANA (DISTRICTS OF GURGAON, UTTAR PRADESH (DISTRICT OF MATHURA)
11.	29	DELHI 2	DR. SANJEEV PANDEY REGIONAL DIRECTOR - DELHI '2' IGNOU REGIONAL CENTRE GANDHI SMRITI AND DARSHAN SAMITI RAJGHAT NEW DELHI - 110002 DELHI Ph. Off: 011-23392375/23392376/23392377/ 23392374/23392373 Fax: 011-23392375 Email: ignourd2@ndf.vsnl.net.in ignourd2@vsnl.com	UNION TERRITORY OF DELHI (NORTH & WEST REGION), STATE OF UTTAR PRADESH (DISTRICTS OF MEERT, GHAZIABAD, GAUTAM BUDH NAGAR, BAGPAT, BULANDSHAHR)
12.	24	GANGTOK	SH. SANJIB KUMAR KATAKY REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE GAIRIGAON TADONG, PO SHUMBOK HOUSE GANGTOK - 737102 SIKKIM Ph. Off: 03592-270364/231375 Fax: 03592-270923/231383 (PVT) Email: slg_nougkrc@sancharnet.in rd_gangtok@rediffmail.com	STATE OF SIKKIM
13.	04	GUWAHATI	DR. (MRS.) VARDINI BHATTACHARJEE REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE NAVAGIRI ROAD IST BYE-LANE CHANDMARI GUWAHATI - 781003 ASSAM Ph. Off: 0361-2662831/2662834/2668409 Fax: 0361-2662879 Email: grcignou@sancharnet.in	STATE OF ASSAM
14.	01	HYDERABAD	SH. T.R. SRINIVASAN REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. 3-5-909 HIMAYAT NAGAR MAIN ROAD HIMAYAT NAGAR HYDERABAD - 500029 ANDHRA PRADESH Ph. Off: 040-23221254/2322125/23221261 Fax: 040-23221260	STATE OF ANDHRA PRADESH, EXCEPT DISTRICT SRIKAKULAM & VIJAYNAGARAM

Sl. No.	Regional Code	Name of the Regional Centre	Name & Address of the IGNOU Regional Centre	Operational Area
15.	17	IMPHAL	Email: hyd2_ignourch@sancharnet.in DR. R.K. RANJIT SINGH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL - 795001 MANIPUR Ph. Off: 0385-2421192 Email: ignouimp@rediffmail.com	STATE OF MANIPUR
16.	03	ITANAGAR	DR. ILADAS REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE ‘HORNHILL COMPLEX’ ‘C’ SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN, ITANAGAR - 791110 ARUNACHAL PRADESH Ph. Off: 0360-2257536/2247538 Fax: 0360-2247537 Email: ignou_itanagar@yahoo.com rd_itanagar@rediffmail.com	STATE OF ARUNACHAL PRADESH
17.	41	JABALPUR	DR. U.C. PANDEY REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE RAJ SEKHAR BHAWAN RANI DURGAVATI VISHWAVIDYALAYA CAMPUS JABALPUR - 482001 MADHYA PRADESH Ph. Off: 0761-2600411/5533569 Fax: 0761-2600411 Email:	JABALPUR, NARSIMHAPUR, CHHINDWARA, SEONI, BALAGHAT, MANDLA, BINDORI, SHAHDOL,, UMARIA, KATNI, SIDHI (PART OF MP)
18.	23	JAIPUR	DR. K.K. GAUTAM REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR-7 PATEL MARG, MANSAROVAR JAIPUR - 302020 RAJASTHAN Ph. Off: 0141-2785750/2274292/2785730 Fax: 0141-2784043 Email: ignou@raj.nic.in	STATE OF RAJASTHAN
19.	12	JAMMU	DR. B.S. SUDHINDRA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE CANAL ROAD JAMMU - 180001 JAMMU & KASHMIR Ph. Off: 0191-2546529/2579572 Fax: 0191-2546995 Email: ignourcj@sancharnet.in jammurc12@yahoo.com	STATE OF JAMMU & KASHMIR (JAMMU REGION)

Sl. No.	Regional Code	Name of the Regional Centre	Name & Address of the IGNOU Regional Centre	Operational Area
20.	10	KARNAL	DR. SANGEETA MAJHI REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE OLD GOVT. COLLEGE CAMPUS RAILWAY STATION ROAD KARNAL - 132001 HARYANA Ph. Off: 0184-2271514/2260075 Fax: 0184-2255738 Email: ignourck10@sancharnet.in	STATE OF HARYANA (EXCEPT DISTRICTS OF GURGAON & FARIDABAD)
21.	22	KHANNA	DR. B.M. AGARWAL REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DIST. LUDHIANA) KHANNA - 141401 PUNJAB Ph. Off: 01628-229993/229994/237361 Fax: 01628-238284 Email: ignoukhanna@yahoo.co.in	STATE OF PUNJAB & UNION TERRITORY OF CHANDIGARH
22.	20	KOHIMA	DR. T. IRALU REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NH-39, OPP. DZUVURU (MHON KHOLA), I.O.C. KOHIMA - 797001 NAGALAND Ph. Off: 0370-2241903/2241904 Fax: 0370-2241905 Email: rd_kohima@rediffmail.com	STATE OF NAGALAND
23.	28	KOLKATA	DR. SUJIT KUMAR GHOSH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK, SALT LAKE BIDHAN NAGAR KOLKATA - 700091 WEST BENGAL Ph. Off: 033-23349850/23592719/23589323 Fax: 033-23347576 Email: rd28ca@rediffmail.com ignourd28@yahoo.com	STATE OF WEST BENGAL
24.	44	KORAPUT	SH. K.C. DALAI ASSISTANT REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD BEHIND PANCHAYAT BHAVAN KORAPUT - 764020 ORISSA Ph. Off: 06852-251535/252982 Email: ignou_koraput@rediffmail.com	KORAPUT, NABARANGPUR, RAYAGADA, MALKANAGIRI, BALANGIR, SOMEPUR, KALAHANDI, NUAPADA, BOUDH, PHULBANI (PART OF ORS), GAJAPATI, SRIKAKULAM (PART OF AP) DANTEWADA, BASTAR (PART OF CG)

Sl. No.	Regional Code	Name of the Regional Centre	Name & Address of the IGNOU Regional Centre	Operational Area
25.	27	LUCKNOW	DR. AMIT CHATURVEDI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR-H ALIGANJ LUCKNOW - 226024 UTTAR PRADESH Ph. Off: 0522-2364893/2762410(RCL) Fax: 0522-2364889 Email: ignoulko@sancharnet.in	STATE OF UTTAR PRADESH (EXCEPT DISTRICTS OF MATHURA, MEERUT, GHAZIABAD, GAUTAM BUDH NAGAR, BAGPAT, BULANSHAHR, BIJNOR, MORADABAD, RAMPUR, SAHARANPUR & MUZAFFARNAGAR)
26.	05	PATNA	DR. RAM CHANDRA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN PATNA - 800001 BIHAR Ph. Off: 0612-2221538/2221541 Fax: 0612-2221539 Email: ignoupt@sancharnet.in ptmission@sancharnet.in	STATE OF BIHAR
27.	02	PORT BLAIR	DR. S. SAUNAND ASSTT. REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE JNR MAHAVIDYALAY PORT BLAIR - 744104 ANDAMAN & NICOBAR ISLANDS Ph. Off: 03192-237078	UNION TERRITORY OF ANDAMAN & NICOBAR ISLANDS
28.	16	PUNE	DR. B. SUKUMAR REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411016 MAHARASHTRA Ph. Off: 020-25671867/25651321 Fax: 020-25671864 Email: ignourcpune42@vsnl.net	STATE OF MAHARASHTRA
29.	35	RAIPUR	DR. P. ASHOK KUMAR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR-1, SHANKAR NAGAR RAIPUR - 492007 CHATTISGARH Ph. Off: 0771-2428285/5056508 Fax: 0771-2445830 Email: rrcignou@cg.nic.in	STATE OF CHATTISGARH, EXCEPT DISTRICTS OF DANTEWADA & BASTAR

Sl. No.	Regional Code	Name of the Regional Centre	Name & Address of the IGNOU Regional Centre	Operational Area
30.	32	RANCHI	SH. V.P. RUPAM REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 457/a, ASHOK NAGAR RANCHI - 834002 JHARKHAND Ph. Off: 0651-2244677/2244688/2244699 Fax: 0651-2244400 Email: ignouranchi@yahoo.com rdranchi@ignou.ac.in	STATE OF JHARKHAND
31.	31	SHILLONG	DR. (MRS.) D. LALOO REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYAMMAI NONGSHILLIANG SHILLONG - 793014 MEGHALAYA Ph. Off: 0364-2521117 Fax: 0364-2521271 Email: ignou18@neline.com rd_shillong@rediffmail.com	STATE OF MEGHALAYA
32.	11	SHIMLA	DR. D.B. NEGI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAIN BASERA BUILDING KHALINI SHIMLA - 171002 HIMACHAL PRADESH Ph. Off: 0177-2624613/2624612/2625843 Fax: 0177-2624611 Email: sml_ignoures@sancharnet.in negidb@yahoo.com	STATE OF HIMACHAL PRADESH
33.	30	SRINAGAR	DR. ABDUL GANI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANTOO HOUSE, RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190008 JAMMU & KASHMIR Ph. Off: 0194-2311258/2311251 Fax: 0194-2311259 Email: ignousgr@hotmail.com	STATE OF JAMMU & KASHMIR (SRINAGAR & LADDAKH REGION)
34.	47	ALIGARH	ASSTT. REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE JYOTIBA PHULE NAGAR ALIGARH UTTAR PRADESH	RAMPUR, ALIGARH, BUDAUN, BAREILLY, HATHRAS, AGRA, FIROZABAD, SAHARANPUR MATHURA, BULANDSHAHR, MUZAFFARNAGAR, BIJNOR, MORADABAD

Sl. No.	Regional Code	Name of the Regional Centre	Name & Address of the IGNOU Regional Centre	Operational Area
35.	46	DARBHANGA	DR. A.N. TRIPATHI ASSTT. REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE OLD DEPTT. OF PHILOSOPHY BUILDING LALIT NARAYAN MISRA UNIVERSITY CAMPUS DARBHANGA, PATNA BIHAR Ph. Off: 06272-253719 Email: srcdarbhanga@yahoo.com	PASCHIM CHAMPARAN, GOPALGANJ, SIWAN, PURBI CHAMPARAN, SARAN, SHEOHAR, MUZAFFARPUR, SUPAUL, VAISHALI, SITAMARHI, DARBHANGA, PURNIA, SAMASTIPUR, KATIHAR, BEGUSARAI, SAHARSA, KHAGARIA, KISHANGANJ, MADHEPURA, ARAROA, MADHUBANI
36.	43	MADURAI	DR. M. SHANMUGHAM DEPUTY DIRECTOR IGNOU SUB-REGIONAL CENTRE PICHAI PILLAI CHAVADI THENT MAIN ROAD MADURAI - 625016 TAMIL NADU Ph. Off: 0452-2380387 Fax: 0452-2380733 Email: srcmadurai@sancharnet.in	MADURAI, DINDIGUL, TENI, VIRUDUNAGAR, TRIUNELVELI, KANNIYAKUMARI, TUTICORIN, RAMANATHAPURAM, SIVAGANGA, PUDUKKOTTAI (PART OF TN)
37.	42	RAJKOT	DR. B. RAJAGOPAL ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE CONTINUING EDUCATION BUILDING SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360005 GUJARAT Ph. Off: 0281-2572988 Email: subrcrajkot@yahoo.co.in	RAJKOT, KACHCHH, JAMNAGAR, PROBANDAR, JUNAGARH, AMRELI, BHAVNAGAR, SURENDRANAGAR (PART OF GJ)
38.	45	SILIGURI	DR. BASWAJIT BHOWMIK ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE EAST VIVEKANANDA PALY RAJA RAMMOHAN ROY ROAD SILIGURI (PART OF WB) WEST BENGAL Ph. Off: 0353-2594600 Fax: 0353-2594601 Email: siligurisubrc@yahoo.co.in siligurisubrc@rediffmail.com	JALPAIGURI, DARGILING, KOCHBIHAR, UTTAR DINAJPUR, DAKSHIN DINAJPUR, MALDAH
39.	48	VARANASI	ASSTT. REGIONAL DIRECTOR (I/C) IGNOU SUB-REGIONAL CENTRE VARANASI UTTAR PRADESH	AMBEDKAR NAGAR, SANT KABIR NAGAR, MAHARAJGANJ, JAUNPUR, AZAMGARH, GORAKHPUR, DEORIA, KUSHINAGAR, SANT RAVIDAS MIRZAPUR, VARANASI, GHAZIPUR, MAU, CHANDAULI,

10. REGION WISE LIST OF STUDY CENTRES

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
1.	AGARTALA	2601	AGARTALA	DR. SHYAM LAL DAS COORDINATOR IGNOU STUDY CENTRE TRIPURA UNIVERSITY UNIVERSITY CAMPUS AGARTALA - 799004 TRIPURA
2.	AHMEDABAD	0902	VADODARA	DR. P.M. SHAH COORDINATOR IGNOU STUDY CENTRE M.S. UNIVERSITY GENERAL EDUCATION BUILDING VADODARA - 390002 GUJARAT
3.	AHMEDABAD	0903	RAJKOT	PROF. H. N. PANDYA COORDINATOR IGNOU STUDY CENTRE SAURASHTRA UNIVERSITY RAJKOT - 360005 GUJARAT
4.	AHMEDABAD	0905	SURAT	DR. G.P. SANDHYA COORDINATOR IGNOU STUDY CENTRE M.T.B. ARTS COLLEGE SURAT - 395001 GUJARAT
5.	AHMEDABAD	0910	ANAND	DR. H.P. TRIVEDI COORDINATOR IGNOU STUDY CENTRE SARDAR PATEL UNIVERSITY UNIVERSITY HEALTH CENTRE VALLABH VIDYANAGAR ANAND - 388120 GUJARAT
6.	AHMEDABAD	0913	BHARUCH	PROF. Z.S. SAIYED COORDINATOR IGNOU STUDY CENTRE ANJUMAN-E-TALIME-IDARA COURT ROAD OPPOSITE TREASURY BHARUCH - 392001 GUJARAT

REGION WISE LIST OF STUDY CENTRES – *Contd.*

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
7.	AHMEDABAD	0920	AHMEDABAD	PROF. MANISH SHAH COORDINATOR IGNOU STUDY CENTRE L.J. COMMERCE COLLEGE VASTRAPUR AHMEDABAD-380015 GUJARAT
8.	AHMEDABAD	0922 R	ANKLESHWAR	PROF. A. K. MEHTA COORDINATOR IGNOU RECOG. STUDY CENTRE ANKLESHWAR IND. DEV. SOCIETY PLOT NO. 910 GIDC ESTATE ANKLESHWAR - 390002 GUJARAT
9.	AHMEDABAD	0923	ADIPUR	MR H. T. KHIYANI COORDINATOR IGNOU STUDY CENTRE TOLANI COMMERCE COLLEGE P.B. N. 27 (KUTCH) ADIPUR - 370205 GUJARAT
10.	AHMEDABAD	0928 R	RAJKOT	DR. SANDHYA SUBRAMANIAM COORDINATOR IGNOU RECOG STUDY CENTRE N.I.M.I.T. C/O PARAG AD. JANSATTA PRESS RAJKOT - 360005 GUJARAT
11.	AHMEDABAD	0940 D	BANASKANTHA	MR.SANTOSH KUMAR G. CHAUHAN COORDINATOR IGNOU STUDY CENTRE NOOTAN BHARATI MADANA-GADH PALANPUR TALUK BANASKANTHA - 385519
12.	AHMEDABAD	0953 R	BANASKANTHA	DR. R. J. PATHAK COORDINATOR IGNOU STUDY CENTRE R. R. MEHTA COLLEGE OF SCIENCE & C. L. PARIKH COLLEGE OF COMMERCE CROSS ROAD PALANPUR BANASKANTHA - 385519

REGION WISE LIST OF STUDY CENTRES – Contd.

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
13.	BANGALORE	0801	COMBA	DR. I. BHANU MURTHY COORDINATOR IGNOU STUDY CENTRE SH. DAMODAR COLLEGE OF COMMERCE & ECONOMICS P.B. NO. 347 TANSOR, COMBA GOA-MARGAON - 403601 GOA
14.	BANGALORE	1301	BANGALORE	SH. SHAMBULINGE GOWDA COORDINATOR IGNOU STUDY CENTRE B.E.S. COLLEGE OF ARTS & SCIENCE IV 'T' BLOCK JAYANAGAR BANGALORE - 560011 KARNATAKA
15.	BANGALORE	1302	MANGALORE	REV. FR. DENZIL LOB S.J. COORDINATOR IGNOU STUDY CENTRE ST. ALOYSIUS COLLEGE KODIALBAIL MANGALORE - 575003 KARNATAKA
16.	BANGALORE	1303	DHARWAD	DR. AJITH PRASAD COORDINATOR IGNOU STUDY CENTRE J.S.S. COLLEGE VIDYAGIRI DHARWAD - 580004 KARNATAKA
17.	BANGALORE	1304	GULBARGA	SH. B.M. BAEEN COORDINATOR IGNOU STUDY CENTRE GULBARGA UNIVERSITY GULBARGA UNIVERSITY CAMPUS GULBARGA - 585106 KARNATAKA
18.	BANGALORE	1305	MYSORE	PROF. K.B. BASUDEVA COORDINATOR IGNOU STUDY CENTRE VIDYAVARDHAKA LAW COLLEGE SHESHADRI IYER ROAD MYSORE - 570021 KARNATAKA

REGION WISE LIST OF STUDY CENTRES – Contd.

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
19.	BANGALORE	1309	BANGALORE	PROF. R. MUSHTAQ AHMED COORDINATOR IGNOU STUDY CENTRE AL-AMEEN ARTS SCL & COM. COLLEGE HOSUR ROAD NEAR LAL BAGH MAIN GATE BANGALORE - 560002 KARNATAKA
20.	BANGALORE	1310	BELLARY	DR. C. NAGABHUSHAN COORDINATOR IGNOU STUDY CENTRE VEERA SAI VA COLLEGE CANTONMENT BELLARY - 583101 KARNATAKA
21.	BANGALORE	1311	DEVANGERE	DR. K.S. BASAVARAJAPPA COORDINATOR IGNOU STUDY CENTRE BAPUJI INSTT. OF ENGG & TECH. SHAMANUR ROAD DAVANGERE - 577004 KARNATAKA
22.	BANGALORE	1312	KARWAR	PROF. SUBHASH B. NAIK COORDINATOR IGNOU STUDY CENTRE B.G.V.S. ARTS, COMMERCE & SCIENCE COLLEGE SADASHIVGAD KARWAR - 581301 KARNATAKA
23.	BANGALORE	1319	TUMKUR	SH. M.K. VEERAI AH COORDINATOR IGNOU STUDY CENTRE SRI SIDDARTHA INSTT. OF TECH TUMKUR - 572105 KARNATAKA
24.	BANGALORE	1320	BANGALORE	PROF. R. LAKSHMI NARAYANA COORDINATOR IGNOU STUDY CENTRE GOVERNMENT SCIENCE COLLEGE NRUPATHUNGA ROAD BANGALORE - 560001 KARNATAKA

REGION WISE LIST OF STUDY CENTRES – *Contd.*

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
25.	BANGALORE	1336	BANGALORE	FR. CLARENCE D'SOUZA S.J. COORDINATOR IGNOU STUDY CENTRE ST. JOSEPH COLLEGE LAL BAGH ROAD BANGALORE KARNATAKA
26.	BANGALORE	1344 R	KALYANGR	SRI ANANDAPPA IRAMUKHADAVAR COORDINATOR IGNOU STUDY CENTRE CMR INSTT. OF MNGMT.STUDIES 2079, 2ND CROSS, 3RD BLOCK HENNR BNSWLI LAYOUT, KALYANGR BANGALORE KARNATAKA
27.	BHOPAL	1501	BHOPAL	DR. SIRISH JOSHI COORDINATOR IGNOU STUDY CENTRE MOTILAL VIGYAN MAHAVIDYALAYA BHOPAL - 462008 MADHYA PRADESH
28.	BHOPAL	1504	GWALIOR	PROF. NEERAJ JAIN COORDINATOR IGNOU STUDY CENTRE JIWAJI UNIVERSITY GWALIOR - 474011 MADHYA PRADESH
29.	BHOPAL	1506	INDORE	DR. S.C. MEHTA COORDINATOR IGNOU STUDY CENTRE HOLKAR SCIENCE COLLEGE INDORE - 452001 MADHYA PRADESH
30.	BHOPAL	1516	UJJAIN	DR. CHAIN SINGH PANWAR COORDINATOR IGNOU STUDY CENTRE VIKRAM UNIVERSITY UJJAIN - 456010 MADHYA PRADESH
31.	BHOPAL	1519	RAJGARH	DR. D.C. GOUR COORDINATOR IGNOU STUDY CENTRE GOVERNMENT BOYS P.G. COLLEGE RAJGARH - 465661 MADHYA PRADESH

REGION WISE LIST OF STUDY CENTRES – *Contd.*

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
32.	BHUBANESHWAR	2101	BHUBANESHWAR	SH. J.R. MOHANTY COORDINATOR IGNOU STUDY CENTRE KALINGA INSTT OF INDL. TECH PATIA BHUBANESHWAR - 751024 ORISSA
33.	BHUBANESHWAR	2102	CUTTACK	DR. BIMAL PRASAD NANDA COORDINATOR IGNOU STUDY CENTRE RAVENSHAW COLLEGE ARTS BLOCK I FLOOR CUTTACK - 753003 ORISSA
34.	BHUBANESHWAR	2103	ROURKELA	MR. MOHAMMED QUAMRUZAMAN COORDINATOR IGNOU STUDY CENTRE GOVERNMENT COLLEGE ROURKELA - 796004 ORISSA
35.	BHUBANESHWAR	2104	BERHAMPUR	DR. P. SUDHAKAR COORDINATOR IGNOU STUDY CENTRE KHALIKOTE COLLEGE GANJAM BERHAMPUR - 760001 ORISSA
36.	BHUBANESHWAR	2108	SAMBALPUR	DR. P.K. MISHRA COORDINATOR IGNOU STUDY CENTRE GANGADHAR MEHER COLLEGE SAMBALPUR 768004 ORISSA
37.	BHUBANESHWAR	2144	JAGAT SINGHPUR	SH. KULMANI DAS COORDINATOR IGNOU STUDY CENTRE SVM COLLEGE AT: JAGAT SINGHPUR PO/DIST.: JAGAT SINGHPUR ORISSA
38.	CHENNAI	2501	CHENNAI	DR. H.N. PANDAY COORDINATOR IGNOU STUDY CENTRE D.D.G.D. VAISHNAVA COLLEGE 445, E.V.R. PERIYAR HIGH ROAD ARUMBAKKAM CHENNAI - 600106 TAMIL NADU

REGION WISE LIST OF STUDY CENTRES – Contd.

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
39.	CHENNAI	2502	COIMBATORE	DR. K. PALANIAPPAN COORDINATOR IGNOU STUDY CENTRE G.R.D. COLLEGE OF ARTS & SCIENCE AVANASHI ROAD CIVIL AERODROME POST COIMBATORE - 641014 TAMIL NADU PH.OFF: 0422-592399
40.	CHENNAI	2503	MADURAI	DR. D. SAMUEL SUDANANDHA COORDINATOR IGNOU STUDY CENTRE AMERICAN COLLEGE MADURAI - 625002 TAMIL NADU PH.OFF: 0452-536541
41.	CHENNAI	2504	TIRUCHIRAPALLY	DR. J. GODWINPREM SINGH COORDINATOR IGNOU STUDY CENTRE BISHOP HEBER COLLEGE P O BOX 615 TIRUCHIRAPALLY - 620017 TAMIL NADU PH.OFF: 0431-772200
42.	CHENNAI	2505	CHENNAI	PROF. A. S. KANNAN COORDINATOR IGNOU STUDY CENTRE NEW COLLEGE 87, PETERS ROAD, ROYAPETTAH CHENNAI - 600014 TAMIL NADU PH.OFF: 044-8218898
43.	CHENNAI	2506	SALEM	SH. C. SIVALINGAM COORDINATOR IGNOU STUDY CENTRE THYAGARAJAR POLYTECHNIC P B NO. 523 SALEM - 636005 TAMIL NADU PH.OFF: 0427-440955
44.	CHENNAI	2507	TUTICORIN	DR. A. FRANCIS COORDINATOR IGNOU STUDY CENTRE V.O.C. COLLEGE PALAYAMKOTAI ROAD TUTICORIN - 628008 TAMIL NADU

REGION WISE LIST OF STUDY CENTRES – *Contd.*

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
45.	CHENNAI	2510 R	CHENNAI	MRS. PREM DANIEL COORDINATOR IGNOU RECOG. STUDY CENTRE S.C.S.KOTHARI ACADEMY FOR WOMEN 17, VENKATAPATHI STREET KILPAUK CHENNAI - 600010 TAMIL NADU
46.	CHENNAI	2511	NAGERCOIL	DR A. MEENAKSHI SUNDARARAJAN COORDINATOR IGNOU STUDY CENTRE S.T.HINDU COLLEGE NAGERCOIL - 629002 TAMIL NADU
47.	CHENNAI	2532	THIRUVELLORE	DR. V. VIJAY KUMAR COORDINATOR IGNOU STUDY CENTRE JAYA COLLEGE OF ARTS & SCIENCE M.T.H. ROAD TIRUNINRAVUR THIRUVELLORE - 602024 TAMIL NADU
48.	CHENNAI	2534	HOSUR	MR. N. SUDHAKARAN COORDINATOR IGNOU STUDY CENTRE ER. PERUMAL MANIMEKALAI P'NIC KRISHNAGIRI HIGHWAYS KONERIPALLI HOSUR - 635117 TAMIL NADU
49.	CHENNAI	2543 D	NAMAKKAL	MR. P. RAMKUMAR COORDINATOR IGNOU SPL STUDY CENTRE-SC/ST C.R.S.T.C. 4/38, DR. SANKARAN ROAD GANDHI NAGAR NAMAKKAL - 637001 TAMIL NADU

REGION WISE LIST OF STUDY CENTRES – Contd.

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
50.	CHENNAI	2545	THIRUNELVELI	DR. H. SYED OTHUMAN COORDINATOR IGNOU STUDY CENTRE MANONMANIAM SUNDARANAR UNIV. PALAYAMKOTTAI THIRUNELVELI - 627002 TAMIL NADU
51.	CHENNAI	2554	CUDDALORE	DR. N. BASKARAN COORDINATOR IGNOU STUDY CENTRE SAINT JOSEPH COL.OF ARTS & SCI MANJAI NAGAR DISTT.CUDDALORE CUDDALORE 607001 TAMIL NADU
52.	CHENNAI	2568	UTHAMAPALAYAM	PROF. K. SHANUL HAMEED COORDINATOR IGNOU STUDY CENTRE H.K. ROWTHER HOWDIA COLLEGE UTHAMAPALAYAM THENI - 625533 TAMIL NADU PH.OFF: 04554-65225
53.	CHENNAI	2569	DINDIGUL	DR. D. UDYAKUMAR COORDINATOR IGNOU STUDY CENTRE R.V.S. COLLEGE OF ENGG & TECH. RVS NAGAR, KARUR ROAD DINDIGUL - 624005 TAMIL NADU
54.	CHENNAI	2570	PERAMBALUR	DR. R. MATHIVANAN COORDINATOR IGNOU STUDY CENTRE THANTHAI HANS ROEVER COLLEGE PERAMBALUR - 621212 TAMIL NADU
55.	CHENNAI	2572	VALLAM	MS. C. VIMALA COORDINATOR IGNOU STUDY CENTRE PERIYAR MANIAMMAI COLLEGE OF TECH. FOR WOMEN PERIYAR NAGAR, VALLAM THANJAVUR - 613403 TAMIL NADU

REGION WISE LIST OF STUDY CENTRES– Contd.

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
56.	CHENNAI	2578	CHENNAI	DR. SADANAND PATRA COORDINATOR IGNOU STUDY CENTRE GURU NANAK COLLEGE VELACHERY ROAD CHENNAI - 600042 TAMIL NADU
57.	CHENNAI	2586 P	PAPANASAM	SH. SANKARA SUBRAMONIAM PROG I/C IGNOU STUDY CENTRE THIRUVALLUVAR COLLEGE PAPANASAM 627 425
58.	CHENNAI	2587 P	KAVILPATTI	SH. G. VENKADASALAPTHI PROG I/C IGNOU STUDY CENTRE G.VENKATASWAMY NAIDU COLLEGE KOVILPATTI 628 502
59.	CHENNAI	2588 P	USAILMPATTI	SH. M. CHINNAN PROG I/C IGNOU STUDY CENTRE PASUMPON MUTHURAMALINGA THEVAR COLLEGE USAILAMPATTI 625 532
60.	CHENNAI	2589 P	VANNAIMALI	SH. R. PANDIA RAJ PROG I/C IGNOU STUDY CENTRE KONGU COLLEGE OF ARTS AND SCIENCE VANNAIMALAI (POST) KAPUR - 6
61.	CHENNAI	2590 P	GOBICHETTIPALAGAS	SH. T.V. PALANISWAMY PROG I/C IGNOU STUDY CENTRE GOBI ARTS & SCIENCE COLLEGE, KARATTADIPALAYAM (PO) GOBICHETTIPALAYAM ERODE DISTRICT 638 453
62.	CHENNAI	3101	PONDICHERRY	DR. K. S. KUMARI COORDINATOR IGNOU STUDY CENTRE ACADEMIC STAFF COLLEGE CENTRAL UNIVERSITY LAWSPET PONDICHERRY - 605008 PONDICHERRY

REGION WISE LIST OF STUDY CENTRES – *Contd.*

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
63.	COCHIN	1401	TRIVANDRUM	SH. R. PRAKASAM COORDINATOR IGNOU STUDY CENTRE INSTITUTE OF MANAGEMENT VIKAS BHAWAN TRIVANDRUM - 695033 KERALA
64.	COCHIN	1402	COCHIN	FR. SAVIENCE A.J. COORDINATOR IGNOU STUDY CENTRE SACRED HEART COLLEGE THEVARA COCHIN - 682013 KERALA
65.	COCHIN	1403	CALICUT	PROF. MERLYN PREMDAS COORDINATOR IGNOU STUDY CENTRE JDT ISLAM MARI KUNNU P.O. CALICUT - 673012 KERALA
66.	COCHIN	1407	TRICHUR	DR. K. BHAVANI COORDINATOR IGNOU STUDY CENTRE SREE KERALA VERMA COLLEGE TRICHUR - 680001 KERALA
67.	COCHIN	1435 D	ALLEPPEY	SH. K. N. VARGHESE COORDINATOR IGNOU SPL STUDY CENTRE-RA IMPERIAL COLLEGE MICHEL JUNCTION MAVELIKKARA ALLEPPEY, KERALA
68.	COCHIN	1441 P	NALANCHIRA	SH. ALEXANDER JACAB PROGRAMME I/C IGNOU PROG. STUDY CENTRE MAR IVANIOS INSTT. OF ADV., STUDIES MAR IVANIOS COLLEGE CAMPUS NALANCHIRA DISTRICT TRIVANDRUM-695015 KERALA

REGION WISE LIST OF STUDY CENTRES – *Contd.*

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
69.	COCHIN	1442 P	CALICUT	SH. P. MUHAMMED PROGRAMME I/C IGNOU PROG. STUDY CENTRE FAROOK COLLEGE CALICUT NALANCHIRA DISTRICT KOZHIKODE-673672 KERALA
70.	COCHIN	1444 P	ARUNAPURAM	DR. V.V. GEORGE KUTTY PROGRAMME I/C IGNOU PROG. STUDY CENTRE ST. THOMAS COLLEGE PALA, ARUNAPURAM DISTRICT KOTTAYAM-686574 KERALA
71.	COCHIN	1446 P	CHERTHALA	MR. P. N. SHAJI PROGRAMME I/C IGNOU PROG. STUDY CENTRE SREE NARAYANA COLLEGE S. N. PURAM (P.O.) CHERTHALA DISTRICT ALLAPUZHA-688562 KERALA
72.	COCHIN	1447 P	GURUVAYUR	SH. P. RAMADASAN PROGRAMME I/C IGNOU PROG. STUDY CENTRE SREE KRISHNA COLLEGE ARIYANNUR GURUVAYUR DISTRICT THRISSUR-680102 KERALA
73.	DEHRADUN	2705	DEHRADUN	DR. RAJNI SINHA COORDINATOR IGNOU STUDY CENTRE D.A.V.P.G. COLLEGE D A V COLLEGE ROAD DEHRADUN - 248001 UTTARANCHAL
74.	DEHRADUN	2711	HALDWANI	DR. P.C. TIWARI COORDINATOR IGNOU STUDY CENTRE M.B. GOVERNMENT P.G. COLLEGE HALDWANI - 263141 UTTARANCHAL

REGION WISE LIST OF STUDY CENTRES – Contd.

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
75.	DEHRADUN	2714	MORADABAD	DR. V.K. GUPTA COORDINATOR IGNOU STUDY CENTRE HINDU COLLEGE STATION ROAD MORADABAD - 244001 UTTAR PRADESH
76.	DEHRADUN	3702	SAHARANPUR	DR. J. ASHRAF COORDINATOR IGNOU STUDY CENTRE MAHARAJ SINGH COLLEGE SAHARANPUR 247001 UTTAR PRADESH
77.	DELHI 1	0706	DELHI	SH. O.P. SHARMA COORDINATOR IGNOU STUDY CENTRE SCHOOL OF AVIATION SCIENCE & TECH DELHI FLYING CLUB LIMITED SAFDARJUNG AIRPORT NEW DELHI - 110003 DELHI
78.	DELHI 2	2707	MODI NAGAR	DR. P. P. SINGH COORDINATOR IGNOU STUDY CENTRE M.M.P.G. COLLEGE MODI NAGAR GHAZIABAD - 201204 UTTAR PRADESH
79.	DELHI 2	2718	GHAZIABAD	SH. O.P. BHARGAVA COORDINATOR IGNOU STUDY CENTRE M.M.H. COLLEGE GHAZIABAD - 201001 UTTAR PRADESH
80.	DELHI 2	2728	MEERUT	DR. MAHESH CHANDRA COORDINATOR IGNOU STUDY CENTRE MEERUT COLLEGE MEERUT - 250001 UTTAR PRADESH
81.	DELHI 2	2730 R	GHAZIABAD	SH. PRATAP SINGH COORDINATOR IGNOU RECOG. STUDY CENTRE N.T.P.C. VIDYUT NAGAR GAUTAM BUDH NAGAR GHAZIABAD - 201001 UTTAR PRADESH

REGION WISE LIST OF STUDY CENTRES – *Contd.*

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
82.	DELHI-2	2738	BULANDSHAHR	DR. RUP NARAYAN COORDINATOR IGNOU STUDY CENTRE I.P. (POST GRADUTATE) COLLEGE BULANDSHAHR 203001 UTTAR PRADESH
83.	DELHI 2	2739	NOIDA	DR. A. K. GOYAL COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE SECTOR - 39, NOIDA UTTAR PRADESH
84.	DELHI 2	0769	DELHI	DR. V. K. AGARWAL COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE SECTOR - 39, NOIDA UTTAR PRADESH
85.	GUWAHATI	0401	GUWAHATI	DR. N. N. SARMA COORDINATOR IGNOU STUDY CENTRE GUWAHATI UNIVERSITY GUWAHATI - 781014 ASSAM
86.	GUWAHATI	0404	BONGAIGAON	DR. NIRMAL KUMAR DAS COORDINATOR IGNOU STUDY CENTRE BIRJHORA MAHAVIDYALAYA BONGAIGAON - 783380 ASSAM
87.	GUWAHATI	0407	DIBRUGARH	DR. GOPAL CHANDRA HAZARIKA COORDINATOR IGNOU STUDY CENTRE DIBRUGARH UNIVERSITY DEPT. OF APPLIED GEOLOGY DIBRUGARH - 786004 ASSAM
88.	GUWAHATI	0410	JORHAT	SH. SHANTANU THAKUR COORDINATOR IGNOU STUDY CENTRE C.K.B. COMMERCE COLLEGE JORHAT - 785001 ASSAM

REGION WISE LIST OF STUDY CENTRES – *Contd.*

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
89.	GUWAHATI	0413	NORTH LAKHIMPUR	DR. JITEN SARMAH COORDINATOR IGNOU STUDY CENTRE LAKHIMPUR COMMERCE COLLEGE NORTH LAKHIMPUR - 787001 ASSAM
90.	GUWAHATI	0448	KARBI ANGLONG	SH. ANIL CHANDRA BORAH COORDINATOR IGNOU STUDY CENTRE DIPHU GOVT. COLLEGE DISTT. KARBI ANGLONG 782462 ASSAM
91.	GUWAHATI	0449	KARIMGANJ	DR. SANTANU DUTTA COORDINATOR IGNOU STUDY CENTRE MARIMGANJ COLLEGE PO & DISTT. KARIMGANJ DISTT. KARIMGANJ 788710 ASSAM
92.	HYDERABAD	0101	HYDERABAD	DR. G. PADMA COORDINATOR IGNOU STUDY CENTRE P.M.R. DEGREE COLLEGE CHINTALAKUNTA CHECK POST L.B. NAGAR HYDERABAD - 500074 ANDHRA PRADESH
93.	HYDERABAD	0102	NELLORE	DR. K. NARENDRANADHA REDDY COORDINATOR IGNOU STUDY CENTRE V.R. COLLEGE NELLORE - 524001 ANDHRA PRADESH
94.	HYDERABAD	0103	VIJAYAWADA	DR. S. SASIKALA COORDINATOR IGNOU STUDY CENTRE K.B.N. COLLEGE KOTHAPETA VIJAYAWADA - 520001 ANDHRA PRADESH
95.	HYDERABAD	0104	GUNTUR	MR. A. PURNACHANDRA RAO COORDINATOR IGNOU STUDY CENTRE T.J.P.S. COLLEGE RING ROAD GUNTUR - 522006 ANDHRA PRADESH

REGION WISE LIST OF STUDY CENTRES – *Contd.*

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
96.	HYDERABAD	0105	WARANGAL	DR. P. PARAMESHWAR COORDINATOR IGNOU STUDY CENTRE LAL BAHADUR COLLEGE WARANGAL - 506007 ANDHRA PRADESH
97.	HYDERABAD	0106	ANANTAPUR	SH. M. MURALI MOHAN REDDY COORDINATOR IGNOU STUDY CENTRE SHRI SAIBABA NATIONAL DEGREE COLLEGE ANANTAPUR - 515001 ANDHRA PRADESH
98.	HYDERABAD	0109	VISAKHAPATNAM	SH. K. PURUSHOTHAM COORDINATOR IGNOU STUDY CENTRE DR. L. BULLAYA COLLEGE VISAKHAPATNAM - 530013 ANDHRA PRADESH
99.	HYDERABAD	0110	KAKINADA	SH. A. SATYA SWAROOP COORDINATOR IGNOU STUDY CENTRE IDEAL COLLEGE OF ARTS & SCIENCE KAKINADA - 533004 ANDHRA PRADESH
100.	HYDERABAD	0155 R	NAMPALLY	SH.K.RADHAKRISHNA MURTHY COORDINATOR IGNOU STUDY CENTRE INDIRA PRIYADARSHINI GOVT. DEGREE COLLEGE FOR WOMEN NAMPALLY HYDERABAD, AP
101.	HYDERABAD	0157	RIKAB GANJ	DR. ABID UNNISA COORDINATOR IGNOU STUDY CENTRE S.D. SIGNODIA COLLEGE OF ARTS & COMMERCE & PG CENTRE 21-2-723/21, RIKAB GANJ HYDERABAD 500002 ANDHRA PRADESH
102.	HYDERABAD	0179	KARIMNAGAR	SH. DOMALA SURESH COORDINATOR IGNOU STUDY CENTRE VIVEKANANDA DEGREE & PG COLLEGE JAGITYAL ROAD KARIMNAGAR 505001 ANDHRA PRADESH

REGION WISE LIST OF STUDY CENTRES – *Contd.*

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
103.	IMPHAL	1701	IMPHAL	DR. G. P. PRASAIN COORDINATOR IGNOU STUDY CENTRE MANIPUR UNIVERSITY UNIVERSITY CAMPUS CANCHIPUR IMPHAL - 795003 MANIPUR
104.	ITANAGAR	0301	ITANAGAR	MR. TAYEK TALOM COORDINATOR IGNOU STUDY CENTRE ITANAGAR GOVERNMENT COLLEGE ITANAGAR - 791113 ARUNACHAL PRADESH
105.	JABALPUR	1502	JABALPUR	DR. ARUNKUMAR AGRAWAL COORDINATOR IGNOU STUDY CENTRE RANI DURGAWATI UNIVERSITY JABALPUR - 482001 MADHYA PRADESH
106.	JABALPUR	1561 D	KATNI	MRS. CHITRA PRABHAT (BHATIA) COORDINATOR IGNOU SPL. STUDY CENTRE GOVT. TILAK PG COLLEGE SHADOL ROAD KATNI MP
107.	JAIPUR	2301	JAIPUR	DR. M.C. SHARMA COORDINATOR IGNOU STUDY CENTRE RAJASTHAN COLLEGE COLLEGE CAMPUS JAIPUR - 302004 RAJASTHAN
108.	JAIPUR	2302	UDAIPUR	DR. L. L. VAIRAGI COORDINATOR IGNOU STUDY CENTRE VIDYA BHAWAN RURAL INSTITUTE BADGAON ROAD UDAIPUR - 313004 RAJASTHAN
109.	JAIPUR	2303	KOTA	DR. ASHOK KUMAR SHARMA COORDINATOR IGNOU STUDY CENTRE KOTA ENGINEERING COLLEGE RAWAT BHATA ROAD KOTA - 324010 RAJASTHAN

REGION WISE LIST OF STUDY CENTRES– Contd.

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
110.	JAIPUR	2304	JODHPUR	PROF. D. D. SHAH COORDINATOR IGNOU STUDY CENTRE ONKARMAL SOMANI COLLEGE OF COM JODHPUR - 342008 RAJASTHAN
111.	JAIPUR	2305	BIKANER	SH. B.R. CHOUDHARY COORDINATOR IGNOU STUDY CENTRE B.J.S. RAMPURIA JAIN COLLEGE J N VYAS NAGAR BIKANER - 334003 RAJASTHAN
112.	JAIPUR	2306	AJMER	DR. ARUN CHATURVEDI COORDINATOR IGNOU STUDY CENTRE DAYANANDA COLLEGE AJMER - 305001 RAJASTHAN
113.	JAIPUR	2310	SRIGANGA NAGAR	DR. SUDESH DHINGRA COORDINATOR IGNOU STUDY CENTRE MD P.G. COLLEGE SRIGANGA NAGAR 335001 RAJASTHAN
114.	JAIPUR	2320 D	JAIPUR	MS. MANJU NAIR COORDINATOR IGNOU SPL STUDY CENTRE-RA INDIA INTL. INSTT. OF MGT. SECTOR-12, MAHAVEER MARG MANSAROVAR, JAIPUR - 302020 RAJASTHAN
115.	JAIPUR	2322 D	HANUMANGARH	SH. IQUBAL SINGH COORDINATOR IGNOU SPL. STUDY CENTRE-R/RA NEHRU MEMORIAL LAW COLLEGE HANUMANGARH TOWN HANUMANGARH - 335513 RAJASTHAN
116.	JAIPUR	2328 D	NAWALGARH	MR. R.B.L. AGRAWAL COORDINATOR IGNOU SPL. STUDY CENTRE-RA SETH G.B. PODAR COLLEGE RAMBILAS PODAR ROAD NAWALGARH - 333042 RAJASTHAN

REGION WISE LIST OF STUDY CENTRES – Contd.

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
117.	JAMMU	1201	JAMMU	PROF. ASHOK AIMA COORDINATOR IGNOU STUDY CENTRE UNIVERSITY OF JAMMU JAMMU TAWI - 180001 JAMMU & KASHMIR
118.	JAMMU	1206	KATHUA	DR. SOHAN LAL BHAGAT COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE DEPARTMENT OF GEOGRAPHY KATHUA - JAMMU & KASHMIR
119	JAMMU	1207	RAJOURI	DR. MUSHTAQ A. LONE COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE RAJOURI - 185131 JAMMU & KASHMIR
120.	JAMMU	1208	POONCH	PROF. SYED MOHD. SAFI COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE POONCH JAMMU & KASHMIR
121.	KARNAL	1001	YAMUNA NAGAR	DR. S.L. SAINI COORDINATOR IGNOU STUDY CENTRE MUKAND LAL NATIONAL COLLEGE YAMUNA NAGAR - 135001 HARYANA
122.	KARNAL	1002	SONEPAT	DR. S.S. GOYAL COORDINATOR IGNOU STUDY CENTRE HINDU COLLEGE SONEPAT - 131001 HARYANA
123.	KARNAL	1003	PANIPAT	DR. B.B. SHARMA COORDINATOR IGNOU STUDY CENTRE ARYA COLLEGE PANIPAT - 132103 HARYANA
124.	KARNAL	1005	ROHTAK	SH. M.S. CHAHAR COORDINATOR IGNOU STUDY CENTRE CHOTURAM COLLEGE OF EDUCATION ROHTAK - 124001 HARYANA

REGION WISE LIST OF STUDY CENTRES – *Contd.*

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
125.	KARNAL	1008	KARNAL	SH. R.S. SHARMA COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE ARTS BLOCK, ROOM NO. 28-29 SECTOR - 14, URBAN ESTATE KARNAL - 132001 HARYANA
126.	KARNAL	1009	HISSAR	SH. RAVI SHARMA COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE HISSAR - 125001 HARYANA
127.	KARNAL	1012	SHAHABAD	DR. S.P. VARNI COORDINATOR IGNOU STUDY CENTRE MARKANDA NATIONAL COLLEGE SHAHABAD KURUKSHETRA 136135 HARYANA
128.	KARNAL	1013	JIND	DR. HAWA SINGH DESWAL COORDINATOR IGNOU STUDY CENTRE GOVT P.G. COLLEGE JIND 126 002
129.	KARNAL	1014	SIRSA	DR VED PAL ARYA COORDINATOR IGNOU STUDY CENTRE GOVT P. G. NATIONAL COLLEGE SIRSA 125 055
130.	KARNAL	1030 R	KAITHAL	DR R. K. GUPTA COORDINATOR IGNOU STUDY CENTRE R. K. S. D. (P.G.) COLLEGE DISTT. KAITHAL
131.	KARNAL	1036	AMBALA CITY	DR.(MS.) KIRAN ANGRA COORDINATOR IGNOU STUDY CENTRE M.D.S.D. GIRLS COLLEGE AMBALA CITY 134002 HARYANA
132.	KHANNA	0601	CHANDIGARH	DR. A.K. SAIHJPAL COORDINATOR IGNOU STUDY CENTRE PUNJAB UNIVERSITY DEPTT. OF CORRESPONDENCE COURSE CHANDIGARH - 160017

REGION WISE LIST OF STUDY CENTRES – *Contd.*

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
133.	KHANNA	2203	PATIALA	DR.KUMKUM BAJAJ COORDINATOR IGNOU STUDY CENTRE PUNJABI UNIVERSITY ARTS BLOCK - III TOP FLOOR PATIALA - 147002 PUNJAB
134.	KHANNA	2204	BHATINDA	PROF. PARVEEN KUMAR COORDINATOR IGNOU STUDY CENTRE M.G.D.A.V. COLLEGE BHILWADA ROAD BHATINDA - 151001 PUNJAB
135.	KHANNA	2205	AMRITSAR	PROF. VANEETA GARG COORDINATOR IGNOU STUDY CENTRE D.A.V. COLLEGE OF EDUCATION AMRITSAR - 143001 PUNJAB
136.	KHANNA	2206	LUDHIANA	PROF. DHARAM SINGH COORDINATOR IGNOU STUDY CENTRE GURU NANAK GIRLS COLLEGE MODEL TOWN, LUDHIANA - 141008 PUNJAB
137.	KHANNA	2223	NAWASHAHR	DR. SURENDER SINGH COORDINATOR IGNOU STUDY CENTRE SIKH NATIONAL COLLEGE CHARAN KANWAL, BANGA NAWASHAHR DT.NAWASHARH 144505 PUNJAB
138.	KHANNA	2225	MANSA	DR. P.K. SOOD COORDINATOR IGNOU STUDY CENTRE NEHRU MEMORIAL GOVT. COLLEGE MANSA DT. MANSA 151505 PUNJAB
139.	KOLKATA	2801	KOLKATA	DR. M.M. CHATTOPADHYAY COORDINATOR IGNOU STUDY CENTRE ISHWAR CHANDRA PATHABHAVAN 299 ACHARYA PRAFULA CHANDRA RD KOLKATA - 700009 WEST BENGAL

REGION WISE LIST OF STUDY CENTRES – Contd.

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
140.	KOLKATA	2802	KOLKATA	DR. ASHOKE NATH COORDINATOR IGNOU STUDY CENTRE ST. XAVIER'S COLLEGE 30, PARK STREET KOLKATA - 700016 WEST BENGAL
141.	KOLKATA	2803	KANCHRAPARA	SH. TARUN KUMAR DEY COORDINATOR IGNOU STUDY CENTRE RAILWAY TECHNICAL SCHOOL KANCHRAPARA 24 PARGANAS (N) - 743145 WEST BENGAL
142.	KOLKATA	2804	KOLKATA	DR. P.K. MAHAPATRA COORDINATOR IGNOU STUDY CENTRE ASWINIDATTA MEMORIAL COLLEGE 94/2, PARK CIRCUS KOLKATA - 700017 WEST BENGAL
143.	KOLKATA	2805	SILIGURI	DR. SAMIRENDRA SARKAR COORDINATOR IGNOU STUDY CENTRE ADARSH MAHAVIDYALAYA SEVOKE ROAD, SILIGURI - 734401 WEST BENGAL
144.	KOLKATA	2807	PURULIA	DR. AJAY KUMAR GANGOPADHYAY COORDINATOR IGNOU STUDY CENTRE JAGANATH KISHORE COLLEGE KETIKA PURULIA 723 401
145.	KOLKATA	2811	DARJEELING	DR. BUDDHADEB CHANDRA COORDINATOR IGNOU STUDY CENTRE DARJEELING GOVT. COLLEGE DARJEELING 734 101
146.	KOLKATA	2813	MIDNAPUR	DR. SUBRATA BAGCHI COORDINATOR IGNOU STUDY CENTRE MIDNAPUR COLLEGE MIDNAPUR 721 101

REGION WISE LIST OF STUDY CENTRES – *Contd.*

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
147.	KOLKATA	2814	KOLKATA	PROF. TARUN KR. GUPTA COORDINATOR IGNOU STUDY CENTRE DINABANDHU ANDREWS COLLEGE GARIA P.O., KOLKATA - 700084 WEST BENGAL
148.	KOLKATA	2815	BHIRBHUM	DR. RADHA KANT GHATUARY COORDINATOR IGNOU STUDY CENTRE SATYANANDA VIDYARTHEE BHAWAN PO., SURI BHIRBHUM 731 101
149.	KOLKATA	2817	HOOGLY	PROF. TARUN KR. GHATAK COORDINATOR IGNOU STUDY CENTRE NETAJI MAHAVIDYALAYA P.O. RAM BAGH, HOOGLY 712 601
150.	KOLKATA	2820 D	MURSHIDABAD	SH. SAGAR CHOWDHURY COORDINATOR IGNOU STUDY CENTRE RDK COLLEGE OF COMMERCE JAIGANJ MURSHIDABAD 742 123
151.	KOLKATA	2825 D	BANKURA	SH. NARENDRA RANJAN MALAS COORDINATOR IGNOU STUDY CENTRE RAMANANDA COLLEGE BISHNUPUR BANKURA
152.	KOLKATA	2842	BELGHARIA	DR. ASITENDU ROY CHOWDHURY COORDINATOR IGNOU STUDY CENTRE BHAIRAB GANGOLI COLLEGE DEGREE COLLEGE, ROAD BELGHARIA KOLKATA 700 056
153.	KOLKATA	2846	DINAJPUR	DR. ASHISH KUMAR DAS COORDINATOR IGNOU STUDY CENTRE BALURGHAT COLLEGE, PO BALURGAHT DISTT DAKSHIN DINAJPUR

REGION WISE LIST OF STUDY CENTRES – Contd.

S1. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
154.	KOLKATA	2862 D	MUKTARAM BABU STREET	DR. MEERA AMBUSTA COORDINATOR IGNOU SPL. STUDY CENTRE SAVITRI GIRLS' COLLEGE 13, MUKTARAM BABU STREET KOLKATA 700007 WEST BENGAL
155.	KOLKATA	2864	PASCHIM	DR. NISITH KUMAR DE COORDINATOR IGNOU STUDY CENTRE BELDA COLLEGE DIST. PASCHIM - 721424 WEST BENGAL
156.	LUCKNOW	2701 D	LUCKNOW	DR. B. K. JAIN COORDINATOR IGNOU STUDY CENTRE JAI NARAIN DEGREE COLLEGE LUCKNOW - 226001 UTTAR PRADESH
157.	LUCKNOW	2702	AGRA	DR. P.N. ASTHANA COORDINATOR IGNOU STUDY CENTRE ST. JOHN'S COLLEGE AGRA FORT, AGRA - 282002 UTTAR PRADESH
158.	LUCKNOW	2703	ALLAHABAD	DR. RAM PYARE CHATURVEDI COORDINATOR IGNOU STUDY CENTRE ALLAHABAD DEGREE COLLEGE 15, KYADGANJ ALLAHABAD - 211003 UTTAR PRADESH
159.	LUCKNOW	2704	BAREILLY	DR. KAVINDER SINGH COORDINATOR IGNOU STUDY CENTRE BAREILLY COLLEGE P O BOX NO 15 BAREILLY - 243005 UTTAR PRADESH

REGION WISE LIST OF STUDY CENTRES – *Contd.*

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
160.	LUCKNOW	2706	KANPUR	DR. DHIRENDRA KUMAR COORDINATOR IGNOU STUDY CENTRE P.P.N. COLLEGE 96/12, MG MARG KANPUR - 208001 UTTAR PRADESH
161.	LUCKNOW	2708	VARANASI	DR. PADAMAKAR SINGH COORDINATOR IGNOU STUDY CENTRE UDAI PRATAP P.G. COLLEGE VARANASI - 221002 UTTAR PRADESH
162.	LUCKNOW	2709	GORAKHPUR	DR. SANJAY BAIJAL COORDINATOR IGNOU STUDY CENTRE GORAKHPUR UNIVERSITY DEPARTMENT OF PHYSICS GORAKHPUR - 273009 UTTAR PRADESH
163.	LUCKNOW	2712	JHANSI	DR. P.C. SINGHAL COORDINATOR IGNOU STUDY CENTRE BIPIN BIHARI PG COLLEGE JHANSI - 284001 UTTAR PRADESH
164.	LUCKNOW	2713	ALIGARH	DR. AQUIL AHMAD COORDINATOR IGNOU STUDY CENTRE ALIGARH MUSLIM UNIVERSITY ALIGARH - 202002 UTTAR PRADESH
165.	LUCKNOW	2720	LUCKNOW	DR. P.P. SINHA COORDINATOR IGNOU STUDY CENTRE LUCKNOW CHRISTIAN COLLEGE DEPTT. OF CHEMISTRY LUCKNOW - 226018 UTTAR PRADESH

REGION WISE LIST OF STUDY CENTRES – Contd.

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
166.	LUCKNOW	2722 R	SHAKTINAGAR	SH. R. B. JHA COORDINATOR IGNOU STUDY CENTRE N.T.P.C. SHAKTINAGAR - 231222 UTTAR PRADESH
167.	LUCKNOW	2723 R	AZAMGARH	MAJ. M.Z. HASAN COORDINATOR IGNOU STUDY CENTRE CHILDREN COLLEGE A I C C E D S C/O CHILDREN COLLEGE AZAMGARH - 276001 UTTAR PRADESH
168.	LUCKNOW	2724 R	MANAKAPUR	SH. MRIGENDRA KUMAR COORDINATOR IGNOU STUDY CENTRE INDIA TELEPHONES INDIA LTD. E.S.S. PROJECT MANAKAPUR - 271308 UTTAR PRADESH
169.	LUCKNOW	2742 R	RAIBARELI	MR. B. L. SWAMY COORDINATOR IGNOU STUDY CENTRE N.T.P.C. LIMITED UNCHAHAHAR RAIBARELI - 229406 UTTAR PRADESH
170.	LUCKNOW	2745	JAUNPUR	DR. RAM JEE LAL COORDINATOR IGNOU STUDY CENTRE V.B.S. PURVANCHAL UNIVERSITY SHAHGANJ ROAD, JAUNPUR - 222002 UTTAR PRADESH
171.	LUCKNOW	2747	RAEBARILLY	DR. SANJAY KUMAR PANDEY COORDINATOR IGNOU STUDY CENTRE FEROZE GANDHI COLLEGE RAEBARILLY 229001 UTTAR PRADESH

REGION WISE LIST OF STUDY CENTRES – *Contd.*

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
172.	LUCKNOW	2778 R	MIRZAPUR	DR. RAJESH KUMAR SRIVASTAVA COORDINATOR IGNOU STUDY CENTRE G. D. BINANI PG COLLEGE MIRZAPUR
173.	LUCKNOW	2793	AYODHYA	DR. V.N. ARORA COORDINATOR IGNOU STUDY CENTRE K.S. SAKET P.G. COLLEGE AYODHYA FAIZABAD 224123 UTTAR PRADESH
174.	LUCKNOW	27100	HATHRAS	DR. RAMKRISHNA SHARMA COORDINATOR IGNOU STUDY CENTRE PC BAGLA PG COLLEGE HATHRAS DT. MAHAMAYA NAGAR HATHRAS 204101 UTTAR PRADESH
175.	LUCKNOW	27109	VARANASI	DR. RAJENDRA KUMAR PANDEY COORDINATOR IGNOU STUDY CENTRE BANARAS HINDU UNIVERSITY VARANASI 221005 UTTAR PRADESH
176.	PATNA	0501	PATNA	DR. DEOKI NANDAN SHARMA COORDINATOR IGNOU STUDY CENTRE VANIJYA MAHAVIDYALAYA PATNA COLLEGE CAMPUS PATNA - 800005 BIHAR
177.	PATNA	0504	MUZAFFARPUR	DR. SHO VAN SEN GUPTA COORDINATOR IGNOU STUDY CENTRE B.R.A. BIHAR UNIVERSITY LIBRARY CAMPUS MUZAFFARPUR - 842 001 BIHAR
178.	PATNA	0511	GAYA	DR R. P. K. SINGH COORDINATOR IGNOU STUDY CENTRE GAYA COLLEGE GAYA 823 001

REGION WISE LIST OF STUDY CENTRES – Contd.

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
179.	PATNA	0558 B	KHAGARIA	DR. SHANKAR LAL TULSYAN COORDINATOR IGNOU STUDY CENTRE KOSHI COLLEGE KHAGARIA 851 115
180.	PATNA	0560 B	MADHEPURA	DR. P. N. YADAV COORDINATOR IGNOU STUDY CENTRE T.P. COLLEGE MOTHIHARI
181.	PATNA	0571	MUNGER	DR. SHYAM SUNDAR ACHARIA COORDINATOR IGNOU STUDY CENTRE RD & DJ COLLEGE MUNGER 811201 BIHAR
182.	PATNA	0573	BIHARSHARIF	DR. OM PRAKASH SINGH COORDINATOR IGNOU STUDY CENTRE NALANDA COLLEGE BIHARSHARIF NALANDA 803101 BIHAR
183.	PUNE	1601	MUMBAI	SH. NAGRAJ RAO COORDINATOR IGNOU STUDY CENTRE K.J.S. COLLEGE OF EDUCATION T & R VIDYANAGAR, VIDYA VIHAR GHATKOPAR (E), MUMBAI - 400077 MAHARASHTRA
184.	PUNE	1602	PUNE	MRS. BEENA INAMDAR COORDINATOR IGNOU STUDY CENTRE SYMBIOSIS INTL. CUL & CEN SENAPATI BAPAT ROAD PUNE - 411004 MAHARASHTRA
185.	PUNE	1603	MUMBAI	DR. KAVITA S. REGE COORDINATOR IGNOU STUDY CENTRE SATHAYE COLLEGE DIXIT ROAD VILE PARLE (E) MUMBAI - 400057 MAHARASHTRA

REGION WISE LIST OF STUDY CENTRES – *Contd.*

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
186.	PUNE	1604	MUMBAI	DR. K.G. BHOLE COORDINATOR IGNOU STUDY CENTRE KET'S VG VAZE COLLEGE MITHAGAR ROAD MILAND (E) MUMBAI - 400081 MAHARASHTRA
187.	PUNE	1605	SATARA	DR. R.B. BAWADHANKAR COORDINATOR IGNOU STUDY CENTRE D.G. DEGREE COLLEGE OF COMMERCE SATARA - 415001 MAHARASHTRA
188.	PUNE	1606	KOLHAPUR	SH. C.S. DALVI COORDINATOR IGNOU STUDY CENTRE C.S. CENTRAL INSTITUTE OF BUSINESS ECONOMICS & RESEARCH UNIVERSITY ROAD KOLHAPUR - 416004 MAHARASHTRA
189.	PUNE	1607	NAGPUR	DR. R.P. THAKRE COORDINATOR IGNOU STUDY CENTRE NAGPUR UNIVERSITY GURU NANAK BHAWAN NAGPUR - 440001 MAHARASHTRA
190.	PUNE	1608	NASIK	PROF. B.B. PAGAR COORDINATOR IGNOU STUDY CENTRE K.T.H.M. COLLEGE GANGAPUR ROAD SHIVAJI NAGAR, NASIK - 422002 MAHARASHTRA
191.	PUNE	1610	AURANGABAD	DR. A.S. THOMBRE COORDINATOR IGNOU STUDY CENTRE VIVEKANAND ARTS & SDS COM. COLLEGE SAMRAT NAGAR AURANGABAD - 431001 MAHARASHTRA

REGION WISE LIST OF STUDY CENTRES – Contd.

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
192.	PUNE	1611	JALGAON	DR. S.T. INGLE COORDINATOR IGNOU STUDY CENTRE NORTH MAHARASHTRA UNIVERSITY BLOCK NO. 125, ADMN. BLDG. P.B. NO. 80, JALGAON - 425001 MAHARASHTRA
193.	PUNE	1614	CHANDRAPUR	SH. P.K. SINGH COORDINATOR IGNOU STUDY CENTRE CHANDRAPUR ENGINEERING COLLEGE BABUPETH, CHANDRAPUR - 442403 MAHARASHTRA
194.	PUNE	1615 R	TARAPUR	SH. A.S. DESHMUKH COORDINATOR IGNOU STUDY CENTRE SHRI G.A. LOKSEVA NIDHI P/17, MIDC, TARAPUR - 401506 MAHARASHTRA
195.	PUNE	1638 R	PUNE	SH. E.M. KHAN COORDINATOR IGNOU STUDY CENTRE ABEDA INAMDAR SR. COLLEGE FOR GIRLS 2390, K.B. HIDAYATULLA ROAD AZAM CAMPUS, CAMP PUNE 411 001
196.	PUNE	1639 R	BEED	SH. B. S. SONAWANE COORDINATOR IGNOU STUDY CENTRE MARATHWADA SHIKSHAN PRASARAK MANDAL'S BALBHIM ARS SCIENCE AND COMMERCE COLLEGE BEED 431 122
197.	RAIPUR	1503	DURG	DR. N.S. SURYANARAYANA COORDINATOR IGNOU STUDY CENTRE GOVT. ARTS & SCIENCE COLLEGE DURG - 491002 CHHATTISGARH
198.	RAIPUR	1505	BILASPUR	DR. S.K. GUPTA COORDINATOR IGNOU STUDY CENTRE G.M.S.P.G. COLLEGE SEEPAT ROAD, BILASPUR - 495001 CHHATTISGARH

REGION WISE LIST OF STUDY CENTRES – Contd.

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
199.	RAIPUR	1517 R	KORBA	SH. M.D. MOTWANI COORDINATOR IGNOU STUDY CENTRE N.T.P.C. TRAINING CENTRE PRAGATI NAGAR PO KORBA - 495450 CHHATTISGARH
200.	RANCHI	0502	JAMSHEDPUR	DR. A.K. SINHA COORDINATOR IGNOU STUDY CENTRE JAMSHEDPUR COOPERATIVE COLLEGE JAMSHEDPUR JHARKHAND
201.	RANCHI	0503	DHANBAD	DR. YOGENDRA JHA COORDINATOR IGNOU STUDY CENTRE P.K. ROY MEMORIAL COLLEGE SERAIDHELA DHANBAD - 826001 JHARKHAND
202.	RANCHI	0506	RANCHI	FR. NABOR LAKRA. S.J. COORDINATOR IGNOU STUDY CENTRE ST. XAVIER'S COLLEGE POST BOX NO 9 RANCHI - 834001 JHARKHAND
203.	RANCHI	0507	BOKARO	SH. KAUSHAL KISHORE COORDINATOR IGNOU RECOG STUDY CENTRE EDN. & RESEARCH TRUST (NIPM) NEW ADMN. BUILDING III/B SCHOOL BOKARO STEEL CITY BOKARO - 827006 JHARKHAND
204.	RANCHI	0514	RANCHI	SH. RATAN AKHOURI COORDINATOR IGNOU RECOG STUDY CENTRE INDIAN INSTT. OF COAL MGT. KANKE RANCHI - 834006 JHARKHAND

REGION WISE LIST OF STUDY CENTRES – Contd.

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
205.	SHILLONG	1801	SHILLONG	PROF. DEBJANI ROY COORDINATOR IGNOU STUDY CENTRE NORTHEASTERN HILL UNIVERSITY BIJNI COMPLEX LAITUMKHRAH SHILLONG - 793003 MEGHALAYA
206.	SHIMLA	1102	MANDI	PROF. M.S.JAMWAL COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE MANDI - 175001 HIMACHAL PRADESH
207.	SHIMLA	1103	SOLAN	DR. H.K.. THAKUR COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE SOLAN - 173212 HIMACHAL PRADESH
208.	SHIMLA	1104	HAMIRPUR	PROF. KULDEEP BANTA COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE HAMIRPUR - 177005 HIMACHAL PRADESH
209.	SHIMLA	1105	DHARAMSHALA	DR. HARDEV CHAND KATOCH COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE DEPT. OF CHEMISTRY DHARAMSHALA - 177005 HIMACHAL PRADESH
210.	SHIMLA	1106	CHAMBA	DR. P. K. GUPTA COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE CHAMBA - 176310 HIMACHAL PRADESH

REGION WISE LIST OF STUDY CENTRES – *Contd.*

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
211.	SHIMLA	1108	NAHAN	DR. (MS) VEENA RATOHRE COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE NAHAN - 173001 HIMACHAL PRADESH
212.	SHIMLA	1109	UNA	SH. P.S. CHANDEL COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE UNA - 174303 HIMACHAL PRADESH
213.	SHIMLA	1113	BILASPUR	PROF. B. B. SANKHYAN COORDINATOR IGNOU STUDY CENTRE GOVT. P.G. COLLEGE BILASPUR - 174001 HIMACHAL PRADESH
214.	SHIMLA	1114 P	SHIMLA	DR. KULWANT SINGH PATHANIA PROG. I/C IGNOU PROG. STUDY CENTRE H.P. UNIVERSITY ACADEMIC STAFF COLLEGE, IV TH FLR, LIBRARY BLD, SUMMER HILL SHIMLA - 171005 HIMACHAL PRADESH
215.	SRINAGAR	1202	SRINAGAR	DR. MOHAMMED AKRM KHAN COORDINATOR IGNOU STUDY CENTRE GOVT. AMAR SINGH COLLEGE GOGJI BAGH SRI NAGAR - 190008 JAMMU & KASHMIR
216.	SRINAGAR	1209	SRINAGAR	PROF. SHEIKH ALJAZ BASHIR COORDINATOR IGNOU STUDY CENTRE SHRI PRATAP SINGH COLLEGE MAULANA AZAD ROAD SRI NAGAR - 190001 JAMMU & KASHMIR
217.	SRINAGAR	1236	BARAMULLA	PROF. NAZIR AHMED SHEIKH COORDINATOR IGNOU STUDY CENTRE GOVT. DEGREE COLLEGE (BOYS) KHOJABAGH TEHSIL BARAMULLA BARAMULLA - 193101 JAMMU & KASHMIR

11. BANKS DESIGNATED TO COLLECT THE FEE IN CASH FROM IGNOU STUDENTS

INDIAN BANK

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

IDBI BANK

1.	Lal Bungalow Off. C.G. Road Ahmedabad-380006 Ph: 079-6431902/1296	13.	Mahavir House Basheerbagh Square Hyderabad-500029 Ph: 040-3260000, 3228517, 3222688
2.	23-25, Rudra Square Nr. Judges Bungalow, Bodakdev Ahmedabad-380015 Ph: 079-6872345, 68730024	14.	Plot No.-9, Near L.V. Prasad Eye Hospital, J.R. House Road No. 2 Banjara Hills, Hyderabad-500034 Ph: 040-3548762/79/83
3.	Aishwarya Complex Yash Kunj Society Pradhat Chowk, Ghatlodia Ahmedabad-380061 Ph: 079-7430337, 7430344	15.	D-24, Durlabh Niwas C-Scheme, Jaipur Ph: 0141-367929/30/379/955
4.	26/1 Sowbhagya Complex 24th Main, 5th Phase J.P. Nagar, Sarraiki Lake Bangalore-560078 Ph: 080-6595111, 6595777, 6595800	16.	Siddha Point, Ground Floor 101, Park Street Kolkatta-700016 Ph: 033-2175040/5003/66/67
5.	IDBI House 59, Mission Road Bangalore-560027 Ph: 080-2279576/77/78/79	17.	Mookerjee House 17, Braboume Road Kolkatta-700001 Ph: 033-2437964/65/66/67
6.	Plot No.-43, Opposite Rang Mahal New Market, T.T. Nagar Bhopal-462003 Ph: 0755-577730/32	18.	15, Ashoka Marg Lucknow-226001 Ph: 0522-287104/105/287259
7.	IDBI House, Janpath, Unit-IX Bhubaneshwar-751 022 Ph: 0674-541695	19.	1/6, Sirifort Institutional Area Khel Gaon Marg New Delhi-110049 Ph: 011-26499681-85
8.	P.M. Towers 37, Greams Road Chennai-600 006 Ph: 044-8292371/72/73/74	20.	Surya Kiran Building Ground Floor 19K.G. Marg Delhi-110001 Ph: 011-23357800/01/02
9.	Soan Building, 37 C.P. Ramaswamy Road, Alwarpet Chennai-600018 Ph: 044-4661204/7	21.	J-13/17, Rajouri Garden New Delhi-110027 Ph: 011-25911478/82/83
10.	Nelson Towers, New No.-51 Nelson Manickkam Road Chennai-600029 Ph: 044-3745802-05	22.	Plot No. 8, C.D. Block Local Shopping Centre Pitampura Delhi-110034 Ph: 011-27314623, 27312625, 27315629
11.	Near Padma Theater M.G. Road Cochin-682035 Ph: 0484-382519-21	23.	IFCI Tower, 61, Nehru Place P.B. No. 4499 New Delhi-110019 Ph: 011-26231169/3415
12.	59/4, Rajpur Road Dehradun-248001 Uttanchal Ph: 0135-744477/741225-27	24.	Khasra No. 550 Vasant Kunj Road Mahipalpur, New Delhi Ph: 011-26787116-26787118

IDBI BANK – Contd.

25.	Ground Floor SCO-99 Sector 16 Faridabad Ph: 95129-5225128/29, 5225027	29.	Dynaneshwar Paduka Chowk Fergusson College Road Pune-411004 Ph: 020-5678585
26.	C-78, Raj Nagar District Centre Raj Nagar Ghaziabad-201001 Ph: 95120-2753000, 4755408/09	30.	Plot No. 128, Ground Floor Blue Hills Avenue Kalyani Nagar Nagar Road, Yerawada Pune-411006 Ph: 020-6612036/37/38
27.	Sikanderpur Branch Mehrauli-Gurgaon Road Sikanderpur, Gurgaon-122002 Ph: 95124-6357449	31.	Rajas Aptt., Plot No. 13 Abhimanshree Road Off Baner Road Aundh, Pune-411007 Ph: 020-5893535-36
28.	Kashi Palace Complex Dak Bungalow Road Opp. Heera Palace Patna Ph: 0612-204141	32.	Ranchi Place 5, Main Road Ranchi-834001 Ph: 0651-315984, 315971, 315980

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002**

No.F. 1-8/92(CPP)

February, 1992

The Vice-Chancellor/Director's
of all the Indian Universities/
Deemed Universities/Institutions
of National importance.

Sub: Recognition of Degrees/Diplomas awarded by Indira Gandhi National Open University, New Delhi.

I am directed to say that Indira Gandhi National Open University, New Delhi has been established by Sub-Section (2) of Section (1) of the IGNOU Act, 1985 (50 of 1985) vide Notification No.F.13-12/85-Desk(U) dated 19.09.1985 issued by the Govt. of India, Ministry of Human Resource Development, (Department of Education), New Delhi and is competent to award its own degrees/diplomas. 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.

Yours faithfully,

Sd/-
(Gurcharan Singh)
Under Secretary

ASSOCIATION OF INDIAN UNIVERSITIES
AIU HOUSE, 16 KOTLA MARG, NEW DELHI-110 002

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FAX : 011-3315105

No. EV/II(449)/94/176915-177115

January 14, 1994

The Registrar(s)
Member Universities

Subject : Recognition of Degrees/Diplomas of Open Universities

Dear Sir,

The Standing Committee at its 237th meeting held at Utkal University and the 68th Annual Session of the AIU and in December, 1993 at the University of Delhi have decided to in principle that the Degrees of the Open Universities be recognised in terms of the following resolutions:

“Resolved that the examinations of one University should be recognised by another on a reciprocal basis, provided that the entrance qualification, duration of course and the general standard of attainment are similar to those prescribed by the recognised university”.

“Further resolved that in case of Degrees awarded by Open Universities, the conditions regarding entrance qualifications and duration of the course be relaxed provided that the general standard of attainment are similar to those prescribed by the recognised university.”

The decision is brought to the notice of the Universities for favour of appropriate action in the matter. The additional information, if required in this behalf, may kindly be obtained from the Registrar of the Universities direct.

Thanking you,

Yours faithfully,

sd/-
(K.C. KALRA)
Joint Secretary