

14. GUIDELINES FOR FILLING IN THE APPLICATION FORM

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

Please fill up the form and post or submit in person the same along with copies of attested certificates to your concerned Regional centre, so as to reach on or before the last date. Incomplete application received after the last date as notified are summarily rejected without giving any intimation to the candidate.

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

1. For Programme Code, write appropriate code in the box provided. For example, if you apply for B.Com (A & F), write A1 as shown below:

A	1
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2. Leave it Blank. University will allot the Enrolment No.
3. Codes of Regional Centres and Recognised Regional Centres are given in Annexure I. You have to write the code of that Regional Centre under which your Study Centre falls.
4. For Study Centre Code, refer to Annexure II.
5. For State Code, refer to Annexure III.
6. B.Com (A & F) applicants must fill the relevant code for medium of instruction in the boxes provided. For example if you are choosing Hindi Medium, then write B2 as shown below:

B	2
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M.Com (F & T) at present is offered only in English medium, hence applicants need to fill the code A1 only.

7. (a) If you are already doing or have done a programme with IGNOU, please write the relevant code in the box. (b) If A1 in 7a, then write the Enrol No. & Programme code
8. Please follow the rule of Date/Month/Year e.g. 5th June 1976 should be written as

0	5
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0	6
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1	9	7	6
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9-17. Write the relevant codes in the boxes provided, as per the details given in the application form.

18. If your name is VIRENDER KUMAR HASIZA, then write as follows in the boxes provided for:

V	I	R	E	N	D	E	R		K	U	M	A	R		H	A	S	I	Z	A						
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19. Please write your Father's/Husband's/Mother's name. If the name is KEDAR NATH HASIZA, then write it as follows:

K	E	D	A	R		N	A	T	H		H	A	S	I	Z	A										
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20. Applicants for M.Com (F & T) need not fill this column. This column is applicable to B.Com (A & F) candidates only.

- (a) You have to select FEG-1 and FEG-2 together or BHDF-101 and FHD-2 together. For example if you select FEG-1 + FEG-2, write A1 in the boxes.
- (b) You have to select EEG-4 or EHD-8. For example, if you select EHD-8, write B2 in the box.
- (c) You have to select FHS-1 or FST-1. For example, if you select FHS-1, then write A1 in the box.

For all B.Com (A & F) students, ECO-13 and AED-1 are compulsory. Therefore, they are not shown in the list of choice here.

21. (a) Write the relevant code in the box. (b) If A1 in 21a, then fill column 21 (b).
22. Write the relevant code in the box.
23. Furnish the details of Scholarship, if any received.

24. You fill in Code of Board from which you passed +2. List of Board Codes is given in Annexure IV.

25. Write the relevant code for mode of payment.

The Programme Fee can also be remitted in cash in the branches of Indian Bank or IDBI Bank. The list of branches which are authorised for fee collection are given in **Annexure-V**. For this Rs. 5/- (Rupees five only) is chargeable from the students per single transaction in cash while depositing the fees with the Bank. If fee is remitted in cash, please fill Computerised Bank Challan No. issued by the Bank.

Make a Demand Draft for Rs. 4,000 for B.Com (A & F) or Rs. 5,000 for M.Com (F & T) in favour of IGNOU payable at the city where your Regional Centre is situated, and fill the relevant column.

26. Fill in your address for correspondence where you would like to receive your study material and all other correspondence. Do not give post box No. as address. Leave a box blank between each unit of address like house No., street name, P.O. etc. The address given by a student must be in India otherwise the Registration will be invalid.

27, 28 & 29. Write down your telephone No., Fax No., E-Mail Address, if any.

CHECKLIST

Before sending the form to IGNQU, please check whether you have:

(A) Affixed your **photograph**

(B) Enclosed the following certificates:

- i) Demand Draft/Challan Form for programme fee.
- ii) Certificates in support of your +2 qualification.
- iii) Proof of passing of CPT/Foundation/PE-I [**For B.Com (A&F) applicants**].
- iv) Proof of registration for PCC/PE-II/Intermediate or students should submit proof of passing the same [**for B.Com (A&F) applicants**].
- v) Proof of registration/passing chartered Accountancy Final [**For M.Com(F&T) applicants**].
- vi) Student Card duly filled in along with photograph.
- vii) Acknowledgement Card duly affixed with the postage stamp for Rs. 6/-.

(c) Enclosed Demand Draft for the Programme Fee and written your name, programme code and application No. on the reverse of the Demand Draft or Challan form issued by bank, if fee is deposited in cash through Indian Bank/IDBI Bank.

The Fee is to be paid by Demand Draft drawn in favour of IGNOU and payable at the city where your Regional Centre is situated.

OR

The Fee can also be remitted in cash in the branches of Indian Bank or IDBI. Please see Annexure V.