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THE PEOPLE'S
UNIVERSITY

BCOMF

PROGRAMME GUIDE

Bachelor of Commerce (Honours)

(BCOMF)

School of Management Studies (SOMS)
Indira Gandhi National Open University

Printed study materials are necessary in learning paradigm. Our study materials prepared by a team of experts keeping in view the learners of the learner. Each course has a Course Expert Committee with distinguished academics and professionals involved in the course preparation. The course material is written in such a manner that the learners can study it by themselves with a little assistance from our Academic Counsellors in the Study Centres. Further, text books and reference books are available in the libraries attached to the Study Centres and Regional Centres.

PRODUCTION TEAM

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May, 2004

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ISBN:

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For further information on the Indira Gandhi National Open University courses may be obtained from the University's Office at Maidan Garhi, New Delhi-110 068 or the official website of IGNOU at www.ignou.ac.in

Printed and Published on behalf of Indira Gandhi National Open University, New Delhi by the Registrar, SOE-II, IGNOU.

Laser Typesetting by : Adhang, Okhla Industrial Area, Phase-I, New Delhi-110020.

Printed by

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Dear Learner,

Welcome to BOU OU and the degree programme in Bachelor of Commerce (Honours)(BCOM(F)). As you have joined one of the world's largest University imparting education through Open and Distance mode, it is necessary that you be aware about the functions of the University. You will also be seeking some more detail about the programme you have joined and the way in which the University imparts instruction. This Programme Guide gives you the necessary information that will help you in navigating the university and pursuing the programme. We therefore advise you to keep this Programme Guide safely till you complete the Programme.

This programme guide comprises of two parts.

Part-I of this programme guide provides brief account of University, BCOM(F) programme structure, plan of study, schedule of payment of fee, instructional and evaluation systems and other useful information.

Part-II of this Programme Guide provides the syllabi of all the courses that are to offered in this programme. This will help you, among other things, in choosing Discipline Specific Courses, Ability Enhancement and Skill Enhancement courses according your interest, need, and career goals.

Wish you all the best for successful completion of the programme within minimum period.

Prof. Subodh Kesharwani & Prof. Rashmi Bansal
Programme Coordinators
Bachelor of Commerce (Honours)(BCOM(F))

PART I

PROGRAMME DETAILS

1. THE UNIVERSITY

The Indira Gandhi National Open University (IGNOU) is the world's largest University. It is a Central University established by an Act of Parliament in 1985, to advance and disseminate learning and knowledge by diverse means, including information communication technology. The objective is to provide opportunities for higher education to a large segment of the population and promote educational well-being of the larger society.

The University has continuously striven to build a knowledge society through inclusive education. It has imparted higher education by offering high quality teaching through the Open and Distance Learning (ODL) mode.

IGNOU in a relatively short time has made a significant contribution in the areas of higher education, community education, extension activities and continual professional development. As a world leader in distance education, it has been conferred with an Award of Excellence by the Commonwealth of Learning (COL), Canada.

IGNOU offers its academic programmes through its 21 Schools of Studies and a network of 67 Regional Centres (including 11 Navangpool Regional Centres for the Indian Army, Navy and Airforce Rolls), and about 1500 Study Centres (SCs). The University also has a network of 12 Overseas Study Centres (OSC).

At present, IGNOU is offering over two hundred academic, professional, vocational, extension generating and skill-oriented programmes at the level of Certificate, Diploma, Bachelor's Degree, Master's Degree and Doctoral Degree through its Schools of Studies.

The 21 Schools of Studies which design and develop academic programmes and courses at different levels are

- School of Agriculture (SOA)
- School of Computer and Information Sciences (SOCIS)
- School of Continuing Education (SOCE)
- School of Education (SOE)
- School of Engineering and Technology (SOET)
- School of Extension and Development Studies (SOEDS)
- School of Foreign Languages (SOFL)
- School of Gender and Development Studies (SOGDS)
- School of Health Sciences (SOHS)
- School of Humanities (SOH)
- School of Interdisciplinary and Trans-Disciplinary Studies (SOITS)
- School of Journalism and Mass Media Studies (SOJMMS)
- School of Law (SOL)
- School of Management Studies (SOMS)

- School of Performing and Visual Arts (SOPVA)
- School of Science (SOS)
- School of Social Sciences (SOSS)
- School of Social Work (SOSW)
- School of Tourism and Hospitality Service Management (SOTHSM)
- School of Foundation Studies and Training (SOFST)
- School of Vocational Education and Training (SOVET)

The University provides multi-channel, multiple media teaching/learning packages for instruction and self-learning. The different components used for teaching/learning include self-learning print and audio-video materials, radio and television broadcasts, face-to-face counselling/tutoring, laboratory and hands-on-experience, videoconferencing, video conference, interactive multimedia and internet based learning, and the use of mobile phones for messaging and/or contact.

Currently, the emphasis is being laid by the University on developing an interactive multimedia supported online learning to shift or sliding value to the traditional distance education delivery mode with modern technology-enabled education within the framework of blended learning. The recent initiatives of the University include SWAYAM based Massive Open Online Courses (MOOCs), Bandgyaan (UGC DELNET Project), 24x7 SWAYAMPRABHA, National Digital Library (NDLI Project), e-Gyankosh and UGC e-Content App for digital study material.

2. BACHELOR OF COMMERCE (HONOURS) (BCOM)F)

The School of Management Studies proposes to offer Four Years' Bachelor of Commerce (Honours) UG Programme under UGC FYUP-2012. The proposed programme consists of 160 credits i.e. 40 credits per year (20 credits each semester).

The main objectives of the programme are to impart Multidisciplinary, Holistic, Skill and Vocational based quality commerce and business education to meet the growing demand of the society, to provide skill based education to national and international students, to prepare the students to meet the requirements of the job market higher education and, to impart commerce education in line with NEP – 2020.

The discipline is proposing 4 Years UG Degree (Honours) with multiple exits after successful completion of 1st Year with an additional vocational course of 4 credits Certificate in Commerce (with exit) after successful completion of 2nd Year with an additional vocational course of 4 credits Diploma in Commerce (with exit) after successful completion of 3rd Year B.Com (with exit) and after successful completion of 4th Year B.Com (Honours) or B.Com (Honours with Research) as per UGC FYUP-2012.

The above programme is in consonance with the UGC's policy statement, *"the undergraduate degree will be of either 3 or 4-year duration, with multiple exit options within this period, with appropriate certificates, e.g., a UG certificate after completing 1 year in a discipline or field including vocational and professional areas, or a UG diploma after 2 years of study, or a Bachelor's degree after a 3-year programme. The 4-year multidisciplinary Bachelor's programme, however, shall be the preferred option since it allows the opportunity to experience the full range of holistic and multidisciplinary education in addition to a focus on the chosen major and minor as per the choices of the student."*

The programme can be completed by earning the required number of credits in a minimum period of three years (eight semesters) or in the maximum period of eight years (sixteen semesters).

A credit is equivalent to 30 hours of study time comprising all learning activities (i.e. reading and comprehending the print material, listening to audios, watching videos, attending counselling sessions, tutorial/assignment and writing assignment responses).

The programme has a mix of different types of courses in each of the eight semesters. However, the total number of credits to study in each semester is 20 credits. Table 2.1 gives an overview of the programme structure showing the distribution of different types of courses across the eight semesters of the programme.

Table 2.1 Bachelor of Commerce (Honours) B.COMP Programme Structure

Year	Semester	Discipline Specific Core Courses	Minor	Ability Enhancement courses (Languages)	Inter-disciplinary courses (Interdisciplinary Skill) Skill Enhancement courses (Internship Dissertation)	Common Value Added Courses	Total Credits
I yr	1st Semester	DSC-1 (4 credits) BCOM-101 Business Organisation & Management	VSC-1* (4 credits) BRL-101 Overview of Banking	ABC-1 (4 credits) BFN&D-101 Environmental Studies	IDC-1* (4 credits) BBCC-101 Introductory Microeconomics Or any other Course		20
	2nd Semester	DSC-2 (4 credits) BCOM-102 Financial Accounting	VSC-2* (4 credits) BCOM-103 General Selling and Internship		IDC-2* (4 credits) BCOM-104 Computer Application in Business	EDSC-1 (2 credits) Value Education	20
Exit: with DC Certificate			VSC-1* (4 credits)		SDC-1 Introduction to Tourism Industry		4 credits
II yr	3rd Semester	DSC-3 (4 credits) BCOM-104 Business Mathematics and Statistics DSC-4 (4 credits) BCOM-105 Business Law	Minor 1* DSC (4 credits) BRL-102 Logistics Management	ABC-2 (4 credits) BEN-101 English Communication Skills OR Modern Indian Language (MIL)			20
	4th Semester	DSC-5 (4 credits) BCOM-106 Income Tax Law and Practice DSC-6 (4 credits) BCOM-107 Principles of Marketing	VSC-3* (4 credits) BCOM-108 Entrepreneurship		IDC-3* (4 credits) BCOM-109 E-Commerce		20

Rule 1 – with DG Diploma		DSC-14 credits	DSC-15 Commerce and Economic Protection Legislation				[illegible]
[illegible] yr	[illegible] Semester	DSC-7 (4 credits) BCOC-07 Corporate Accounting DSC-8 (4 credits) BCOC-08 Company Law	Minor-2* DSC (4 credits) CPT-01 Fundamental of Consumer Grievance Redressal Role of Various Bodies Problem		DSC-9 (4 credits) BBCA-140 Managing Stress		[illegible]
	[illegible] Semester	DSC-9 (4 credits) BCOC-09 Cost Accounting DSC-10 (4 credits) BCOC-10 Management Accounting	Minor-3* DSC (4 credits) BMS-1 Introduction to MSO Management		Internship (06 Credits) BSCO-140 Data Analysis		[illegible]
Total		48	16	08	12	06	132
Rule 1 – with DG Degree with Minor							132
[illegible] yr	[illegible] Semester	DSC-11 (4 credits) BCO-04 Business Environment DSC-12 (4 credits) BCO-05 Organizational Theory and Behaviour	Minor-1* DSC BCO-03 Managerial Economics (4 credits) Minor-2* DSC BCO-03 Strategic Management (4 credits)				[illegible]
	[illegible] Semester	DSC-13 (4 credits) Business Statistics (This Course is to be developed by SOMS)			Degree (12 Credits) Or Minor-3 DSC BCO-04 Business Statistics and OSR (4 credits) Minor-3 DSC MMBF-04 Management of Financial Services (4 credits) Offered by Commerce Department		[illegible]

					Minor(1 DSC Multidisciplinary Courses Behavioral Sciences (adopted by Commerce Discipline)		
Sem Credits	18	21	4		24	4	

Note: *Any one course from the basket of SINGU Courses in the respective category is said when developed by the University.

After learning into the Bachelor of Commerce (Honours) (BCOM) programme is structured, let us get to know the specific components of the programme, i.e. the Discipline Specific Courses Core, Minor, Ability Enhancement courses (Language), Inter-disciplinary courses (Secondary level), Skill Enhancement, courses internship/dissertation, Common Value-Added Courses.

Discipline Specific Courses

The programme has twenty discipline specific courses. These courses which are spread over the eight semesters of the programme are aimed at building a strong foundation.

The discipline specific courses are of six or four credits.

Table 1.2 Discipline Specific Courses (DSCs)

Semester I	Semester II
BCOC-101: Business Organisation and Management	BCOC-102: Financial Accounting
Semester III	Semester IV
BCOC-103: Business Law	BCOC-106: Income Tax Law and Practice
BCOC-104: Business Mathematics and Statistics	BCOE-141: Principles of Marketing
SBAS – 104: Logistics Management	
Semester V	Semester VI
BCOC-107: Corporate Accounting	BCOC-108: Cost Accounting
BCOC-109: Company Law	BCOE-142: Management Accounting
CPC-102: Redressal of Consumer Grievances: Role of Various Stakeholders	BMS-1: Introduction to NGO Management
Semester VII	Semester VIII
MCO-04: Business Environment	Business Research
MCO-01: Organisation Theory and Behaviour	MCO-02: Business Ethics and CSR
MCO-02: Managerial Economics	MMPM-001: Consumer Behaviour
MCO-03: Strategic Management	

Minor

The programme has four minor courses spread over eight semesters.

Table 2.2 Minor courses

Semester I	Semester III
BRC-101: Overview of Retailing	BCOM-109: Personal Selling and Salesmanship
Semester IV	**Semester VIII**
BCOM-110: Entrepreneurship	MMFP-308: Management of Financial Services

Ability Enhancement Courses (AEC)

Ability Enhancement Courses (AEC) are of four credits each. There are two AECs on offer. The first AEC is an environment course which is intended to sensitize the learners with environmental issues and introduce them to the policies and practices put in place to address environmental concerns at the local, national and global levels. The second AEC, available in the third semester, is BEGAE-102: English Communication Skills Modern Indian Language (ML).

Table 2.3: Ability Enhancement Courses (AECs)

Semester I	Semester III
BEVAE-101: Environmental Studies	BEGAE-102: English Communication Skills/ Modern Indian Language (ML)

Skill Enhancement Courses (SECs)

Skill Enhancement Courses (SECs) complement the ability enhancement courses. These courses seek to build specific skills set in some applied functional area of daily life. Each SEC is of four credits. These courses are on offer in the second and fourth semesters.

Table 2.4: Skill Enhancement Courses (SECs)

Semester IV	Semester IV
BCOM-102: Computer Applications in Business	BCOM-104: E-Commerce

Value Addition Course (VAC)

The Value Addition Course (VAC) has been developed to acquaint the learners about different aspects of value addition.

Table 2.5: Value Addition Course (VAC)

Semester II	
BEDDV-101: Value Education	

After having learnt structure of Bachelor of Commerce (Honours) programme and its components, let us now focus on choosing the best way to go through the programme.

3. PLANNING YOUR STUDIES

The Bachelor of Commerce (Honours) programme offers flexibility and openness in the courses and duration for the completion of programme. You should take full advantage of this flexibility. A little bit of systematic planning is all that is required to realize your goal of completing 160 credits of this

programme within the minimum period of four years. If, for any reason, you are unable to complete the programme within four years, please note that your registration for the programme is valid for eight years and you can get additional two years by applying for extension.

As already mentioned, each credit of the programme is equivalent to 30 hours of learner study comprising all learning activities (i.e. reading and comprehending the print material, listening to audio, watching videos, attending counselling sessions, telemediating and writing assignment responses). This means that you will have to devote approximately 150 hours of study for a six credit course and 120 study hours for a four credit course. You have to adjust your reading schedule keeping this workload in view. With this schedule, you will be able to complete all courses of the First year. Likewise, in the Second and Third year of the programme, you have an equal number of credits to complete each semester. To complete the programme in the minimum period of four years, you need to be focused. It is therefore helpful to study consistently throughout the year and not plan to speed up before the examinations.

If you are not able to fully devote yourself to the programme, you should set your targets for a particular semester year. Do the assignments of only those courses for which you plan to appear in the Term End Examinations (TEE). Carry over the rest to next year. Again next year, decide your goals for the two semesters of that year so that you could complete your BCOMP programme within the minimum prescribed period of four years. When you are able to complete the previous semester/year courses and have not submitted the Assignments for evaluation, make sure that you attempt the current year's assignment (s) for that course and submit them according to the schedule to be eligible to appear in the TEE. (For details see Section 8.1 of this Programme Guide). Through a proper planning, you can complete the programme as per your convenience.

4. FEE STRUCTURE AND SCHEDULE OF PAYMENT

Fee Structure: A sum of 15,000/- is to be paid for the Bachelor of Commerce (Honours)Programme @ 4,500/year. In the First year, in addition to 4,500/-, plus registration fee and development fee as applicable from time to time. The programme fee should be paid only by means of Debit Card/ Credit Card through online mode only http://pgonlinehelpdesk.ignou.ac.in. Fee once paid is not refundable.

The University can revise the programme fee. In that case, the revised fee shall be payable by you as per the schedule of payment notified by the university.

Although the Bachelor of Commerce (Honours) programme is a semester based programme, registration is done annually. Just as you have registered for the first two semesters at the start of the programme, you will have to re-register for the Second year (third and fourth semesters) and third year (fifth and sixth semesters) and fourth year(seventh and eighth semesters) before the beginning of the academic year as per the schedule given below.

Schedule for Re-Registration

Learners are advised to submit the Re-Registration (RR) forms 'Online' only on the web portal www.ignou.ac.in as per schedule notified by the University from time to time.

The programme fee has to be paid at the beginning of each year by online mode only by means of Debit Card/Credit Card through the portal http://pgonlinehelpdesk.ignou.ac.in.

Timely payment of the programme fee is the responsibility of the learner. The learner is expected to remit the fees as early as possible without waiting for the last date. Non-payment of fee could result

to the withdrawal of access to study material and permission to write the examination. It may also result in the cancellation of admission. In case any learner willfully appears in an examination without proper registration for a course, disciplinary action may be taken against him/her as per rules of the University.

5. INSTRUCTIONAL SYSTEM

The methodology of instruction adopted by the University is different from that in the conventional universities. The Open University system is more learner oriented in which the learner is an active participant in the teaching-learning process. More of the instruction is imparted through distance rather than face-to-face communication.

The University follows a multi-media approach for instruction. It comprises of:

- Self-Learning Material
- Audio-video programmes transmitted through radio and television
- Teleconferencing sessions
- Face-to-face counselling at the Study Centre by the Academic Counsellors
- Assignments, Tutorials, Practicals, Dissertation, Project work

5.1 Course Material

Course material, in print or e-book format, is the primary form of instruction. You should remember nearly all the course materials that are sent to you in the form of printed books or e-books somewhat as a guidebook. The course material is sufficient to write assignment responses and prepare for the Term End Examination (TEE). We would, however, suggest you to read additional material, especially those given in the Suggested Reading section of the course material.

The course material prepared by the University is self-learning in nature. Each course is printed in the form of a single book or e-book. The course is divided into a number of Blocks. A four credit course generally has four to five Blocks. Each Block consists of Units (three to five units), approximately 24 to 30 units in total for a 4 credits course. Similarly a six credits course has 7-9 Blocks having approximately 30 to 34 units. Normally, the Units covered in a Block have a thematic unity. The introduction section of the book provides an overview of the course, its objectives, guidelines for studying the material, etc. The Block introduction explains the coverage of the Block as a whole as well as the coverage of each Unit in the Block.

Each Unit is structured in a way to facilitate self-study by you and begins with learning Objectives which give you an idea what is expected to learn from the Unit. The Introduction provides an overview of the major theme of the unit. An attempt is made to frame a link of the present Unit with the topics of the previous Units. This is followed by the main text, which is divided into various sections and subsections. At the end of each section, the questions for self-evaluation have been provided under the heading of Check Your Progress. You should attempt this part, as it will help you in assessing the immediate understanding of the topic. Questions in Check Your Progress are for your practice only and you should not submit answers to these questions to the University for assessment. You should try to write the answers in your own words and not just copy from the course material.

The section Let Us Sum Up/Summary/Conclusion gives a brief account of what has been discussed in the Unit. This summary enables you to recall the main points covered in the Unit. Each unit ends with References which gives the list of books and articles that have been consulted to prepare the unit.

In addition, at the end of each Block Course, a list of Suggested Readings is given. Some of these books listed in this section will be available at the Study Centre library.

In order to comprehend the SLMs, read the Units carefully and note down the important points. You can use the space in the margin of the printed page for making notes and writing your comments. While reading the Units, you may mark the difficult words and look for the meaning of such words in a dictionary. If you still do not understand something, consult your counsellor during the face-to-face sessions at the Study Centre for clarification.

Dispatch of Study Material

The dispatch of study material starts once the online process of registration is complete. You can expect to receive your study material within one month of closing the registration for the programme. If any course material is missing or you receive wrong or defective material, please address your query to the Regional Centre or write to the Student Services Cell's e-office@ignou.ac.in.

For the students who have applied for digitised version, detailed information is available on the IGNOU website.

5.2 Academic Counselling

In distance education, face-to-face contact between the learners and their academic teacher/ counsellors is an important activity. The purpose of such an interaction is to answer your queries 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 fellow learners.

There are experienced academic counsellors at the Study Centres to provide you the academic counselling and guidance in the courses that you have selected for study. The academic counselling sessions for each of the courses will be held at suitable intervals throughout the academic session. Attendance in the academic counselling sessions for theory courses is not compulsory, but we would suggest you to attend these sessions as they may be useful in various respects, such as to share your views on the subject with teachers and fellow learners, comprehend some of the complex ideas or difficult issues, and get clarifications for any doubts. However, it is compulsory to attend practical sessions for the courses that have practicals or laboratory work.

Face-to-face counselling will be provided to you at the Study Centre assigned to you. You should note that the academic counselling sessions will be very different from the usual classroom teaching or lectures. Academic counsellors are not supposed to deliver lectures in the conventional form, instead they try to help you to overcome difficulties, which you face while studying the courses. In these sessions, you must look into the subject-based difficulties and any other issues arising out of such difficulties. Besides, some of the audio and video material that is available at the time will be played in the counselling sessions. The University normally organises six to seven academic counselling sessions for a 4 credits and nine to ten sessions for a 5 credits course. In case there are less than 10 students in a Study Centre, then intensive counselling sessions will be held which essentially means that 40 per cent of the prescribed counselling courses will be conducted within a week's time.

Before you go to attend the academic counselling sessions, it will be helpful if before hand you go through your course material and note down the points to be discussed. Unless you have gone through the Units, counselling may not be of much help. Try to concentrate on relevant and important issues. Try to understand each other's points of view. 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 academic counsellors.

8.3 Study Centres

To provide effective academic support, [illegible] has set up a number of Study Centres all over the country. You will be allotted one of these Study Centres taking into consideration your place of residence or work. 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.

Every Study Centre will have:

- A Coordinator who will coordinate different activities at the centre.
- An Assistant Coordinator and other support staff.
- Academic Counsellors in different courses to provide counselling and guidance to you in the courses you have chosen.

A Study Centre will have six major functions:

Counselling: Face-to-face counselling for the courses will be provided at the Study Centres. As mentioned earlier, there will be nine to ten academic counselling sessions for a 3-credit course and ten to eleven sessions for a 4-credit course.

The schedule of the counselling sessions will be communicated to you by the Coordinator of your Study Centre.

Evaluation of Assignments: Tutor Marked Assignments (TMA) will be evaluated by the Academic Counsellors appointed for different courses at the Study Centre. These assignments will be returned to you with tutor's comments and marks obtained. These comments will help you in your studies.

Library: For each course, some of the books suggested under 'Suggested Readings' will be available in the Study Centre Library. All audio and video tapes are also available in the library.

Information and Advice: At the Study Centre, you will get relevant information regarding the courses offered by the University, academic counselling schedules, examination schedule, etc. You will also get guidance in choosing your elective and application oriented courses.

Audio/Video Facilities: The Study Centre is equipped with audio-video facilities to help you make use of the audio and video materials prepared for different courses. Media aids facilitating the contents of each programme are also available at the Study Centre. This will help you to know the contents of each programme.

Interaction with Fellow-learners: The Study Centre provides you an opportunity to interact with the fellow learners.

> Study Centre is the central point for you. The University cannot send all the communication to all the students individually. All important information is communicated to the Coordinator of the Study Centres and Regional Directors. The Coordinators would display a copy of such important circular/notifications on the notice board of the Study Centre for the benefit of all [illegible] learners. You are, therefore, advised to get in touch with your Study Centre for day-to-day information about assignments, submission of examination forms, TEE date sheet, declaration of results, etc.

8.4 Interactive Radio Counselling

The University has the facility of interactive counselling through All India Radio network all over India. You can participate in it by tuning in to your nearest Radio station. Experts from various disciplines are also available for this counselling. Students can put across their questions to these experts by using the telephone. The telephone numbers are announced by the respective Radio Stations. This counselling is available on all days. The topic for each session of the interactive radio programme is available in the Syllabus section of the University website.

8.5 Gyan Darshan

IGNOU in collaboration with Doordarshan now has an exclusive Educational TV Channel called Gyan Darshan. It is available through cable TV network. The channel telecasts educational programmes for 24 hours every day. Live telecast is from 9-5 p.m. and repeat from 5-12 p.m. Apart from programmes of IGNOU, it will have educational programmes produced by various national educational institutions. You can try to get access to it through your cable operator. The schedule of programmes and live sessions is available at the study centres one month in advance. You can also get the schedule of programmes and live sessions from the University website.

Currently, the Gyandarshan Channel is available on the following DTH platforms:

S. No.	DTH Platform	TV Channel No.
1.	Airtel	442
2.	Tata Sky	253
3.	TataSkies	250
4.	Dish	324
5.	In Digital	297
6.	Hathway	472
7.	Independent TV	266

8.6 Gyan Vani

Gyan Vani is an educational FM Radio network providing programmes covering different aspects and levels of education including Primary and Secondary Education, Adult Education, Technical and Vocational Education, Higher Education and Extension Education. There are programmes on various aspects and courses of Bachelor of Commerce. The schedule of the programmes is uploaded on the University website.

8.7 Teleconference EDUSAT

To reach our learners spread in different parts of the country, we take the help of teleconferencing. These sessions are conducted from Delhi. The students can attend these sessions at the regional centres and specified study centres of IGNOU. It is a one way video and two way audio facility. The teleconferencing is available on Gyan Darshan 1 and Edusat. The time slot for B.Com.F programmes will be as per Electronic Media Production Centre (EMPC) schedule. The faculty members from Delhi and other experts in relevant persons participate in these sessions. You can put your problems and questions to these experts through the telephone available at your study centres. These will help in resolving your queries related to courses and other general information pertaining to the Bachelor of Commerce (Honours)(B.COM)F programme.

6. EVALUATION

The system of evaluation followed by the University is also different from that of the conventional universities. IGNOU has a multifaceted system of evaluation.

- Self-assessment exercises within each unit of study
- Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminars or tutorials as called for our programmes, etc. depending on the nature of the course opted for
- The Term End Examination
- Project/Practical work depending upon the requirement of the course.

The evaluation consists of two parts: (i) continuous evaluation through assignments, and (ii) term end examination. In the final result, all the assignments of a course carry 30% weightage while

70% weightage is given to the Term End Examination (TEE). University follows a grading system for continuous evaluation as well as term-end examination. It is based on a ten point scale using the letter grades as given below. The University has decided to provide numerical marking also in the grade card and overall of division for the B.Com/F Degree.

Letter Grade	Numerical Grade	Percentage
O (Outstanding)	10	> 85
A+ (Excellent)	9	> 75 to < 85
A (Very Good)	8	> 65 to < 75
B+ (Good)	7	> 55 to < 65
B (Above Average)	6	> 50 to < 55
C (Average)	5	> 40 to < 50
D (Pass)	4	> 35 to < 40
F (Fail)	0	< 35
Ab (Absent)	0	Absent

You are required to score at least 35% marks (Grade D) in both continuous evaluation (assignments) as well as the term-end examination of each course. In the overall computation also, you must get at least 35% marks (Grade D) in each course to obtain the BCOMF degree. The scores of the continuous evaluation and term-end examination are not complementary to each other for qualifying a course.

Students who do not qualify in the term-end examination are allowed to take up the Term End Examination in the next year. It means you can take the TEE of the first year courses in the second year of your study. But you can appear in the examination for not more than 48 credits in one TEE. Similarly, the first and second year courses can be carried over to the third year.

6.1 Assignments

Assignments constitute the continuous evaluation. The marks that you secure in the assignments will be counted in your final result. As mentioned earlier, an assignment of a course carries 30% weightage. You are therefore advised to take your assignment seriously.

For each course of this programme, you have to do two to three Tutor Marked Assignments (TMAs) depending upon the nature of the course. The TMA for each semester can be downloaded from the Student Zone of the University website.

You have to complete the assignments within the due dates specified in the assignment booklet. You will not be allowed to appear for the term-end examination for any course if you do not submit the assignment in time for that course. If you appear in term-end examination without submitting the assignment, the result of the term-end examination is liable to be cancelled.

Ensure that your assignment responses are complete in all respects. Before submission, you should ensure that you have answered all the questions in all assignments. Incomplete assignment responses may affect your grades adversely.

The main purpose of TMA is to test your comprehension of the learning materials you receive from IGNOU and also to help you get through the courses. The evaluation/academic counsellors after correcting the assignments return them back to you with their comments and marks. The comments will guide you in your study and help in improving it. It is therefore important that you collect the evaluated TMA along with a copy of the assessment sheet containing the comments of the evaluator on your performance.

The content provided in the printed course materials should be sufficient for answering the assignments. Hence do not worry about the non-availability of other reading materials for working on the assignments. However, if you have access to other books, you may make use of them. The assignments are designed in such a way as to help you concentrate mainly on the course material and use your personal experience.

You have to submit your assignment response sheets to the Coordinator of the Study Centre assigned to you or at http://ignou.ac.in/ignou/ as the assignments. For your own record, retain a copy of all the assignment responses which you submit to the Coordinator. If you do not get back your duly evaluated tutor marked assignments along with a copy of the assessment sheet containing comments of the evaluator on your assignment within a month after submission, please try to get it personally from your Study Centre. This may help you to improve upon future assignments.

Keep duplicate copies of assignment responses of TMAs submitted to the Study Centres. They may be required to be produced at Student Evaluation Division on demand. Also maintain an account of the corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises.

If you do not get a pass grade in any assignment, you have to submit again. Get fresh assignments from the Student Zone site of the University website. However, once you get the pass grade in an assignment, you cannot resubmit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any, committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre, so that the correct score is forwarded by him/her to the Student Evaluation Division at Headquarters.

In case you find that the score indicated in the assignment sheet of your Tutor Marked Assignment has not been correctly reflected or is not entered in your grade card, you are advised to contact the Coordinator of your Study Centre with a request to forward the correct award list to the Student Evaluation Division at the Headquarters.

Do not hesitate or express doubts for clarification, if any, about study material or assignment along with the assignment. Send your doubts in a separate cover to the Director of the concerned School

at IGNOU, Maidan Garhi, New Delhi - 110068 giving your complete enrolment number, name, address, title of the Course, and the number of the Unit or the assignment, etc. on top of your letter.

SPECIFIC INSTRUCTIONS FOR TUTOR MARKED ASSIGNMENTS (TMA)

1) Write your Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.

2) Write the Programme Title, Course Code, Course Title, Assignment Code and Name of your Study Centre on the left hand corner of the first page of your response sheet.

Course Code and Assignment Code may be reproduced from the assignment.

The top of the first page of your response sheet should look like this:

ENROLMENT NO.:

PROGRAMME TITLE	.....	NAME	.....
COURSE CODE	.....	ADDRESS	.....
			.....
COURSE TITLE	.....		.....
ASSIGNMENT CODE	.....	SIGNATURE	.....
STUDY CENTRE	.....	DATE	.....

3) Read the assignments carefully and follow the specific instructions, if any, given in the assignment in all about the subject matter or its presentation.

4) Go through the Units or relevant the assignments in hand. Make some points regarding the question and then arrange these 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 give the a 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 want to emphasise. While solving numerical problems, use proper format and give working notes wherever necessary.

5) 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 at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.

6) Write the responses in your own hand. Do not print or type the answers. Do not copy your answers from the Guide Books sent to you by the University. It is advised to write your answers in your own words as it will help in grasping the study material.

7) Do not copy from the response sheets of other students. If copying is noticed, the assignment may be rejected.

8) Write each assignment separately. All the assignments should not be written in continuity.

8) Write the question number with each answer.

9) The completed assignment should be submitted to the Coordinator of the Study Centre allotted to you. TMAs submitted at any other place will not be evaluated.

10) After submitting the TMA, get the acknowledgement from the Coordinator on the prescribed assignment certificate cum acknowledgement card.

11) In case you are required for a change of Study Centre, you should submit your TMA only to the original Study Centre until the change of Study Centre is notified by the University.

12) If you find that there is any factual error in evaluation of your assignments e.g. any portion of your assignment response has not been evaluated or the total of marks recorded in your assignment response is incorrect, you should approach the Coordinator of your study centre for correction and transmission of correct score to the headquarters.

6.2 Term End Examination

As stated earlier, the term-end examination is the major component of the evaluation course and it carries 70% weightage in the final result.

You must fill in the Term End Examination form on the keys mentioned on or before the last dates i.e. 31st March for June exam and 30th September for December exam.

The University conducts term end examinations twice a year i.e. in June and December. You can take the term-end examination (TEE) only after completing one year of study. The TEE for the 1st, 2nd and 3rd year will be conducted at the end of each year. The TEE for semesters 1 and 2 will be held together at the end of the first year. Similarly, in the second and third years of the programme, the TEE for the third and fourth semesters (second year course) and for fifth and sixth semesters (third year course) will be conducted together. If you are unable to appear in any TEE, you may appear in the next December or June examination.

A learner is permitted to appear in the TEE, subject to the following conditions:-

Registration for the courses is valid and not time barred.

- Required number of assignments in the course has been submitted by the due date.
- Maximum time to pursue these courses as per the provisions of the programme has been completed.
- Examination fee is paid for all the courses in which the learner is writing the examination.

In the case of non compliance of any of the above conditions, the result of all such courses is liable to be withheld by the University.

In case you fail to get a pass score (35% marks) in the Term End Examination, you will have to reappear in the next Term End Examination for that course within the total span of the programme i.e. eight years.

Submission of Online Examination Form

The learners are required to fill in the Examination form to appear in the TEE each time i.e. for every exam (Term End exam). Only one form is to be submitted online for all the courses that a learner plans to take in a TEE. To avoid discrepancies in filling up examination forms and avoid hardship in appearing in the TEE, you are advised to:

2) Remain in touch with the Study Centre/ Regional Centre/ Student Evaluation Division for change in schedule of submission of examination form.

3) Fill up all the particulars carefully and properly in the examination form to avoid rejection/ delay in processing of the form.

3) Retain proof of submission of the examination form till you download your Hall Ticket.

Examination Fee and Mode of Payment

The schedule for submission of Term End Examination Form is available at the IGNOU website during each session.

Examination Fee

₹ 120/- per theory course

₹ 150/- per practical course

Mode of Payment

Credit Card/ Debit Card/ Net Banking

Examination fee once paid is neither refundable nor adjustable even if the learner fails to appear in the examination.

Hall Ticket for the Term End Examination

No hall ticket shall be dispatched to the examinees. Hall Tickets of all examinees are uploaded on the University website 7-10 days before the commencement of the Term End Examination.

Students are advised to take the print out of the Hall Ticket from the University website http://www.ignou.ac.in/ignou/students/search/ after entering the enrolment number/ enrolment number of the programme of study, and report at the examination centre along with the Identity Card issued by the University/ issued by the Director of the Regional Centre. Without a valid IGNOU Student ID Card issued by the Regional Centre/University, an examinee will not be permitted to appear in the examination.

Every student must bring his/her identity card/ for appearing in the TEE along with the Hall Ticket. Students will be allowed to appear in the TEE for those courses only for which registration is valid and the prescribed minimum duration of study is completed. In case, any learner has misplaced the Identity Card issued by the University, it is mandatory to apply for a duplicate Identity Card to the Regional Centre concerned well before commencement of the examinations. The learner without valid ID card will not be allowed to enter the Examination Centre premises.

Examination Date Sheet

Examination date sheets (i.e. schedule which indicates the date and time of examination for each course) are sent to all the Study Centres a month in advance. These are printed in IGNOU Newsletter and posted. The date sheet is also displayed on www.ignou.ac.in. You are advised to see whether there is any clash in the examination dates of the courses you wish to take, i.e. Examinations of any two courses you wish to take are scheduled on the same day and at the same time. If there is any clash, you are advised to take the TEE for one course and the other course in the next TEE.

Declaration of the Result

It is your duty to check whether you are registered for a course and whether you are eligible to appear

for that examination. If you register that and take the examination without being eligible for it, your result will be cancelled.

All efforts are made to declare the results well before the deadline for submission of Examination Form for the next TEE. In case, result for a course is not declared, you should fill in the Examination Form for the next TEE.

Early Declaration of the Result

In order to facilitate learners who have received admission for higher studies or get selected for employment, etc. and are required to produce statement of marks/grade cards by a specified date, the University provides the facility for getting the result declared at an early date. For this purpose, the learner must apply for early processing of his/her answer scripts and declaration of the result. However, such a student is required to apply in a prescribed form (available on the University website) along with (i) fee of 1000/- per course through demand draft drawn in favour of COMMIT and payable at New Delhi, and (ii) attested photocopy of the admission/ employment offer. You must submit the request for early declaration of the result before the commencement of TEE, that is, before June 1st or December 1st for June and December TEE respectively. The University in such cases will make arrangement for early processing of answer scripts and declare the result in a special case possibly within a month's time from the conclusion of examination.

Re-Evaluation of Examination Scripts

Students who are not satisfied with the marks/grade awarded to them in the TEE may apply for re-evaluation in the prescribed form within one month from the date of declaration of the results, i.e. the date on which results are made available on the University website on payment of 750/- per course to be paid online. The better of the two scores of original marks/grade and marks/ grade after re-evaluation will be considered and updated in the student's record.

Re-evaluation is permissible in TEE only and not in practical, project report, workshop, assignment, tutorials, seminars, etc. A separate application form with rules and regulations for this purpose is available at the University's website.

Improvement in Division/Class

Students of the Bachelor degree programmes who have completed the programme and wish to improve their Division / Class may do so by reappearing in TEE. Only those students of the programme who fall short of less than 2% marks to secure 2nd or 1st division are eligible for reassessment.

Students may apply in the prescribed form from 1st to 30th April for June TEE and from 1st to 31st October for December TEE along with a fee of 750/- per course by means of a demand draft drawn in favour of COMMIT and payable at New Delhi.

Improvement is permissible in TEE only and not in Practicals/Lab courses, Project, Workshop, Assignment, Seminar, tutorials, etc.

Students wishing to improve their marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme course being applied for improvement, is valid till the next TEE in which they wish to appear for improvement. Rules and regulations in detail for this purpose are available on the University's website.

Obtaining Photocopy of the Answer Scripts: After declaration of the result, if the learner is not satisfied with the marks received, he or she can request the University for obtaining Photocopy of the

Answer Scripts on payment of '100/- per course. The request for obtaining photocopy of the Answer Scripts by the student must be made within 45 days from the date of declaration of the result to the Student Evaluation Division, IGNOU, New Delhi in the prescribed format along with a fee of '100/- per course to be paid online.

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

7. OTHER USEFUL INFORMATION

Scholarships and Reimbursement of Fees

Economically weaker, socially backward castes/scheduled tribes and learners with physical disability have to pay the fees at the time of admission to the University along with other students.

Learners with physical disability 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 or SRD.

Similarly, for reimbursement of programme fees, SC/ST students have to submit their 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.

Change of Medium is permitted within 30 days from the receipt of the first set of course material in the first semester/year (SELT, on payment of '250/- plus '150/- per 4 credit course and '700/- per 8 credit course for B.Com/P programme. Payment should be made by way of a Demand Draft drawn in favour of "IGNOU" payable at the place of concerned Regional Centre.

All such requests for change of Medium should be addressed to the concerned Regional Centre only, as per schedule.

Change or Correction of Address

There is a printed form for the change correction of address name. A copy of the same is available online on the university website under Student Zone. In case there is any correction or change in your address, you are directed to make use of that form addressed to the Registrar, Student Registration Division (through concerned Regional Director). You are advised not to write letters 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 your own arrangements to collect the mail to the changed address during this period.

Change of Study Centre

A student is required to opt for only such study centre which are activated for the programme. As far as possible, the university will offer the study centre opted for by the student. However, the university may change the study centre at its convenience without consentaneous of the student at any time.

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

Counselling facilities for a programme may not be available at all the Centres. Therefore, you are advised to make sure that counselling facilities are available for the programme you have

chosen, or the new Centre opted for. As far as possible the request for change of Study Centre is considered favourably. However, the allotment of a new Study Centre is subject to availability of seats for the programme at the new Centre asked for.

Change of Regional Centre

If you want to transfer from one region to another, you have to send your application seeking transfer to the Regional Centre from where you are seeking a transfer, mentioning region to the Regional Centre where you would like to be transferred to. Further, you have to obtain a certificate from the Coordinator of the Study Centre from where you are making transfer regarding the number of assignments submitted. The Regional Director from where the learner is making the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, Student Registration Division (SRD) and the learner as well. For change of Region in practical oriented courses like Psychology, 'No Objection Certificate' has to be obtained from the concerned Regional Centre/Study Centre where you wish to transfer to. In case any learner is found for transfer from Army/Navy/ Air Force Regional Centre to any other Regional Centre of the University during the cycle session, he/she would have to pay the fee/dues money to the Regional Centre. In case the learner seeks transfer at the beginning of the session/cycle, the required programme course fee for the session/cycle shall be deposited at the Regional Centre. However, the transfer shall be subject to availability of seats wherever applicable.

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 ₹200/- to be paid in favour of IGNOU, New Delhi. The form for the purpose is available on the IGNOU website.

Issue of Duplicate Degree Certificate

A duplicate degree certificate can be issued after a request is made on the prescribed form along with a demand draft of ₹750/- in favour of IGNOU, New Delhi. The following documents are required to be enclosed with the request for issue of duplicate degree certificate:

1) Affidavit on non-judicial stamp paper of ₹20/-

2) Copy of FIR lodged with the police station regarding loss of Degree Certificate

3) Demand Draft/PO for requisite fee.

The form and the format for the purpose is given on the University website.

Re-admission

If you are not able to complete the programme in a maximum of 8 years, the University has made a special provision for re-admission. You have to take the following two steps for re-admission:

a) Take admission afresh in the Programme like other students by fulfilling the admission criteria and paying requisite fee for the Programme.

b) Apply to the University for the transfer of credits you have earned under the old enrolment with applicable fee.

Full credit transfer may be allowed if the criteria and methodology now in vogue are similar to that governing the student under the old enrolment.

Simultaneous Registration

A learner 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. However, you are allowed to take a certificate programme of 6 months duration along with other programmes. Violation of this rule will result in cancellation of admission to all the programmes and forfeiture of the programme fees.

Migration Certificate

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

1) Application (can be obtained from the IGNOU website)

2) Attested copy of the marksheet

3) Fee of ₹ 100/- in the form of demand draft drawn in favour of IGNOU payable at the city where the Regional Centre is located.

Refund of Fee

The refund request will be considered in under:

a) Before the last date for submission of admission from Programme fee will be refunded after deduction of ₹ 100/-

b) Within 10 days from the last date for submission of admission from-Programme fee will be refunded after deduction of ₹ 500/-

c) Within 30 days from the last date for submission of admission from-Programme fee will be refunded after deduction of ₹ 1,000/-.

d) After 30 days from the closure of the last date No refund will be allowed.

e) The last dates for submission of admission from will be mentioned separately i.e. last date without late fee and last date with late fee. However, late fee, if any, will not be refunded.

f) In cases of (a) to (c) above, the candidate will make a written request to the Regional Director (RD) concerned for such a refund. The Regional Centre (RC) will process the cases as soon as possible after examining the credit of the cases in IGNOU Accounts.

Disputes on Admission and other University Matters

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

8. SOME USEFUL ADDRESSES

During the course of your study you might require some additional information about rules and regulations as well as how to resolve some of the issues in completing your study in IGNOU. You must know where to contact for specific information. Here is a list of addresses and contact numbers and details of offices in the University to contact for specific information or problem.

1. Identity Card, Fee receipt, Scorecards, Certificate, Migration, Scholarship forms	Concerned Regional Centre
2. Non-receipt of study material	Material Production and Distribution Division

5 Schedule information regarding Exam form, Entrance test, Date-sheet, IGNOU Hall ticket	Asst. Registrar (Exam-II), SED, Block-II, IGNOU, Maidan Garhi, New Delhi-110068 E-mail: evaluationsed@ignou.ac.in Ph. 29534740, 29534924-32 ; Exn 2101, 2109
6 Result, Re-evaluation, Grade Card, Provisional Certificate, Early declaration of Result, Transcript	Dy. Registrar (Exam-II), SED, Block-II, IGNOU, Maidan Garhi, New Delhi-110068 E-mail: udgexam-sed@ignou.ac.in Ph. 29534600,29534924-32 Exn. 2201, 2211, 2310
7 Non-collection of Assignment Grades Marks	Asst. Registrar (Assignment), SED, Block-I, Room No-12, IGNOU, Maidan Garhi, New Delhi- 110068 E-mail : assignments@ignou.ac.in Ph. 29534924, Exn-1302, 1319, 1102
8 Original Degree Diploma Verification of Degree/Diploma	Dy. Registrar (Exam-I), SED, Block-I, IGNOU,Maidan Garhi, New Delhi-110068 E-mail: evaluationsed@ignou.ac.in Ph.29534740, 29534924-32 Exn-1224, 1215
9 Student Grievances related to examination	Asst. Registrar (Student Grievance), SED, Block-I, IGNOU, Maidan Garhi, New Delhi-110068 E-mail: udgexam-sed@ignou.ac.in Ph. 29534924, 29534924-32 Exn-1313
10 Academic Counsel	Director of the School concerned
11 Student Support Services and Student Orientation, Pre-admission inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110068 E-mail: ssc@ignou.ac.in Ph. 29534714,29534900, 29534900Fax-29534919

Most of the operations of the University are online. Wherever you are required to submit a hard copy, the University has made available different application forms on its website. Download these forms from the Student Zone of the University website.

PART II

SYLLABI OF COURSES

DETAILS OF COURSES

SEMESTER-I

BCOC-132: BUSINESS ORGANISATION AND MANAGEMENT

(6 Credits)

BLOCK 1 FOUNDATION OF INDIAN BUSINESS

Unit 1 Introduction to Business

Unit 2 Technological Innovation and Skill Development

Unit 3 Social Responsibility & Business Ethics

Unit 4 Emerging Opportunities in Business

BLOCK 2 BUSINESS ENTERPRISES

Unit 5 Forms of Business Organisation-I

Unit 6 Forms of Business Organisation-II

Unit 7 Public Enterprises

Unit 8 International Business: Multinational Corporation

BLOCK 3 MANAGEMENT, ORGANISATION AND CONTROL

Unit 9 Planning and Decision Making

Unit 10 Organising

Unit 11 Departmentation and Forms of Authority Relationships

Unit 12 Delegation of Authority and Decentralisation

Unit 13 Control

BLOCK 4 COMMUNICATION, MOTIVATION AND LEADERSHIP

Unit 14 Communication and Coordination

Unit 15 Motivation

Unit 16 Leadership

Unit 17 Team Building

BLOCK 5 FUNCTIONAL AREAS OF MANAGEMENT

Unit 18 Marketing Management

Unit 19 Finance Management

Unit 20 Human Resource Management

BRL-101: OVERVIEW OF RETAILING

(4 Credits)

Unit - 1: Retail Scenario

Unit - 2: Retail Consumer

Unit - 3: Retail Formats

Unit - 4: Sourcing and Merchandising

Unit - 5: Store Design and Visual Merchandising

Unit - 6: Retail Operations and Store Management

Unit - 7: Legal Environment and Security Issues

Unit - 8: Technology in Retailing

Unit - 9: Retail Retailing and E-Tailing

Unit - 10: Emerging Trends and Careers in Retail Industry

Unit - 11: Ethics in Retailing

Unit - 12: Retail Terminology

BEVAE-181: ENVIRONMENTAL STUDIES

(4 Credits)

BLOCK 1 AN INTRODUCTION TO ENVIRONMENT AND ENVIRONMENTAL ISSUES

Unit 1 Our Environment

Unit 2 Ecosystems

Unit 3 Major Ecosystems

BLOCK 2 NATURAL RESOURCES

Unit 4 Land and Water

Unit 5 Forest Resources

Unit 6 Biodiversity: Value And Services

Unit 7 Energy Resources

BLOCK 3 ENVIRONMENTAL ISSUES AND CONCERNS

Unit 8 Biodiversity: Threats and Conservation

Unit 9 Environment, Pollution and Hazard

Unit 10 Waste Management

Unit 11 Global Environmental Issues

BLOCK 4 PROTECTING OUR ENVIRONMENT: POLICIES AND PRACTICES

Unit 12 Environmental Legislation

Unit 13 Human Communities and Environment

Unit 14 Environmental Ethics

BECC-101: INTRODUCTORY MICROECONOMICS

(4 Credits)

BLOCK 1 INTRODUCTION

UNIT 1 Introduction to Economics and Economy

UNIT 2 Demand and Supply Analysis

UNIT 3 Demand and Supply in Practice

BLOCK 2 THEORY OF CONSUMER BEHAVIOUR

UNIT 4 Consumer Behaviour: Cardinal Approach

UNIT 5 Consumer Behaviour: Ordinal Approach

BLOCK 3 PRODUCTION AND COSTS

UNIT 6 Production with One Variable Input

UNIT 7 Production with Two and More Variable Inputs

UNIT 8 The Cost of Production

BLOCK 4 MARKET STRUCTURE

UNIT 9 Perfect Competition: Personal Industry Equilibrium

UNIT 10 Monopoly: Price and Output Decisions

UNIT 11 Monopolistic Competition: Price and Output Decisions

UNIT 12 Oligopoly: Price and Output Decisions

BLOCK 5 FACTOR MARKET

UNIT 13 Factor Market and Pricing Decisions

UNIT 14 Labour Market

UNIT 15 Land Market

BLOCK 6 WELFARE, MARKET FAILURE AND THE ROLE OF GOVERNMENT

UNIT 16 Welfare: Allocative Efficiency under Perfect Competition

UNIT 17 Efficiency of the Market Mechanism: Market Failure and the Role of the State

SEMESTER-II

BCOC-131: FINANCIAL ACCOUNTING

(8 Credits)

BLOCK 1 THEORETICAL FRAMEWORK

Unit 1 Nature and Scope of Accounting

Unit 2 Accounting Process and Rules

Unit 3 Accounting Principles

Unit 4 Accounting Standards

BLOCK 2 ACCOUNTING PROCESS

Unit 5 Journal and Ledger

Unit 6 Subsidiary Books

Unit 7 Trial Balance and Rectification of Errors

BLOCK 3 FINAL ACCOUNTS

Unit 8 Depreciation

Unit 9 Final Accounts-I

Unit 10 Final Accounts-II

BLOCK 4 HIRE PURCHASE AND INLAND BRANCHES

Unit 11 Hire Purchase-I

Unit 12 Hire Purchase-II

Unit 13 Branch Accounts-I

Unit 14 Branch Accounts-II

BLOCK 5 CONSIGNMENTS AND JOINT VENTURES

Unit 15 Consignments-I

Unit 16 Consignments-II

Unit 17 Joint Venture

BLOCK 6 COMPUTERISED ACCOUNTING

Unit 18 Introduction to Computer Accounting and Creation of Company

Unit 19 Creating Masters

Unit 20 Voucher Entries and Invoicing

Unit 21 Preparation of Reports

BCOS-186: PERSONAL SELLING AND SALESMANSHIP

(4 Credits)

BLOCK 1 PERSONAL SELLING AND SALES MANAGEMENT

Unit 1 Introduction to Personal Selling

Unit 2 Salesmanship

Unit 3 Sales Management

Unit 4 Sales Force Management

BLOCK 2 BUYING MOTIVES AND SALES FORCE MOTIVATION

Unit 5 Buying Motives

Unit 6 Buyer Behaviour

Unit 7 Sales Force Motivation

BLOCK 3 SELLING PROCESS

Unit 8 Sales process

Unit 9 Sales Presentation and Demonstration

Unit 10 Concluding Sales

BLOCK 4 SALES REPORT, ETHICS AND CAREER OPPORTUNITIES

Unit 11 Reports and Documents in Sales

Unit 12 Ethics in Selling

Unit 13 Skills for Salesperson

Unit 14 Career Opportunities in Personal Selling

BCOS-183: COMPUTER APPLICATION IN BUSINESS

(4 Credits)

BLOCK 1 FUNDAMENTALS OF COMPUTERS

Unit 1 Introduction to Computers

Unit 2 Applications of Computers

Unit 3 Web – Applications

Unit 4 Basics of Computer Software

BLOCK 2 DATA HANDLING

Unit 5 Business Information Systems

Unit 6 IT Security Measures in Business

Unit 7 Internet Services & Basic Configurations

Unit 8 Plastic Money, E-Wallet and Online Payment

BLOCK 3 WORD PROCESSING

Unit 9 Basics of Word Processing

Unit 10 Working with word Processing

Unit 11 Advanced Tools using Word Processing

BLOCK 4 POWER POINT

Unit 12 Creating Business Document Using Word Processing

Unit 13 Working with Power Point

Unit 14 Multimedia, Video Making & YouTube

Unit 15 Creating Business Presentation

BLOCK 5 SPREADSHEETS & BUSINESS APPLICATIONS

Unit 16 Spreadsheets Concepts

Unit 17 Formulas & Functions

Unit 18 Graphical Presentation of Data

Unit 19 Advanced Options in Spreadsheets

Unit 20 Creating Business Spreadsheets

BFDI- 073: INTRODUCTION TO FASHION INDUSTRY

(4 Credits)

BLOCK-1: UNDERSTANDING OF FASHION INDUSTRY

Unit-1: Understanding and meaning of fashion

Unit-2: Concepts and principles of textile fibers

Unit-3: Growth of global fashion industry

Unit-4: Growth of Indian fashion industry

BLOCK-2: INTRODUCTION TO FASHION INDUSTRY

Unit-5: Market segmentation

Unit-6: Apparel categories (men, women and kids)

Unit-7: Indian fashion designers

Unit-8: Sustainability and ethical issues

BLOCK-3: FASHION RETAILING

Unit-9: Overview retailing

Unit-10: Retail operations

Unit-11: Customer relations

BEDSV-101: VALUE EDUCATION

(6 Credits)

BLOCK 1 CONCEPTUAL FRAMEWORK

Unit 1 Social Malaise and the need for Value Education

Unit 2 Concept of Morality and Moral Education

Unit 3 Dimensions of Morality

Unit 4 Pillars of Democracy: Living in Peace and Harmony

BLOCK 2 CHANGING CULTURE AND HUMAN VALUES

Unit 5 Indian Culture and Human Values

Unit 6 Values Embedded in Indian Philosophy

Unit 7 Cultural Plurality in Indian Society

Unit 8 Values for Sustainable Development

BLOCK 3 THEORETICAL FOUNDATIONS

Unit 9 Theories of Goodness

Unit 10 Theories of Conduct

Unit 11 Reason and Emotions in Human Conduct

Unit 12 Character and Personality

BLOCK 4 SOCIAL DYNAMICS AND VALUE DEVELOPMENT

Unit 13 Process of Socialization

Unit 14 Social Interaction and Human Values

Unit 15 Values Conflict and Resolution

Unit 16 Process of Human Adjustment

BLOCK 5 SOCIAL LINKAGES

Unit 17 Value Development through Social Institutions: Family and Neighbourhood

Unit 18 School and Peer

Unit 19 Role of Parents

Unit 20 Influence of media on Value Development

SEMESTER-III

BCOC-134: BUSINESS MATHEMATICS AND STATISTICS

(8 Credits)

PART-A BUSINESS MATHEMATICS

MATRICES

Unit-1: Introduction to Matrices

Unit-2: Determinants

Unit-3: Inverse of Matrices

Unit-4: Applications of Matrices in Business and Economics

DIFFERENTIALS CALCULUS

Unit-5: Mathematical Functions

Unit-6: Limit and Continuity

Unit-7: Concept of Differentiation

Unit-8: Maximum and Minimum of Functions

Unit-9: Applications of Derivatives

BASIC MATHEMATICS OF FINANCE

Unit-10: Interest Rates

Unit-11: Compounding and Discounting

BCOC-133 : BUSINESS LAW

(4 Credits)

BLOCK 1 GENERAL LAW OF CONTRACT-I

Unit 1 Essentials of a Contract

Unit 2 Offer and Acceptance

Unit 3 Capacity of Parties

Unit 4 Free Consent

BLOCK 2 GENERAL LAW OF CONTRACT II

Unit 5 Consideration and Legality of Object

Unit 6 Void Agreements and Contingent Contracts

Unit 7 Performance and Discharge

Unit 8 Remedies for Breach and Quasi Contracts

BLOCK 3 SPECIFIC CONTRACT

Unit 9 Indemnity and Guarantee

Unit 10 Bailment and Pledge

Unit 11 Contract of Agency

BLOCK 4 PARTNERSHIP

Unit 12 Definition and Registration of Partnership

Unit 13 Rights, Duties and Liabilities of Partners

Unit 14 Dissolution of Partnership Firm

Unit 15 Limited Liability Partnership

BLOCK 5 SALE OF GOODS

Unit 16 Nature of Contract of Sale

Unit 17 Conditions and Warranties

Unit 18 Transfer of Ownership and Delivery

Unit 19 Rights of an Unpaid Seller

BLOCK 6 NEGOTIABLE INSTRUMENT ACT

Unit 20 Negotiable Instrument and its Parties

Unit 21 Promissory Notes, Bill of Exchange, Cheque

Unit 22 Negotiation

Unit 23 Presentment and Discharge

BPAS-184: LOGISTICS MANAGEMENT

(4 Credits)

BLOCK 1: INTRODUCTION TO LOGISTICS MANAGEMENT

Unit 1 Logistics: Concept, Principles and Forms

Unit 2 Logistics Management: Concepts, Framework, Scope and Importance

Unit 3 Logistics and Supply Chain Management: Interrelationship

Unit 4 Logistics Management Cycle

BLOCK 2: LOGISTICS MANAGEMENT: COMPONENTS

Unit 5 Procurement of Material and Inventory Control

Unit 6 Material Handling and Packaging

Unit 7 Transportation, Warehousing and Storage

Unit 8 Information Monitoring

Unit 9 Logistics Information System

BLOCK 3: LOGISTICS MANAGEMENT: EMERGING TRENDS

Unit 10 Customer Satisfaction

Unit 11 Green Logistics

Unit 12 Outsourcing Logistics Management: Issues

Unit 13 Effective Logistics Management: Challenges

BEGAE-182: ENGLISH COMMUNICATION SKILLS

(4 Credits)

BLOCK 1 UNDERSTANDING COMMUNICATIONS

Unit 1: The Process of Communication

Unit 2: The Globalisation of Communication: A Global Village

Unit 3: Verbal and Non - Verbal Communication

BLOCK 2 LISTENING AND SPEAKING IN INFORMATIAL AND FORMAL CONTEXTS

Unit 1: Informal Interpersonal Functions

Unit 2: Making Enquiries - Asking Questions

Unit 3: Group Discussions and Meetings

Unit 4: Presentation Skills: Essentials of Presentation Skills

BLOCK 3 READING AND WRITING SKILLS

Unit 1: The Reading Skill

Unit 2: Vocabulary Development

Unit 3: The Writing Skill: Some Basic Guidelines

Unit 4: The Language of Formal Letters

MIL: MODERN INDIAN LANGUAGE

(4 Credits)

BPBLA-131 : Modern Indian Language - Punjabi

BGULA-131 : Modern Indian Language - Gujarati

BTLLA-131 : Modern Indian Language - Tamil

BKDLA-131 : Modern Indian Language - Kannada

BTGLA-131 : Modern Indian Language - Telugu

BASLA-131 : Modern Indian Language - Assamese

BMRLA-131 : Modern Indian Language - Marathi

BBNLA-131 : Modern Indian Language - Bangla

SEMESTER-IV

BCOC-136: INCOME TAX LAW AND PRACTICE

(8 Credits)

BLOCK 1: FUNDAMENTALS

UNIT 1: Basic Concepts-I

UNIT 2: Basic Concepts-II

UNIT 3: Residential Status and Tax Liability

UNIT 4: Exempted Incomes

BLOCK 2: SALARIES

UNIT 5: Salaries-I

UNIT 6: Salaries-II

UNIT 7: Salaries-III

BLOCK 3: INCOME FROM HOUSE PROPERTY & PROFITS AND GAINS OF BUSINESS OR PROFESSION

UNIT 8: Income from House Property

UNIT 9: Income from Profit and Gains of Business or Profession-I

UNIT 10: Income from Profit and Gains of Business or Profession-II

UNIT 11: Income from Profit and Gains of Business or Profession-III

BCOE-141: PRINCIPLES OF MARKETING

(4 Credits)

BLOCK-1 BASIC CONCEPTS OF MARKETING

Unit 1 Nature of Scope of Marketing

Unit 2 Marketing Environment

Unit 3 Market and Market Segmentation

Unit 4 Consumer Behaviour

BLOCK 2 PRODUCT

Unit 5 Product Concepts and Classification

Unit 6 New Product Development and Product Life Cycle

Unit 7 Branding and Packaging

BLOCK 3 PRICING

Unit 8 Objectives and Methods

Unit 9 Discounts and Allowances

Unit 10 Regulation of Prices

BLOCK 4 DISTRIBUTION

Unit 11 Channels of Distribution-1

Unit 12 Channels of Distribution-2

Unit 13 Physical Distribution

BLOCK 5 PROMOTION

Unit 14 Promotion Mix

Unit 15 Personal Selling and Sales Promotion

Unit 16 Advertising and Publicity

BLOCK 6 SERVICES MARKETING AND EMERGING ISSUES

Unit 17 Services Marketing

Unit 18 Current Issues in Marketing - 1

Unit 19 Current Issues in Marketing - 2

BCOS-185: ENTREPRENEURSHIP

(4 Credits)

BLOCK 1 ENTREPRENEURSHIP: A PERSPECTIVE

Unit 1 An Introduction to Entrepreneurship

Unit 2 Entrepreneurial Eco-system

Unit 3 Dimensions of Entrepreneurship

Unit 4 Entrepreneurial Competencies

BLOCK 2 BUSINESS IDEA SELECTION AND FEASIBILITY

Unit 5 Business Opportunity Identification and Selection

Unit 6 Market survey

Unit 7 Business Plan preparation-I

Unit 8 Business Plan Feasibility - I

Unit 9 Business Plan - Implementation

BLOCK 3 MOBILISING RESOURCES AND START-UP

Unit 10 Start-up initiatives

Unit 11 Mobilising Financial Resources

Unit 12 Mobilising Non-Financial Resources

BLOCK 4 ENTREPRENEURSHIP AND MICRO, SMALL AND MEDIUM ENTERPRISES (MSMEs)

Unit 13 Entrepreneurship Development and MSMEs

Unit 14 Family Businesses in India

Unit 15 Success Stories

BCOS-184: E-COMMERCE

(4 Credits)

BLOCK 1 BASICS OF E-COMMERCE

Unit 1 Introduction to E-Commerce

Unit 2 E-Commerce Business Models

Unit 3 Technology used in E-Commerce

Unit 4 Electronic Governance

BLOCK 2 E-PAYMENT SYSTEM

Unit 5 Electronic Payment

Unit 6 E-Banking

BLOCK 3 WEBSITE DEVELOPMENT AND HOSTING

Unit 7 Website Development

Unit 8 Electronic Commerce Software

Unit 9 Web Server Hardware and Software

BLOCK 4 CYBER SECURITY & INFORMATION ACT

Unit 10 Cyber Security

Unit 11 Cyber Security Measures

Unit 12 IT Act 2000

BLOCK 5 ONLINE PORTAL AND APP: BUSINESS, SHOPPING & SERVICES

Unit 13 Online Shopping / E-Tailing

Unit 14 Online Services

Unit 15 App Based Commerce

CPI -101: CONSUMER AND CONSUMER PROTECTION LEGISLATIONS

(4 Credits)

BLOCK-1: CONSUMER : THE BASICS

Unit-1 Evolution of the Consumer and Consumerism

Unit-2 Profile of the Consumer

Unit-3 Consumer Environment

Unit-4 Consumer Behaviour in Market Economy

Unit-5 Consumer Dynamics

BLOCK 2: CONSUMER MOVEMENT

Unit-6 Origin and Growth

Unit-7 Consumer Movement: Features, Issues and Trends

Unit-8 Consumer Movement in India

Unit-9 Consumer Movement: Global Scenario

BLOCK 3: CONSUMER PROTECTION

Unit-10 Consumer Rights

Unit-11 Consumer Response Indices

Unit-12 Consumer Education in India

Unit-13 Consumer and Corporate Social Responsibility (CSR)

BLOCK-4: CONSUMER PROTECTION LEGISLATIONS AND REDRESSAL MECHANISM UNDER CONSUMER PROTECTION ACT, 1986

Unit-14 Evolution of Consumer Protection Laws

Unit-15 Consumer Protection Act, 1986 - Basic Features

Unit-16 Consumer Protection Act, 1986 - Limitations and Guidelines for Filing Consumer Complaints

Unit-17 Grievance Redressal Mechanisms and their Limitations

SEMESTER-V

BCOC-137: CORPORATE ACCOUNTING

(6 Credits)

BLOCK – 1: COMPANY ACCOUNTS – I

Unit 1: Introduction

Unit 2: Accounting for Share Capital

Unit 3: Buy Back of Shares

Unit 4: Issue and Redemption of Preference Shares

Unit 5: Issue and Redemption of Debentures

BLOCK-2: COMPANY ACCOUNTS-II

Unit-6: Final Accounts-I

Unit-7: Final Accounts-II

Unit-8: Cash flow statement

BLOCK-3: HOLDING COMPANIES AND VALUATION OF SHARES AND GOODWILL

Unit-9: Accounts of holding companies-II

Unit-10: Valuation of goodwill

Unit-11: Valuation of shares

BLOCK-4: AMALGAMATION OF COMPANIES

Unit-12: Amalgamation of companies: basic concepts

Unit-13: Amalgamation of companies: accounting treatment

Unit-14: Internal reconstruction

BLOCK-4: ACCOUNTS OF BANKING COMPANIES

Unit-15: Banking and Non-Banking companies: basic concepts

Unit-16: Accounts of Banking companies: accounting treatment

Unit-17: Commercial Bank

Unit-18: Non-performing assets

BCOC-135: COMPANY LAW

(4 Credits)

BLOCK 1 COMPANY AND ITS FORMATION

Unit 1 Nature, types of Companies

Unit 2 Public and Private Companies

Unit 3 Promoters

Unit 4 Formation of a Company

Unit 5 Authorities under Companies Act

BLOCK 2 PRINCIPAL DOCUMENTS

Unit 6 Memorandum of Association

Unit 7 Articles of Association

Unit 8 Prospectus

BLOCK 3 SHARE CAPITAL AND MANAGEMENT

Unit 9 Share and Loan Capital

Unit 10 Issue and Allotment of Shares

Unit 11 Transfer and Transmission of Shares

Unit 12 Membership in a Company

BLOCK 4 COMPANY MANAGEMENT

Unit 13 Directors

Unit 14 Managerial Remuneration

Unit 15 Company Secretary

Unit 16 Meeting of Shareholders and Board

BLOCK 5 DIVIDENDS, ACCOUNTS, AUDIT AND WINDING UP

Unit 17 Dividends

Unit 18 Accounts

Unit 19 Audit

Unit 20 Winding Up

CPI: 102: REDRESSAL OF CONSUMER GRIEVANCES: ROLE OF VARIOUS STAKEHOLDER

(4 Credits)

BLOCK 1 ROLE OF MEDIA AND STATE/GOVERNMENT IN CONSUMER PROTECTION

Unit 1 Role of Media and Its Impact on Consumers

Unit 2 Misleading Advertisement – Regulatory Mechanism

Unit 3 Role of the State and the Government

Unit 4 Government Initiatives

BLOCK 2 ROLE OF INDUSTRY BODIES AND VOLUNTARY CONSUMER ORGANISATIONS (VCOS)

Unit 5 Role of Industry Bodies

Unit 6 Establishing a Consumer Organisation

Unit 7 Role of Voluntary Consumer Organisations (VCOs) in Redressal of Consumer Grievances

BLOCK 3 ALTERNATE DISPUTE REDRESSAL MECHANISM

Unit 8 National Consumer Helpline (NCH) Perspectives

Unit 9 Complaint to Ombudsman

Unit 10 Arbitration, Mediation, Conciliation and Other Redressal Forums

BLOCK 4 CONSUMER ORGANISATIONS

Unit 11 Strategies (Campaign and Advocacy)

Unit 12 Managing an Organisation

Unit 13 International Consumer Organisations

BPCS-186: MANAGING STRESS

(4 Credits)

BLOCK-1: INTRODUCTION TO STRESS

Unit-1: Stress: An Introduction

Unit-2: Models of Stress

Unit-3: Factors Contributing to Stress Processes

Unit-4: Effects of Stress

BLOCK-2: STRESS MANAGEMENT

Unit-5: Coping with Stress

Unit-6: Stress Management Techniques-I

Unit-7: Stress Management Techniques-II

Unit-8: Stress Management Techniques-III

SEMESTER-VI

BCOC-138: COST ACCOUNTING

(8 Credits)

BLOCK 1: BASIC CONCEPTS

Unit 1: Nature and Scope

Unit 2: Cost Concept and accountancy

BLOCK 2: MATERIAL & LABOUR

Unit 3: Procurement Storage and Issue

Unit 4: Inventory Control

Unit 5: Pricing the issue of materials

Unit 6: Labour: Basic Concepts

Unit 7: Accounting for Labour

BLOCK 3: OVERHEADS

Unit 8: Classification and Distribution of Overheads

Unit 9: Absorption of Factory Overheads

Unit 10: Machine Hour rate

Unit 11: Treatment of other Overheads

BLOCK 4: METHODS OF COSTING-I

Unit 12: Unit Costing -I

Unit 13: Unit Costing -II

Unit 14: Job and Batch Costing

Unit 15: Contract Costing

BLOCK 5: METHODS OF COSTING-II

Unit 16: Introduction to Process Costing

Unit 17: Process Costing: Joint Products & By Products

Unit 18: Process Costing : Valuation of Work Process

Unit 19: Service Costing

Unit 20: Reconciliation of Cost and Financial Accounts

BCOE-142: MANAGEMENT ACCOUNTING

(6 Credits)

BLOCK-1 MANAGEMENT ACCOUNTING : INTRODUCTION AND BASIC TECHNIQUES

Unit 1 Management Accounting : Introduction

Unit 2 Cost Control, Cost Reduction and Cost Management

Unit 3 Understanding Financial Statements

Unit 4 Techniques of Financial Analysis

BLOCK 2 BUDGETING AND BUDGETARY CONTROL

Unit 5 Budgeting: An Overview

Unit 6 Preparation of Budgets

Unit 7 Approaches to Budgeting

Unit 8 Budgetary Control

BLOCK 3 STANDARD COSTING AND VARIANCE ANALYSIS

Unit 9 Standard Costing: An Overview

Unit 10 Material Variances

Unit 11 Labour Variances

Unit 12 Overhead Variances

BLOCK 4 MARGINAL COSTING AND COST-VOLUME-PROFIT ANALYSIS

Unit 13 Marginal Costing

Unit 14 Break-Even-Analysis

Unit 15 Cost Volume Profit Analysis

BLOCK 5 DECISION MAKING

Unit 16 Relevant Costs for Decision Making

Unit 17 Pricing Decisions

Unit 18 Responsibility Accounting

Unit 19 Contemporary Issues in Management Accounting-I

Unit 20 Contemporary Issues in Management Accounting-II

BMS-1: INTRODUCTION TO NGO MANAGEMENT

(4 Credits)

BLOCK 1: CONCEPTS AND FUNCTIONS OF NGO

Unit-1: NGO: An Introduction

Unit-2: NGO Environment

Unit-3: Issues in NGO Management

Unit-4: Problem Identification

BLOCK 2: STRATEGY AND PLANNING

Unit-5: Elements of Strategy

Unit-6: SWOT Analysis

Unit-7: Process of Management

BLOCK 3: COMMUNICATION SKILLS

Unit-8: Importance and Scope of Communication Skills

Unit-9: Interpersonal and Group Communication

Unit-10: IT and Web Application

Unit-11: Reporting

BECS-144: DATA ANALYSIS

(4 Credits)

BLOCK-1: REVIEW OF MATHEMATICAL AND STATISTICAL CONCEPTS

Unit-1: Mathematical Concepts

Unit-2: Statistical Concepts

Unit-3: Introduction to Statistical Software

BLOCK 2: DATA COLLECTION AND PRESENTATION OF DATA

Unit-4: Data Collection: Methods and Sources

Unit-5: Tools of Data Collection

Unit-6: Data Presentation

BLOCK 3: ANALYSIS OF QUANTITATIVE DATA

Unit-7: Univariate Data Analysis

Unit-8: Bivariate Data Analysis

Unit-9: Multivariate Data Analysis

BLOCK 4: COMPOSITE INDEX NUMBERS AND QUALITATIVE DATA

Unit-10: Construction of Composite Index in Social Sciences

Unit-11: Analysis of Qualitative Data

SEMESTER-VII

MCO-04: BUSINESS ENVIRONMENT

(8 Credits)

BLOCK-1: SOCIO-POLITICAL ENVIRONMENT

Unit-1: Dimensions of Business Environment

Unit-2: Socio-Cultural Environment

Unit-3: Social Responsibilities of Business

Unit-4: Political Environment

BLOCK 2: LEGAL ENVIRONMENT

Unit-5: Regulatory Policies and Framework Corporate Laws-II

Unit-6: Corporate Laws-I

Unit-7: Corporate Laws-II

Unit-8: Labour Legislation

BLOCK – 3: REGULATIONS OF FINANCIAL MARKETS

Unit-9: Financial Markets

Unit-10: Capital Market

Unit-11: Regulation of Capital Market

Unit-12: Investors Protection and Corporate Governance

BLOCK – 4: ECONOMIC ENVIRONMENT

Unit-13: Structure of Indian Economy

Unit-14: Economic Planning

Unit-15: Economic Policies

Unit-16: Small Scale Industries

Unit-17: Economic Reforms

BLOCK – 5: INTERNATIONAL AND TECHNOLOGICAL ENVIRONMENT

Unit-18: Balance of Payment and Exim Policy

Unit-19: Globalisation and WTO

Unit-20: Foreign Investment and Collaborations

Unit-21: Technological Environment

MCO-01: ORGANISATION THEORY AND BEHAVIOUR

(4 Credits)

BLOCK-1: ORGANIZATION THEORY

Unit-1: Introduction to Organisation

Unit-2: Organisation Theory

Unit-3: Organisation Structure and Effectiveness

BLOCK-2: ORGANISATIONAL BEHAVIOUR AND INDIVIDUAL PERSPECTIVE-I

Unit-4: Overview of Organisational Behaviour

Unit-5: Individual Behaviour and Learning

Unit-6: Perception

Unit-7: Attitudes and Values

BLOCK-3: ORGANISATIONAL BEHAVIOUR AND INDIVIDUAL PERSPECTIVE-II

Unit-8: Personality and Emotions

Unit-9: Stress Management

Unit-10: Motivation

Unit-11: Job Design and Job Satisfaction

BLOCK-4: GROUP BEHAVIOUR

Unit-12: Group Formation and Structure

Unit-13: Communication

Unit-14: Team Building and Leadership

Unit-15: Power and Politics

BLOCK-5: ORGANISATIONAL CULTURE AND DEVELOPMENT

Unit-16: Organisational Culture and Climate

Unit-18: Organisational Change

Unit-19: Organisational Development

Unit-20: Emerging Trends in OB

MCO-021: MANAGERIAL ECONOMICS

(4 Credits)

BLOCK – 1: INTRODUCTION TO MANAGERIAL ECONOMICS

Unit-1: Scope of Managerial Economics

Unit-2: The Firm: Objectives and Decision Issues

Unit-3: Basic Concepts and Techniques

BLOCK -2: DEMAND AND REVENUE ANALYSIS

Unit-4: Demand Concepts and Analysis

Unit-5: Demand Elasticity

Unit-6: Demand Estimation and Forecasting

BLOCK - 3 PRODUCTION AND COST ANALYSIS

Unit-7: Production Function

Unit-8: Short Run Cost Analysis

Unit-9: Long Run Cost Analysis

BLOCK - 4 PRICING DECISIONS

Unit-10: Market Structure and Barriers to Entry

Unit-11: Pricing Under Competition and Pure Monopoly

Unit-12: Pricing Under Monopolistic and Oligopolistic Competition

Unit-13: Pricing Strategies

MCO-023: STRATEGIC MANAGEMENT

(4 Credits)

BLOCK- 1: INTRODUCTION TO STRATEGIC MANAGEMENT

Unit - 1: Concept of Strategy

Unit - 2: Strategic Framework

Unit - 3: Strategy in Global Context

BLOCK -2: ENVIRONMENTAL ANALYSIS

Unit - 4: External Environmental Analysis

Unit - 5: Competitive Analysis

Unit - 6: Internal Environmental Analysis

BLOCK-3: FORMULATION OF STRATEGY

Unit - 7: Business Level Strategy

Unit - 8: Competitive Strategy

Unit - 9: Corporate Level Strategy

BLOCK -4: STRATEGY IMPLEMENTATION AND CONTROL

Unit - 10: Implementation - Behavioral Dimensions

Unit - 11: Corporate Governance

Unit - 12: Control

Unit - 13: Evaluation

SEMESTER-VIII

BUSINESS RESEARCH (UNDER DEVELOPMENT)

MCO – 024: BUSINESS ETHICS AND CSR

(4 Credits)

BLOCK -1: ETHICS AND BUSINESS

Unit-1: Business Ethics: An Overview

Unit-2: Concepts and Theories of Business Ethics

Unit-3: Ethical Dilemmas

Unit-4: Ethics in Business

BLOCK-2: EVOLUTION AND CONCEPT OF CSR

Unit-5: CSR: An Overview

Unit-6: Business Strategy in CSR

Unit-7: CSR in Global Context

Unit-8: Business Ethics and CSR: Linkages

BLOCK-3: CORPORATE SOCIAL RESPONSIBILITY IN INDIA

Unit-9: Corporate Social Responsibility in Indian Context

Unit-10: Corporate Social Responsibility Legislation and Policy Initiatives

Unit-11: Corporate Social Responsibilities in Public Sector Units

BLOCK-4: CSR IMPLEMENTATION AND SUSTAINABILITY

Unit-12: CSR Reporting Process and Auditing

Unit-13: Roles and Responsibilities of CSR Department

Unit-14: CSR and Sustainable Development

MMPF-006: MANAGEMENT OF FINANCIAL SERVICES

(4 Credits)

BLOCK-1: INDIAN FINANCIAL SYSTEM

Unit-1: Indian Financial System and Markets: An Overview

Unit-2: Introduction to Financial Services

Unit-3: Regulatory Framework

BLOCK-2: FEE BASED SERVICES

Unit-4: Merchant Banking

Unit-5: Broking and Trading

Unit-6: Credit Rating

Unit-7: Mutual Funds

Unit-8: Depository Services

Unit-9: Corporate Advisory Services

BLOCK-3: FUND BASED SERVICES

Unit-10: Leasing and Hire Purchase

Unit-11: Housing Finance

Unit-12: Venture Capital Finance

Unit-13: Factoring, Forfaiting, Bill Discounting and Asset Securitisation

Unit-14: Other Financial Services

BLOCK-4: EMERGING ISSUES IN FINANCIAL SERVICES

Unit-15: Managing Risk in Financial Services

Unit-16: Technology and Financial Services

Unit-17: Portfolio Management Services

MMPM-001:CONSUMER BEHAVIOUR

(4 Credits)

BLOCK-1: CONSUMER BEHAVIOUR-ISSUES AND CONCEPTS

Unit-1: Consumer Behaviour-Nature, Scope, Models and Applications

Unit-2: Consumer Behaviour and Lifestyle Marketing

Unit-3: Organizational Buying Behaviour

BLOCK-2: INDIVIDUAL INFLUENCES ON BUYING BEHAVIOUR

Unit-4: Perception

Unit-5: Learning and Memory

Unit-6: Attitude and Attitude Change

Unit-7: Personality and Self-Concept

Unit-8: Consumer Motivation and Involvement

BLOCK-3: GROUP INFLUENCES ON CONSUMER BEHAVIOUR

Unit-9: Reference Group Influence and Group Dynamics

Unit-10: Family Buying Influence, Family Lifecycle and Buying Roles

Unit-11: Cultural and Subcultural Influences

BLOCK-4: THE BUYING PROCESS

Unit-12: Problem Recognition and Information Search Behaviour

Unit-13: Information Processing

Unit-14: Alternative Evaluation in Buying Decisions

Unit-15: Purchase Process and Post-Purchase Behaviour

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 the programme guide in different sections. The following forms are enclosed:

1. Assignment Submission-Cum-Acknowledgement Form.
2. Course Registration Form for B.Com/ B.Voc.
3. Registration for Trial Set of Assignments and Instructions.
4. Guidelines and Instructions for Submission of On-Line Examination Form for B.Com/ B.
5. Application Form for Re-evaluation of Answer script.
6. Application Form for Issue of Migration Certificate.
7. Form for Duplicate Grade Card Mandatory.
8. Application Form for Change Correction Address Study Centre.
9. Re-admission Form.
10. Application Form for Early Declaration of Result of Term-end Examination.
11. Application Form for Obtaining Photocopy of the Answer Script.
12. Non-receipt of Study Material & Assignments.
13. Change of Medium Elective Programme of Study.
14. Application Form for Issue of Provisional Certificate.
15. Application Form for Issue of Official Transcript.
16. Application Form for Improvement of Division Class.
17. Application Form for Issue of Duplicate Copy of University Diploma Degree Certificate.

Enrolment No. | | | | | | | | | | Programme

Name

Course Code

Medium

B. No.	Assignment No.	For Office Use Only
		B. No.
		Date of Receipt
		Name of Receiver
		Date of Despatch to the Evaluator
No. of Valid Assignment Done		Date of receipt from Evaluator

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM

Enrolment No. | | | | | | | | | | Programme

Name

Course Code

Medium

B. No. Assignment No.

FOR OFFICE USE ONLY

B. No.

Signature of the receiver

Date

Seal

along with fee to
The regional Director,
[illegible]
[illegible]

Indira Gandhi National Open University
COURSE REGISTRATION FORM FOR ICDM/BTS YEAR
JANUARY 2025 SESSION

Enrolment Number | | | | | | | | | |

Regional Centre Code | | | Study Centre Code | | | | |

1. Name of the Student (in capital letters) _____
2. Complete Address _____

_____

Details of the pay: Credits to be made from any Scheduled Bank in the name of IGNOU payable at the city of the Regional Centre

a. Name of the Bank _____ Place _____
b. Bank Draft No. _____ Dated _____
c. Amount (Rs. 4,500/-) _____

I hereby register for the following courses for 4 year Bachelor of Commerce (Honours) Commencing January 2025.

Semester	Discipline Specific Courses (04 credit each) & Course Title	Minor	VOC	Skill Enhancement/ Ability Enhancement Courses (4 credits each) and Course Title	Total Credits
[illegible]	Select any of the following courses (Write the course code in the box) BCOC-134 BCOC-135	BMIC-134		BNGAE-102	20 Credits
[illegible]	BCOC-136 BCOR-141		BCOR-142	BCOR-134	20 Credits

Note: 1) Do not repeat the courses that you have already opted in the 1st & 2nd Semester
2) For all the Courses of Odd/4th Semester, a student is eligible for appearing at the end of Term end examinations of 4th semester
3) Please keep a photo copy of this form for your record

Yours faithfully

Signature of student _____
Enrolment ID _____
Mobile/Ph. No. _____

Date:

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./Kum.

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

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

Complete Address .....

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Signature .....

Date .....

For Official Use Only

Dated/Despatch of Assignment(s) the ....

(Name on the photocopy of the pattern)

INSTRUCTIONS FOR DOING ASSIGNMENTS

1. Read instructions for submission of assignments given in your Programme Guide carefully.
2. Assignments should be dispatched only if your registration for that course (subject) is valid.
3. Please ensure that you have mentioned your correct Enrolment No. (8 consists of 9 digits), Name, Course Code, and Course Title, Semester/year, wherever applicable, and Study Center Code on your assignment responses before submitting to the concerned authorities.
4. Submission of assignments within the 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 the due date, will be normally 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 discarded in response your score if you have secured minimum qualifying score in a course (subject).
7. Please do not submit your assignment responses twice at the same Study Centre or at different Study Centres for evaluation.

Mail this Form to
The Regional Director
(Concerned)

GUIDELINES AND INSTRUCTIONS FOR SUBMISSION OF ONLINE EXAMINATION FORM FOR B Com P

https://www.cpus.co.in

Prerequisite for the submission of the Term End Examination Form:

- You can opt for only those courses for which you are eligible to appear in the Term End Examination.
- For details of the course(s) you are eligible, click here

  (https://admission.cpus.co.in/examination-eligibility-check-page)
- Students are advised to ensure that they have already submitted the assignments as applicable for the courses for which they are submitting Examination Form. Hall Tickets will NOT be issued unless for the courses for which they are not eligible or for which assignments are not to be submitted by students.
- Examination results of Term End Examination (TEE) December, 2020 are available on University website (www.cpus.co.in). Please visit here

  (https://pgadmit.cpus.co.in/TEE-result/TermEndEXAM/TermEndEXAM) to get the result status of form. 2014 onwards filling Examination Form. Students who's TEE June, 2014 results are not declared yet, they need not to wait for results. They are advised to fill the Examination Form for TEE December, 2014 on or before last date of submission of Exam form as per schedule above.
- In case you are eligible to appear in a course but the course is not available in the option, please write to registrar@cpus.co.in or contact at 011-39171111
- Examination Fee once paid will not be refunded.

Process to submit Term End Examination Form:

- Select and Enter Programme Code from the options available.
- Select Examination Centre Code from the options available on the website. List of Regional Centre wise Examination centres for Term End Examination December, 2020 is available for information. Click here to view. (Select Exam Centre tag)
- If the Examination Centre opted by the student is not available as Examination Centre or not allotted for administrative reasons, Alternative Examination Centre will be allotted by the student.
- Enter roll no. carefully while filling the Examination Form as per your roll no. provided earlier in 2020/21 or later. Courses for theory as well as practical needs to be entered separately from the list appearing on the screen for filling the Exam form.
- After successful submission of Examination Form, you will receive an online confirmation with Control Number on the screen. Please note the same provided Control Number for your reference and record. For checking Examination Form status please visit SEARCH OPTION after 72 hours of submitting the Form. Details regarding examination form submission are sent to student's email, you may submit the form again only after following the due procedure as listed above.
- DOB & NCR – The student may please select the branch and exam center will be offered accordingly (change of exam center will not be permitted in any case)

Examination fee and Mode of Payment

(Note: Students may select any one of the NEFT or ATM Bank option to make payment from any of their established accounts for the booking of any fee).

Examination fee	Payment Mode
@ 110 per course theory @ 150 per course practical	Credit Card / Debit Card / Net Banking

In case, students are fee made to be returned in case of the fee of courses, the fee will be refunded back to same as credit (Credit or Debit or Net Banking) Accounts which the payment was made.

Students are advised that they must ensure they are more being adequate caution and care while filling the fees and opting mode of payment.

Online Submission of Exam Form

Step 1: Payment done not through Credit Card / Debit Card / Net Banking, however the student is not able to get online enrollment successfully in the first step, in such case it is advised that the student may wait for 72 hours for checking the Examination Form status submitted by him/her through DASHBOARD OPTION

Step 2: Not submit the Examination Form after following the advice given above (Step 1).

Step 3: Students can apply separately after the publication of the TOOR on TOOR website for the refund of Examination fee, if not refunded automatically by the Payment Gateway within 72 hours.

Refund in Unfavourable Examination Fee

a) Students who fill Exam Form online through Cyber Cafe/ Other Agency must ensure receipt of the Examination Fee and that their Fee is reflected KIRIT through WEBSITE Option at KIRIT website

b) Students are required to submit charge back receipt to book refund from the authorities of DoE, TU from TOOR website

c) If a student gets back refund of all the Examination fee through Chargeback process and not approved to Examination, his/her Examination will be withheld and will be released after paying the required Examination fee.

Hall Ticket for Term End Examination

- Hall Ticket will be uploaded on the University Website 10 days before the commencement of the Term-end examinations. Please take print out of Hall Ticket from University website (www.tpsu.ac.in) and report with the Examination Center along with the Identity Card issued by the Regional Centre/Institute (s).
- Students will be allowed to appear in Term end Examination for the course(s) for which registration is valid and no time has not exceeded prescribed/prior submitted Examination. Incomplete submitted will not be included.
- Students must carry KIRIT Identity Card or the Examination Hall for writing Examination. In case, students do not have TOOR Identity card due to various reasons, they must get it issued [i.e. duplicate copy of KIRIT Identity card/Term Begin and Centre exam card] well before the date of the Examination. Students are required to contact the DC department for proof and get the duplicate Identity card for attending Examination.

Contact Details

In case of non-receipt of Control number or any query pertaining to Examination Form please contact Phone No [+977-1-5972200 or send an email at examsection@tpsu.ac.in

NOTE: BETWEEN EXTERNAL SEE DUTY are required to show their examination fee at enough for subject. Examination only Examination fee for first course, students apply also as per International Division's course.

Declaration

Hereby declare that I have read the terms and conditions given above. I also affirm that I have to follow the procedure and rules while filling online exam for regulations and rules that all the required number of assignments are applicable for the course(s) filled in the Examination Form to call for registration for the course(s) is well fixed on time of and I have fixed being unable to call by Exam Prep, course Guide and Prospectus. Hereby affirm my statement is true for course, I will have no claim for asking examination, declaration of Over title and refund of Examination fee. I undertake to be bound abide by the rules and regulations of the University.

Printed & Filled Online Examination Form (Signature) Check for status, if already registered (Search only)

ECGMR

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

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

1. Name _____

2. Programme: [ ] Enrolment No. [ ][ ][ ][ ][ ][ ][ ]

3. Address: _____

_____

_____ Pin [ ][ ][ ][ ][ ][ ]

4. Month and Year of the Examination _____

5. Examination Centre Code [ ]

6. Address of the Examination Centre: _____

_____

7. Courses, in Which re-evaluation is sought

Course Code	Marks/Grade Obtained
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

8. Fee detail

(The fee for early declaration of result is ₹1000/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at New Delhi)

No. of Course(s) _____ X ₹1000/- Total Amount _____

Demand Draft No. _____ Date _____

Issuing bank _____

Date _____ (Signature of the student)

RULES & REGULATIONS FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
2. The date of declaration of result will be calculated from the date on which the results are placed on the SOMS website.
3. After re-evaluation, the better of the two scores of original and upgrade and re-upgrade after re-evaluation will be considered.
4. The re-evaluated upgrade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also be made available on the SOMS website as soon as given to us. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible on TEE only and not on the Project/Examination Practical/Lab exercises, Workshop, Assignments & Seminar etc.
6. On the top of the envelope containing the provided application form, give a mention 'Application Form For Re-Evaluation of Answer Scripts'
7. Application form must reach within the prescribed dates at the following address:

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Centre)

APPLICATION FOR ISSUE OF MIGRATION CERTIFICATE

(To be filled in by the Applicant before filling in the form, see instructions on reverse)

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

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

5. Name of the Regional Centre and Study Centre in which the Candidate is enrolled.

_____

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

_____

DRAFT DETAILS

Amount ₹ _____ D.D. No. _____ Date _____

Bank Name & _____ Place of Issue _____

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

(To be filled in by the Admission Division)

1. The information furnished by Student/Ms. _____ is correct as per school register.
2. Marks sent to issue the Migration Certificate applied for _____

Date _____ Dealing Assistant _____ Section Officer _____

INSTRUCTIONS

1. A fee of Rs. 500 shall be remitted by way of a Demand Draft drawn in favor of IGNOU and payable at the city of the Regional Centre or New Delhi, as the case maybe.
2. At the time of submission of the application for new Migration Certificate the applicant should attach xerox copy of consolidated Statement of Marks or Provisional Certificate issued by the University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 500/- only in case has been lost, destroyed or mutilated on submission of an Affidavit duly on a non-judicial stamp paper of the value of Rs. 20/- in the enclosed Proforma Magistrate on the following format.

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARKS SHEET

for the Programme [illegible]

Name: _____

Enrolment No. [ ][ ][ ][ ][ ][ ][ ][ ]

Address: _____

_____

_____

_____

Pin [ ][ ][ ][ ][ ][ ]

Programme: _____

Month and Year of the Exam: _____

Course from which appeared in
last examination: _____

Bank Draft/PO No. _____ Dated _____

for ₹200 in favour of IGNOU, New Delhi _____

_____

Signature

Date: _____

Note : Fee for duplicate grade card is ₹200. The duplicate grade card/marks sheet will be sent by Registered post.

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

Registrar (SEE)
Indira Gandhi National Open University
Block 11, Maidan Garhi
New Delhi 110 068

(Fee as indicated in the statement of the syllabus)

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

APPLICATION FORM FOR CHANGE/CORRECTION/ ADDRESS/STUDY CENTRE

All correspondence to be sent at the following address and change of Study Centre to be made:

Enrolment Number | | |

Date for Submission :
1st Sep. to 31st Oct. OR
1st Feb. to 30th April

STUDENT REGISTRATION 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. Roll No.

4. Regional Centre Code

5. Study Centre Code

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

Sl.No.	Course Code	Title of the Course	Credits	Course fee (₹)
			Total ₹	

7. Details of re-registration for the school year (Semester(s)), if any

Year(s) semester(s)	Course Code(s) of Block of Year(s)/Semester(s)	Re-registration fee ₹

8. I am the proud holder of a C/C ..... endorsed with Demand Draft No. .....

Date ..... Amount .....

Name of Bank .....

(DD should be drawn in favour of "IGNOU" payable at New Delhi)

Date: .....

.....
Signature of the student

Submit the duly filled in form along with DD to Registrar, SR Division, IGNOU, Maidan Garhi, New Delhi-110 068 on or before the date mentioned above.

[Please retain a copy of this form for any future reference]

GUIDELINES FOR RE-ADMISSION

1. Re-admission is permissible in the following cases:

   (a) Students who failed to complete the requirements to fill in or pass within the maximum span period prescribed.

   (b) Students who failed to complete the requirements of attendance in practicals as prescribed in programme conditions 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 during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s) as are not applicable for the session for which re-admission is sought, in addition to the per-rata fee for re-admission for each of 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 one year 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 credit earned by the student towards further courses and assignments successfully completed, shall be counted for the re-validated period.

7. Re-study material will be supplied free on re-admission. If the re-for study material is replaced, the student will be required to bear charges of course material.

8. The student or it be allowed to take re-admission in the university(ies) as long as the examination in the old course(s) is conducted by the University.

9. For the Programmes containing practical component, the course of fee payable will be as decided by the respective Schools.

10. Students are required to pay the per-rata Re-admission fee per course in lump sum as applicable for all the courses they failed to successfully complete earlier. Fee once paid will not be refunded under any circumstances. The University may revise the re-admission fee from time to time.

11. Other conditions as prescribed by the University relating to the admission and re-admission hold course the same.

12. The Demand Draft for Re-admission fee together with the registration fee of the second year(s), if any, should be drawn in favour of "UPRTU" payable at New Delhi. Write on your Bank No., Name and Programme code and fee size the words "Re-admission" on the reverse of the DD.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR EARLY TERMINATION OF PROGRAMME/ TO TERM END EXAMINATION

(Refer 4 regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form).

1. Name .....

2. Programme: [ ] Enrolment No. [| | | | | | | |]

3. Address: .....

.....

..... Pin [| | | | |]

4. Reason for early declaration of result

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

5. Course(s) detail for early evaluation:

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

6. Name, Course details, from where you have to appear/appeared, at Term-end Examination:

Name, Course Code: [ ] Address of Study Centre: .....

.....

.....

.....

7. Fee detail

(The fee for early declaration of result is ₹1000/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at New Delhi.)

No. of Course(s) ..... x ₹1000/- Total Amount .....

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

Issuing Bank .....

Date: ..... (Signature of the student)

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

1. Request for early declaration of results will be considered for final examination in a maximum of 4 teaching courses only, subject to the following conditions:

   (i) The student has been selected for higher study/employment and consent of such/grade card is required to be produced to the institute by a particular date, which is before the prescribed date of declaration of the University's results.

   (ii) The student has completed all the other prescribed components except the term end examination of the course, for which early evaluation has been sought.

2. Application for early declaration, for the courses such as to apply for recruitment/higher studies/part time/other purpose etc. will not be considered.

3. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.

4. Application form must reach at the following address before the date of the examination for the course(s) for which early evaluation is sought.

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

APPLICATION FOR SECURING OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

Prescribed dates for submission of form: 1st March – 15th April for June Term End Exam (TEE)
1st September – 15th October for December Term End Exam (TEE)

1. Name .....

2. Programme: [ ] Enrolment No. [ ][ ][ ][ ][ ][ ][ ][ ]

3. Address .....

.....

..... Pin Code: [ ][ ][ ][ ][ ]

4. Detail of the course(s) for which photocopy of the answer script(s) is/are required:
   (a) Year-end examination: June/December .....
   (b) Exam Centre Code:
   (c) Exam Centre Address: .....

   .....

   .....

   (d) Community: .....

5. Fee details:

   (The fee for obtaining photocopy of the answer script is Rs. 250/- per course, which is to be paid through banned draft drawn in favour of 'IGNOU' & payable at 'New Delhi').

   No. of Course(s) ..... x 250/- = Total Amount .....

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

   Issuing Bank: .....

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

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

Date: ..... Signature: .....

Place: ..... Name: .....

RULES & REGULATION FOR OBTAINING PHOTO-COPY OF THE ANSWER SCRIPT

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December 2024 term end examination (TEE) onwards.

2. The fee for photocopy of the answer script shall be ₹250/- (Rupees Two Hundred Only) per course. Fee shall be paid in the form of a General Draft drawn in favour of IGNOU and payable at New Delhi.

3. Application forms without self-attested photocopy of the Identity Card of the student will not be entertained.

4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) along with the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term end examination shall be by 15th October and the December term end examination by 15th April or within 15 days from the date of declaration of results on the University's website, whichever was later.

5. The students, who feel that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation, alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.

6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to the date from to point out discrepancy in the evaluation.

7. Application form must reach within the prescribed dates, at the following address except the answer scripts of CIE & DPE programmes:

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

8. For the photocopy(ies) of the answer script(s) of CIE & DPE programmes, the application form may be sent to the Regional Centre concerned.

To
The Regional Director (concerned)

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 :

SLNo.	Course Code	Blocks	Assignments

I have received the last materials/assignments and have a NIL CLAIM in my address given as below :

Name and Address _____

_____

_____ Signature : _____

_____ Date : _____

_____

_____

For Office Use

Date of despatch of study material/assignment to student _____

(This can be allowed to use the photo copy of this proforma)

[illegible]

Change of Medium
[illegible]
[illegible]

To
The Regional Director (Examination)

[illegible]: CHANGE OF MEDIUM/ELECTIVE/ACADEMIC STUDY

Registration No. _____

Change of Programme : From _____ To _____

Please change my Medium / Elective of Study as per following details

Courses offered	Medium From To	Elective From To
Foundation Courses		
Elective Courses		

Fee Details

Bank and Chq.No. _____ Date _____

Account No. _____ Drawn on _____

Signature

Name _____

Address _____

_____

_____

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION 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:

Registrar (SED)
SED/SED
Maidan Garhi
New Delhi-110 068

Date: _____

_____
Signature

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION

Application Form For Issue Of Official Transcript

IMPORTANT - FOR INSTRUCTIONS PLEASE SEE REVERSE

1. Name: _____

2. Programme: [ ] Enrolment No.: [ ][ ][ ][ ][ ][ ][ ][ ]

3. Address: _____

_____ Pin: [ ][ ][ ][ ][ ]

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

5. Purpose for which transcript is required: _____

_____

6. FEE FOR THE OFFICIAL TRANSCRIPT: [illegible]

i) Rs. 500/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute within India.

ii) Rs. 500/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute outside India.

Rs. 800/- per transcript for SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and Rs. 1000/- per transcript for the same students, if transcript is required to be sent to the outside India.

iii) 100 per transcript for Non SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and US$ per transcript for the same students, if transcript is required to be sent to the outside India.

(THE REQUISITE FEE IS ALREADY PAID THROUGH SAARC COUNTRIES STUDENT DIVISION OF IGNOU THROUGH A CUTOFF BILL)

7. No. of transcripts required: ____ x Rs.500/- or Rs.500/- or ____ x US$ Amount: Rs. _____

Demand Draft No.: _____ Date: _____ Issuing Bank: _____

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

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

_____

_____

_____

10. If, the Transcript is required to be collected Personally - Name: _____

Mobile No. _____ (Please see back side of Page-2)

Date: _____ (Signature of the Student)

INSTRUCTIONS FOR "OFFICIAL TRANSCRIPT"

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

The Registrar,
Student Evaluation Division, Indira Gandhi National Open University,
Block 11, Maidan Garhi, New Delhi-110068(INDIA)

B) The students are required to enclose name wise copies of both sides of the enlarged (Minimum size of 5 inches) Credit Card/Permanent Certificate and Degree Certificate etc. issued to them, as the number of transcripts are required. Each photocopy of the certificate to be legible or such medical prescribed format under Form No. 6. Incomplete applications will be rejected.

C) If the Student/Applicant has applied for Official Transcript and wants to collect the same Personally at the Head Quarter/Office will from the Section Officer, Tuesday, III Section of SED, Block 11, Room No. 10, SOMS, Maidan Garhi, New Delhi-110068 (India) he/she is requested to mention such information & Mobile No. along with his/her Photo Identity Proof for calling him/her provided but he/she has to produce the valid Original Identity Card/Voter Card/Aadhar Card/PAN Card/Driving License or Passport etc. for signature/photograph/residential Id. Proof at the time of collecting their Transcripts.

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

D) The University has been sending/dispatching the "Official Transcript" under sealed envelope(s) through Indian Speed Post Services and for security the Exam-II Section of SED takes minimum 15 days for the issuance of dispatching the "Official Transcript(s)" after receiving the Application Form of the student at the Section but "Dispatching Transcriptions depends on finishing the Verification Report by member for the concerned transcriptions or concerning the case.

E) As per the requirement, the demand draft of requisite fees should be enclosed in this Division prior to 05 days in advance from the expiry of the same demand draft for smooth transaction with the bank.

F) Under the existing procedure, the University issues the "Official Transcript" or, "University Letter Head" duly signed & verified on current name of each copy of Mark sheet/Grade card/PC/Degree Certificate etc. by the authorized Officer on behalf of the Registrar (SED) or Controller of the Examination, containing the following information/details:-

i) Attested copies of Mark sheet/Grade card/PC/Degree Certificate etc. including detailed information about the "Programme" completed by the Student / Details of the Courses/Scheme of Assessment of Student's Performance/Minimum Marks for Completion of the Courses and Programme/Scheme of Study/Duration of Programme/Date of Admission & Completion of Programme/Mode of study/Medium of study etc. This information is listed on the current name of the Mark sheet/Grade card.

ii) Recognitions of the University and authenticity of its Degrees/Diplomas etc. It is also clarified in the "Official Transcript" that the University does not issue Year wise/Semester wise Mark sheet/Grade card but issue a comprehensive Mark sheet/Grade card after successful completion of the programme by the students.

G) The inquiry about status of the "Official Transcript" submitted by the concerning user can be obtained from "Official Transcript Counter" Exam. III Section/SED (Block 11, Room No. 10, SOMS), Maidan Garhi, New Delhi-110068 personally or on Telephone No. 011-29571311 between Monday to Friday during Office hours after 15 to 21 days of sending the Application Form at the Section.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR IMPROVEMENT OF DIVISION/GRADE

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

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

1. Name .....
2. Programme: [ ] Enrolment No [| | | | | | | |]
3. Address .....

.....

..... Pin Code: [| | | | |]

4. Term-end examination, in which programme completed (month/year) .....

Total marks/Overall grade obtained	Percentage obtained
.....	.....

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

5. Course(s), in which improvement is sought:

	Course Code		Course Code
1.	.....	4.	.....
2.	.....	5.	.....
3.	.....		

6. Fee details:
(The fee for Improvement in Division is Rs.1000/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at New Delhi)

No. of Course(s) ..... x 1000/- = Total Amount .....

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

Issuing Bank .....

7. Term-end examination, in which you wish to appear: June/December .....
8. Examination centre details, where you wish to appear in term-end examination:

Name: Centre Code ..... City/Town .....

.....

DECLARATION

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

Date ..... Signature .....

Place ..... Name .....

RULES & REGULATIONS FOR IMPROVEMENT IN DIVISION/CLASS

1. The improvement of marks/grades is applicable only for Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:
   a) The students of Bachelor's/Master's degree programmes who fell short of 5% marks to secure 2nd and 1st division.
   b) The students of Master's degree programmes only, who fell short of 5% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.
4. Under the provisions of improvement, a minimum of 55% of the maximum marks required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within 21 months from the date of issue of final statement of marks/grade card or 6mos, subject to the condition that their registration for the programme/courses being applied for improvement, is valid till the next turn and examination in which they wish to appear for improvement.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be maintained. In such cases, the improved marks/grade can be incorporated only on remarks of the statement of marks/Grade Card, Provisional Certificate and Degree Certificate already issued to the student.
8. In case of improvement, the month and year of completion of the programme will be changed as the Term-end examination, in which student appeared for improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve is being conducted by the University in that term.
10. On the top of the envelope containing the prescribed application form, Please mention "APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS"
11. Application form must reach within the prescribed date at the following address.

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR ISSUE OF A DUPLICATE COPY OF UNIVERSITY DIPLOMA/DEGREE/CERTIFICATE

Note: For correction, please see reverse.

Received Rs. _____
Receipt No. _____
Dealing Assistant
[illegible]

To
The Registrar
Student Evaluation Division
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110068

Sir,

I wish to have a duplicate copy of my Diploma / Degree / Certificate for the Programme _____ _____ Examination for the following reason:

The prescribed fee of Rs[illegible] is remitted herewith.

The required particulars are given below:

Name of Candidate (in Block letters in English _____

(in Hindi): _____

Father's Name (in Block letters) _____

Programme: [ ] Enrolment Number: [ ][ ][ ][ ][ ][ ][ ][ ]

Examination Passed in Year Set Examination July/December, 20 _____

Month: _____ Mode / Medium _____

Name of the Study Center: _____

Name of the Regional Centre: _____

Any other particulars: _____

Self Permanent Address of Student _____

_____

I solemnly declare that the particulars given above are correct to the best of my knowledge.

Yours faithfully

Signature of the Student

Postal Address _____

_____

I Certify that the above entries made by the applicant are correct.

Signature of Regional Director
With Stamp

1. Fee for issuing a duplicate of (i) Diploma (ii) Degree & (iii) Certificate Rs. [illegible], payable by name of demand draft in favour of IGNOU, New Delhi.

Note: To be filled in duplicate, original copy of the form should be forwarded by Regional Director to Registrar (SED) and duplicate copy to be retained by the Regional Director for reference.

INSTRUCTIONS TO CANDIDATES WHO WISH A DUPLICATE COPY OF UNIVERSITY DEGREE/DIPLOMA/CERTIFICATE

1. The form should be filled in duplicate legible and signed by the candidate.
2. The form should be submitted through the Regional Director of the concerned Regional Centre through which the candidate appeared in the said examination, and the duplicate copy will be sent through the Regional Director concerned.
3. A duplicate copy of the Diploma, Degree or Certificate will be issued on submission of any affidavit signed by a First Class Magistrate together with an attested copy of the F.I.R. lodged with the nearest Police Station in this effect by the candidate on the ground that either the original Diploma, Degree or Certificate has been inadvertently lost, destroyed or defaced and on payment of the fee prescribed.
4. In very special cases subsequent copies of the Diploma, Degree or Certificate may be issued for not more than four times on submission of an affidavit signed and certified by a First Class Magistrate to the effect that the Diploma, Degree or Certificate issued previously by the university has been lost or destroyed, and on payment of the fee as are prescribed for the issue of duplicate copy.

FORM FOR AFFIDAVIT TO BE SUBMITTED ON A NON-JUDICIAL STAMP PAPER OF THE VALUE OF Rs. HUNDRED RUPEES CLASS MAGISTRATE

I _____ Son / Daughter of Shri _____ do hereby solemnly declare that the original Degree/Certificate dated _____ issued to me by the Registrar, Student Registration & Evaluation Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068 on my having passed the _____ Examination in _____ under University Enrolment No. _____ has been misplaced.

I have filed an F.I.R. with _____ Police Station _____ and a copy of the same duly attested by a Gazetted Officer / First Class Magistrate is appended herein.

I also undertake that if any Original Diploma / Degree / Certificate which has been lost, if given to any other one by the person who may lay hands on it, I shall stand for the damages which may occur from such use.

Deponent

Signature: _____

Address: _____

_____

Verification

Verified at _____ this _____ day of _____ 20 that the contents of my affidavit are true to the best of my knowledge.

Deponent

SWORN BEFORE ME

Signature: _____

Designation: _____

Office Seal: _____

12. SATELLITE DOWNLINK FACILITY SITES FOR VIEWING GYAN DARSHAN AND TELECONFERENCING

Hyderabad Region

1. Mr. VG Sharma, Ph.-[illegible] Mahila Samakhya, 3-1-158, Teacher's Colony, Mahboob Nagar -509001.
2. Mr. RA Raju, Ph.: 040-[illegible] National Institute of Rural Development, Rajendra Nagar, Hyderabad -500030.
3. Ms. GVS Sreekantam, Ph. [illegible] Mahila Samakhya, Plot No.7, Jalal Bagh St., Kalyankunta, Near Gandhi Centenary School, Bangalore, Mahab -509001.
4. Ms. S Anita, Ph. [illegible] Mahila Samakhya, H.No. 7-4-141, Kadamo Gadda, Karim Nagar - 505001.
5. Ms. V Prabhavati, Ph.: [illegible] Mahila Samakhya, 3-1-160, Behind Sandhya Theatre, Near Kakatiya College, Progathi Nagar, Warangal -506009.
6. Ms. M. Umadevi, Ph. [illegible] Mahila Samakhya, H.No. [illegible], Near Jubilee Market, National Highway Road, Adilabad Post, Adilabad -504001.
7. Dr. Shanda Ramam, Ph.: [illegible] BR Ambedkar Open University, Women Development Cell, Road No. 46, Jubilee Hills, Hyderabad -500033.
8. Mr. K Venkatiya, Ph.: [illegible] Peace People Action for Creative Education, Near SLNS Degree College, Bhongir, Nalgonda District.
9. Mr. K. Rajiah, Ph. [illegible] District Library, Zila Grandhalaya Sanstha, NGO Co-Opted, RB District, Vikarabad, Rangareddy District -501101
10. Mr. K Chandramouli, Ph.: [illegible] Branch Library, Gandhi Circle, Tanuku, Godavari District -[illegible]
11. Smt. Vidyalaxmi Nagella, Ph.: [illegible] Special Study Centre, Jai Bhakthar Sanstha, D.No. [illegible], Mirjalapuram, Vijayawada -[illegible]
12. Prof. TV Subba Rao, Ph. [illegible] Palamaneri Mahila Vidyapeetham, Tirupati -[illegible]

Itanagar Region

13. Ms. Dulo Mito Mallo, Ph.: [illegible] Department of Social Welfare, Women & Child Development, Govt. of Arunachal Pradesh, Naharlagun, Itanagar.

Guwahati Region

14. Mr. D. Borman, Ph. [illegible] Assam Mahila Samata Society, Bamunpur Bye Lane -2, Near Dispur Telephone Exchange, Bahalu Road, Guwahati -781005
15. Mr. Prabhat Kumar Dalai, Ph.: [illegible] DEO, Assam Mahila Samata Society, Golaghat, PO Mariyani, Mariyani District -785103.
16. Ms. Dipali Das, Ph. [illegible] DEO, Assam Mahila Samata Society, AD Road, Bhebaright, PO Mangaldai, Darrang District -784125.

27. Ms. Manoj Sarkar, Ph.: [illegible], Assam Mahila Samata Society, Dhubri, PO Bilasipara, West No.3, Dhubri District -783348.

28. Ms. N Devi, Ph.: 03722-[illegible] [illegible], Assam Mahila Samata Society, Tangla, Near Don Bosco School, Nalanda Sabra Road, Sonitpur District -784001.

29. Ms. M. Saikia, Ph.: [illegible]-41315 [illegible], Assam Mahila Samata Society, Gosaigaon Bazaarkami, Agia Road, PO Gosaigaon, Gosaigaon District-783123.

30. Mr. SK Bordoloi, Ph. [illegible] Rural Women Upliftment Association of Assam, Tapoujing Hill Lane, Sualkuchi, PO Sualkuchi Road, Guwahati -781003.

31. Mr Indra Kalita Nath, Ph.: [illegible] Rural Women Upliftment Association of Assam, Village Uttari, Khasi, PO. (By the side of NH-37), Block Sonapur, Kamrup District.

Patna Region

32. Managing Director, Ph. [illegible] Women Development Corporation, Indira Bhawan, 7th Floor, Bailey Road, Patna-800001.

33. Ms. Anupama Dutta, Ph. [illegible] Mahila Samakhya, Bihar Education Project, Opp. Collectorate, Darbhanga, Mithamahi District.

34. Ms. Aashiskar, Ph.: [illegible] Mahila Samakhya, Bihar Education Project, Vidya Bhawan, 1st Floor, Collectorate, Aurah, Bhagpur -[illegible].

35. Ms. Bhuvan, Ph.: [illegible] Mahila Samakhya, Bihar Education Project, 155 Allapur, Darbhanga District.

36. Deputy Development Commissioner, Ph. [illegible] DRDA, Samastipur.

37. Mr. Arun Kumar, Ph.: [illegible] DRDA, Fort Area Collectorate, Bhagpur.

38. Mr. Anil Kumar, Ph. [illegible] DRDA, Madhubani.

39. Deputy Dev. Commissioner, Ph.: [illegible] DRDA, Collectorate Madhepura.

40. Ms. Nazia, Ph.: [illegible] Mahila Samakhya, Bihar Education Project, C/o. St. Mary's Orphanage, Palamau, Betlaha -[illegible].

Ranchi Region

41. Sister Emily Dungdung, Ph.: [illegible] Holycross Social Service Centre, Holy Path, PO Box 39, Ranchi-[illegible].

42. Dr. Ram Ahmed, Ph.: [illegible] IGNOU Study Centre, SLA College Campus, Daltonganj, Palamu District-[illegible].

43. Dr. Alli Mohan, Ph.: [illegible] IGNOU Study Centre, Adim Jaiphore Campus, Jaiphore, Dumka [illegible].

44. Ms. Sunita Ra, Ph. [illegible] Mahila Samakhya, Bihar Education Project, 34 Rajendra Nagar, Saheli, Samakhya, East Singhbhum -831 001.

Delhi Region

45. Secretary, Dept. of Women & Child, Ph. [illegible] Ministry of HRD, Shastri Bhawan, Room No.: 800, 'A' Wing, New Delhi-110001.

36. Joint Secretary, Dept. of Women & Child, Ph. 2190031 Ministry of HRD, Jeevan Deep Building, Sansad Marg, New Delhi-110001

37. Director, Ph.: 4515178 NIPCCD, 5, Zone Institutional Area, Janak Puri, New Delhi.

38. Mr. Ashwani Agarwal, Ph. 4102844-4105178 National Association for the Blind, Sector V, RK Puram, New Delhi-110002.

39. Assistant Registrar, VC's Office, 3039201, Maidan Garhi, New Delhi-110068.

Ahmedabad Region

40. Ms. Minaxi Rani, Ph. 6365-374415 Mahila Samakhya, 7/8, Atul Park Society, Near Varsha Society, Vastrapur-380015

41. Ms. Mamata Brahmbhatt, Ph.: 1281-484181-481284 Mahila Samakhya, "Radha Krishna" Haryana Housing Society, Ramakrishna Chowk, Near Sant Surjpal Society, Rajkot-360001

42. Ms. Vandana Brahmbhatt, Ph.: 02744-24406 Mahila Samakhya, "Kalpana" Jay Bharat Society, Near Prince Cinal, Dasra, Surendranagar District.

43. Ms. Rupali Khare, Ph. 02771-46858 Mahila Samakhya, Lotusnayaya Housing Society, Mahavirnagar, Nizamnagar, Sabarkantha District.

44. Ms. Bela Vaghela, Ph.: 02678-22735 Mahila Samakhya, 78, Arpan Society, Near Rahkar School, Kasajiya Road, Halol-Panchmahal District

45. Ms. Prapana Sajjad, Ph.: 02733-24714 Mahila Samakhya, "Mahamaiaiv" BF Hari No 2, Sanandnagar - 380001

46. Ms. Sushila Chaudhavania, Ph.: 079-7414122 Aang Kunj, 300 Shantipura, Jashwanti, Ahmadabad- 380013.

47. Dr. BB Khawania, Ph. 02692-22496 22745 Dhamnapur Urban Unitant (Dhawa), Vandavna Campus, Village Lankhani, Vanasda Taluk, Navsari District-396398.

Karnal Region

48. Principal, Anganwadi Training Centre, Working Women Hostel, Sikanda

49. Dr. AK Chawla, Ph. 01681-34481 IGNOU Study Centre, Govt. PG College, Sari -126102.

50. Ms. Usha Gupta, Ph.: 0172-624030 Anganwadi Training Centre, Kothi No. 42, Sector 4, Panchkula

51. Ms. Sharlesh Kumari, Ph.: 98218 98280 Women Awareness Management Agency (WAMA), Near Sai Gram Ent, Sonepat

52. Mrs. Pushpa Yadav, Ph. 01274-23822 Anganwadi Workers Training Centre, Sai Bhawan, Model Town, Rewari.

53. Mr. Ram Mohan Singh, Ph. 01282-50285 District Child Welfare Officer, Sai Bhawan, Narnaul Road, Narnaul, Mahendergarh

54. Ms. Poonam Sharma, Ph.: 2418115 Anganwadi Worker Training Centre, Sai Bhawan, Near Bus Stand, Faridabad.

Shimla Region

57. Mr. Ramesh Rajkumar, Ph. 01899-24400 Child Development Project Office, Working Women Hostel Building, Chamba.

58. Mr. KS Dhiman, Ph. 01981-122132 District Programme Officer, Solan, Dharmsala, Kangra

59. Mr. Mamata Nanda, Ph.-0177-212853 Social & Women Welfare, SDA Complex, Block No. 33, 4th Floor, Kasumpti, Simla

Bangalore Region

60. Prof. Chanda Pawate, Ph. 0821 -7[9947 Karnataka State Open University, Manasa, Gangotri, Mysore - 570006

61. Dr. Rajalaxmi Varma, Ph. 08255-83221 KDM College, Ujire, Dakshina Kannada -574240

62. Dr. GV Hedge, Ph. 08154-30659 Staff Institute for Rural Development, Kavalkere, Harihar Nagar, Post Box 3, Tiptur-572202.

63. Dr. Mr. Usha Alvar, Ph. 080-8180794 KPCCD, 18 New Town, Opposite Excel Company Limited, Yelahanka, Bangalore - 560064.

64. Mr. Manoharan Anand Kadalur, Ph.: 080-5141168 Mysuru, No 2, Service Road, Domlur Layout, Bangalore - 560071.

65. Mr. Sravan Kumar, Ph.: 08254-811187 Anglia Sandra Nilaya, Karavali (Coastal Line) Road, Sijal Village, Kundapura, Kundapura Taluk, Udupi District -576212.

66. Mr. Shrupathyan, Ph. 08482-23018 Sahakara Rural Development Academy (Sahrada) District Cooperative Central Bank Ltd., No. 8-8-121 A. Hanuman Administrative Colony, Solur -583401

Cochin Region

67. Mr. PM Prasanth Sara Khan, Ph.: 0474-494415 State Institute of Rural Development, KTC Campus, Kowdiaar, Kollam -691331.

68. Ms. P. Karuna Nair, Ph.: 0483-420169 Wynaad Sarva Seva Mandal, Sulthan Bathery, Wynaad - 673592.

69. Rev. Fr. S. Satyaraj, Ph.: 0471-2221 32 Project Officer, Programme for the Development of Marginalised Women, Sreekara Compound, Opp. Station Kuppam, Udayamoodu Angam, Aruvikkara PO, Trivandrum -695123.

70. Mr. Sebastian Antony, Ph. 0484-2121191 Peramala Development Society, PO No. 11, Peramala, Idukki -685603.

71. Ms. S. Sinda, Ph.: 0483-283493 2280002 Special Study Centre, Kerala Vocational Training Centre, West Nada Kottangalam, Trichur -680664.

72. Mr. PA Jacob (Ghanam), Ph.: 0484-2421017 2400911 3010011 Special Study Centre, Malankara Orthodox Trust, Malankara St Ba Marga, KP Vallon Road, Kadavanthra Junction, Cochin -682020.

Pune Region

73. Dr. DV Gowande, Ph. 0724-451037 Bishop College of Education, Amravati -444603.

72. Mr. RR Gaikwad, Ph: 0240-[illegible] Government College of Education, Opp. Deogiri College, Station Road, Paithan, Aurangabad.

73. Prof. UB Rajput, Ph. 07262-[illegible] Government College of Education, Cidkin Road, Near Gokulam Temple, Buldhana-[illegible].

74. Mr. Sudhan G Parekh, Ph. 07104-[illegible] Government College of Education, Bhandara -[illegible].

75. Mr. Kisi, Ph: 07171-[illegible] State College of Education, Civil Lines, Chandrapur -[illegible].

76. Mr. Bhimsaymmar Gulabba, Ph: 02342-[illegible] Dhule Education Society's College of Education, Dr. Lohiya Marg, Near SRP Campus, Dhule-[illegible].

77. Mr. Vijay Kumar Shinde, Ph. 02482-[illegible] Maharashtra Bahujan Samaj's College of Education, Station Road, Mangalvedha, Solapur -[illegible].

78. Mr. A V Chakrapani, Ph. 0231-[illegible] Shri Mahaveer Tarabai Government College of Education, Shahupuri, 3rd Lane, Kolhapur.

79. Dr. KM Mahajan, Ph: 0257-[illegible] Khandesh College Education Society's College of Education, Manjiyar Lane, College Campus, Nagaon -[illegible].

80. Mr. DK Kulkarni, Ph: 02463-[illegible] Government College of Education, Vasant Nagar, Hingoli Road, Nanded-[illegible].

81. Prof. Anand N Joshi, Ph: 0253-[illegible] School of Education, YCM Open University, Dnyanagangotri, Near Gangapur Dam, Nashik-[illegible].

82. Mr. Anna MT, Ph. 02462-[illegible] Government College of Education, Tatar Road, Parbhani-[illegible].

83. Mr. AA Gadkari, Ph: 0253-[illegible] Sara Sadan's College of Education, Sara Sadan Marg, Opp. Central Hospital, Ulhas Nagar, Thane District-[illegible].

84. Mr. Chinya Dani, Ph: 022-[illegible] National Association for Blind, India Committee on Advancement of Blind Women, Information Centre, Rostam Aguiardo Complex, 124/127 Tata Road, Dotiya Road, Near Railway Road Station (East), Mumbai.

85. Dr Sudha Kothari, Ph: 02357-[illegible] Chatrapati Shivaji Chowk, Raj Gurta Nagar Taluk, Khed, Pune-[illegible].

86. Dr. Vasna Fernandes, Ph: 022-[illegible] Research Centre for Women's Study, SNDT, Women's Univ. JUHU Campus, Santa Cruz (West), Mumbai-[illegible].

Imphal Region

87. Mr. S Ram Kr Sharma, Ph. 03855-[illegible] Department of Social Welfare, Govt. of Manipur, Directorate Complex, A-F-Line, 2nd MR Sen, Imphal-[illegible].

Shillong Region

88. Mr. LB Bengera, Ph. 0364-[illegible] Directorate of Social Welfare, Lower Lachumiere, Shillong-[illegible].

Ajmer Region

89. Mr. Ajeet Vaishnavi, Ph. [illegible] Directorate of Social Welfare, Govt. of Maharashtra, Gadhag, Ajmer [illegible]

90. Programme Officer, Ph. [illegible] Divisional Cell, ICDS, Lucknow - [illegible]

Kohima Region

91. Mr. T. Bendo, Ph. [illegible] State Children's Library, Directorate of Social Security & Welfare

Khanna Region

92. Mr. Balwinder Singh, Ph. [illegible] Conference Hall, Deputy Commissioner's Office, Mukteser

93. Mr. Sunder Pal Kaur, Ph. [illegible] Cell No 3, Harinder Nagar, Near Gurudwara, Faridkot

94. Mr. MP Singh, Ph. [illegible] Commonwealth Youth Programme, Asia Centre, Sectorship House, PEC Campus, Sector -12, Chandigarh -[illegible]

Jaipur Region

95. Smt. Krishna Maheswari, Ph. [illegible] Zila Mahila Vikas Abhikaran, Deputy Director, ICDS Office, Near Roadways Bus Stand, Sawaiman -[illegible]

96. Dr. Geeta Mohan, Ph. [illegible] Zila Mahila Vikas Abhikaran, D-2, Prashant Nai, Chittorgarh - [illegible]

97. Mrs. Sarla Mehta, Ph. [illegible] Zila Mahila Vikas Abhikaran, Opp. Gandhi Ashram, Dungarpur-[illegible]

98. Ms. Jayshri Thakkera, Ph. [illegible] Zila Mahila Vikas Abhikaran, Tonk

99. Mr. Sunakhar Yadav, Ph. [illegible] ICDS, Zila Mahila Vikas Abhikaran, Collectorate Compound, Jhunjunu

100. Mrs. Manjari Bharti, Ph. [illegible] Zila Mahila Vikas Abhikaran, 1st Floor, New Building, Collectorate Compound Pertam, Udaipur

101. Smt. Hemla Kishore, Ph. [illegible] Zila Mahila Vikas Abhikaran, Rotha Bhawan, Near Sabzi Mandi, Pawan Road, Jaipur-[illegible]

102. Dr. Premila Sanjay, Ph. [illegible]

103. Ms. Indu Gupta, Ph. [illegible] Zila Mahila Vikas Abhikaran, B-27 Subhash Nagar, Bikaner

104. Prof. Rekha Goyal, Ph. [illegible]

Gangtok Region

105. Dr. Ali Prasad, Ph. [illegible] Govt. of Sikkim Secretariat, Annex -1, Gangtok Tibetan Marg, Gangtok

Annexure-2

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
1	AGARTALA	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE [illegible] [illegible] P.O. AGARTALA COLLEGE AGARTALA - 799 001 TRIPURA [illegible] rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICTS DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, UNAKOTI)
2	AHMEDABAD	29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GUJARAT UNIVERSITY [illegible] AHMEDABAD 380015 GUJARAT [illegible] [illegible] rcahmedabad@ignou.ac.in	STATE OF GUJARAT (DISTRICTS AHMEDABAD, AMRELI, ANAND, BANASKANTHA, BHARUCH, BHAVNAGAR, DANG, DAHOD, GANDHINAGAR, JAMNAGAR, JUNAGADH, KHEDA, MAHESANA, NARMADA, PANCHMAHAL, PATAN, RAJKOT, SABARKANTHA, SURAT, TAPI, VADODARA, VALSAD, DAMAN, DADARA NAGAR HAVELI)
3	AIZAWL	13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE [illegible] [illegible] AIZAWL, MIZORAM 796012 [illegible] rcaizawl@ignou.ac.in	STATE OF MIZORAM (DISTRICTS AIZAWL, CHAMPHAI, KOLASIB, LAWNGTLAI, LUNGLEI, MAMIT, SAIHA, SERCHHIP)
4	ALIGARH	07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE [illegible] RAMPUR ROAD, ALIGARH - [illegible] UTTAR PRADESH [illegible] [illegible] rcaligarh@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICTS ALIGARH, AGRA, BULANDSHAHR, ETAWAH, ETAH, FIROZABAD, GAUTAM BUDDHA NAGAR, KASGANJ, MAHAMAYA NAGAR, MATHURA, MAINPURI, MORADABAD, RAMPUR, SAHARANPUR)
5	AJMER	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE [illegible] [illegible] [illegible] AJMER - [illegible] [illegible] [illegible] rcajmer@ignou.ac.in	STATE OF RAJASTHAN (DISTRICTS BANSWARA, BHILWARA, CHITTORGARH, DUNGARPUR, JAISALMER, KOTA, AJMER)

Annexure-I

ADDRESSES AND CODES OF NONIC REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
1	BANGALORE	1	NIMHANS REGIONAL CENTRE, NIMHANS NEUROSCIENCE CENTRE, 4TH FLOOR, DOMLUR BANGALORE-560 029 KARNATAKA 080-26564747 (DIRECT) 080-26564848 nimhansrc@gmail.com	STATE OF KARNATAKA DISTRICTS: BANGALORE-URBAN, BANGALORE-RURAL, CHAMARAJANAGAR, CHIKKAMAGALURU, CHIKKBALLAPUR, CHITRADURGA, DAKSHINA KANNADA, DAVANGERE, DHARWAD, GADAG, HASSAN, KODAGU, KOLAR, MANDYA, MYSORE, RAICHURAGARA, SHIMOGA, TUMKUR, UDUPI
2	SINGAPORE	2	REGIONAL DIRECTOR NIMHANS REGIONAL CENTRE 3RD FLOOR, MUSAMA PLAZA CENTRAL PALACE RD. TEKKAMANDI SINGAPORE SINGAPORE 2001 [illegible] nimhansrcsgr@gmail.com	STATE OF SIKKIM DISTRICTS: SINGAPORE, SINGAPORE (MINOR)
3	[illegible]	3	REGIONAL DIRECTOR NIMHANS REGIONAL CENTRE [illegible] ANDHRA PRADESH [illegible] Email: [illegible]	STATE OF ANDHRA PRADESH DISTRICTS: ALIRAPUR, ADILABADA, ANDHRA, ANDHRA NAGAR, BARNALA, BIDAR, BIJAPUR, BIDAR, BIDAR, BIDAR, DATIA, DEVAS, DHAR, GUNA, GWALIOR, HARDA, HOSHANGABAD, INDORE, JHABUA, KHANDWA, KHARGONE, MANDSAUR, MORENA, NEMAUR, RAJGARH, RATLAM, SEHORE, SHAJAPUR, SIDHOR, SIPRI, TIKAMGARH, UJJAIN
4	BHUBANESWAR	4	REGIONAL DIRECTOR NIMHANS REGIONAL CENTRE C-1, INSTITUTIONAL AREA, BHUBANESWAR-751 [illegible] [illegible] ODISHA [illegible] nimhansrcbhu@gmail.com	STATE OF ORISSA DISTRICTS: ANGUL, BALASORE, BARGARH, BHADRAK, BOLANGIR, BOUDH, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JAJPUR, JAGATSINGHPUR, JHARSUGUDA, KANDHAMAL, KENDRAPARA, KEONJHAR, KHURDA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SONEPUR, SUNDERGARH

Annexure-I

ADDRESSES AND CODES OF NINE REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
10	[illegible]	[illegible]	REGIONAL DIRECTOR [illegible] REGIONAL CENTRE [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]	STATE OF KARNATAKA (DISTRICTS: [illegible])
11	CHANDIGARH	[illegible]	REGIONAL DIRECTOR [illegible] REGIONAL CENTRE [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]	STATE OF UNION TERRITORY (DISTRICT: [illegible]) STATE OF [illegible] (DISTRICTS: [illegible]) STATE OF [illegible] (DISTRICTS: [illegible])
12	CHENNAI	[illegible]	REGIONAL DIRECTOR [illegible] REGIONAL CENTRE, THIRD FLOOR, [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]	STATE OF TAMIL NADU (DISTRICTS: CHENNAI, [illegible])
13	[illegible]	[illegible]	REGIONAL DIRECTOR REGIONAL CENTRE [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]	STATE OF KERALA (DISTRICTS: [illegible]) STATE OF [illegible] (DISTRICTS: [illegible]) UNION TERRITORY OF LAKSHADWEEP

ADDRESSES AND CODES OF NSDC REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
10	DARBHANGA	41	REGIONAL DIRECTOR NSDC REGIONAL CENTRE [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]	STATE OF BIHAR (DISTRICTS SHEOHAR, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, MADHUBANI, MUZAFFARPUR, SAMASTIPUR, SIWAN, SITAMARHI, VEST CHAMPARAN)
11	[illegible]	[illegible]	REGIONAL DIRECTOR, NSDC REGIONAL CENTRE [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]	STATE OF UTTARAKHAND (DISTRICTS ALMORA, BAGESHWAR, CHAMOLI, CHAMPAWAT, DEHRADUN, HARIDWAR, NAINITAL, PAURI, PITHORAGARH, RUDRAPRAYAG, TEHRI GARHWAL, UDHAM SINGH NAGAR, UTTARKASHI) STATE OF UTTARAKHAND (DISTRICT ROORKEE, MUZAFFAR NAGAR, SAHARANPUR, BIJNAUR, PORBI TO NAGAR)
12	[illegible]	[illegible]	REGIONAL DIRECTOR NSDC REGIONAL CENTRE [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]	STATE OF BIHAR (DIVISION AREAS OF ASHRAM, BAHARPUR, BIDHAN, CHANDANPURI, INDIRA COLONY, GREEN PARK, GREATER KAILASH PART - I & II, KALI BARI, LAJPAT NAGAR, MALVIYA NAGAR, NEHRU PLACE, NEHRU, R.K. PURAM, SAKET, SANTOSH VIHAR, VASANT KUNJ DELHI, & STATE OF HARYANA (DISTRICTS FARIDABAD, GURGAON)

Annexure-I

ADDRESSES AND CODES OF NPCB REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
17	DELHI	28	REGIONAL DIRECTOR, NPCB REGIONAL CENTRE, [illegible] NEW DELHI [illegible] [illegible]	STATE OF DELHI (CONTROL AREAS OF ASHOK VIHAR, [illegible] LOK DEOR, MEHRAULI-BADARPUR, [illegible]
18	DELHI	29	REGIONAL DIRECTOR, NPCB REGIONAL CENTRE, [illegible] NEW DELHI [illegible] [illegible]	STATE OF DELHI (CONTROL AREAS OF MEHRAULI, [illegible] PUNJABI BAGH, BAKHTAWAR, [illegible] NAGAR, TILAK NAGAR, TILAK PUR, [illegible] UTTAM NAGAR, JANAKPURI, [illegible]
19	DHANBAD	47	REGIONAL DIRECTOR, NPCB REGIONAL CENTRE, [illegible] DHANBAD [illegible]	STATE OF HARYANA (DISTRICTS: GURGAON AND [illegible]) STATE OF JHARKHAND (DISTRICTS: DHANBAD, [illegible])
20	GANGTOK	30	REGIONAL DIRECTOR, NPCB REGIONAL CENTRE, [illegible] HOSPITAL, EAST SIKKIM [illegible] SIKKIM [illegible]	STATE OF SIKKIM (EAST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM, WEST SIKKIM)

Annexure-I

ADDRESSES AND CODES OF EIGHT REGIONAL CENTRES (RC)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
1)	GUWAHATI	01	REGIONAL DIRECTOR/NODAL REGIONAL CENTRE HOUSE NO 1, MC ROAD,GOTIAT EAST NOONMATI ASSAM [illegible] 2347[illegible] 2347[illegible] 2347[illegible] [illegible]	STATE OF ASSAM DISTRICTS TINSUKIA,DIBRUGARH, SIVSAGAR, DHEMAJI,LAKHIMPUR, DOLONGIRI, SONITPUR, KARBI ANGLONG, NAGAON MORIGAON,DARRANG, KAMRUP NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH GACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP METROPOLITAN, BARSA, UDALGURI,CHIRANG
2)	HYDERABAD	0	REGIONAL DIRECTOR, SOUTH REGIONAL CENTRE PLOT NO 207 KAPTAN ELLI PHASE-I NEAR MADHAPUR P.S, HYDERABAD-[illegible] HYDERABAD-[illegible] TELANGANA STATE 040-2317[illegible] 2400[illegible] [illegible]	STATE OF TELANGANA
3)	IMPHAL	07	REGIONAL DIRECTOR, SOUTH REGIONAL CENTRE, IMPHAL, ASIAN DIA COMPLEX,MORTRAC, IMPHAL - [illegible], MANIPUR. [illegible]	STATE OF MANIPUR DISTRICTS BISHNUPUR, CHANDEL, CHURACHANDPUR, IMPHAL EAST IMPHAL WEST, SENAPATI, TAMENGLONG, TENGNOUPAL, THOUBAL, UKHRUL
4)	ITANAGAR	0	REGIONAL DIRECTOR, NORTH REGIONAL CENTRE DRONILO COMPLEX, DIRECTOR NAVODAYA VIDYALAYA, CENTRAL SCHOOL, NAHARLAGUN DISTRICT, ARUNACHAL PRADESH - [illegible] [illegible]	STATE OF ARUNACHAL PRADESH, DISTRICTS, ANJAW, CHANGLANG,EAST KAMENG, EAST SIANG, KRA DAADI, KRONG AAO, LOHIT, LOWER DIBANG VALLEY,LOWER SUBANSIRI, NAMSAI, PAPUM PARE, SIANG, TAWANG, TIRAP, UPPER DIBANG VALLEY,UPPER SIANG, UPPER SUBANSIRI, WEST KAMENG AND WEST SIANG

Annexure-I

ADDRESS AND CODES OF IGNOU REGIONAL CENTRES (RC)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
12	JABALPUR	4	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE 2ND FLOOR, RANGRELIAS BHAWAN, EAST [illegible] UNIVERSITY CAMPUS, [illegible] JABALPUR-482001 (MADHYA PRADESH) [illegible] rc.jabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICTS: ANUPPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, MANDLA, NARSINGHPUR, PANNA, SEONI, SHAHDOL, SIDHI, SINGRAULI, TIKAMGARH/CHHATARPUR)
13	JAIPUR	5	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE 70-74, INSTITUTIONAL AREA, MALVIYA NAGAR, JAIPUR PIN 302017 RAJASTHAN [illegible] rc.jaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICTS: JAIPUR, ALWAR, AJMER, BANSWARA, BHARATPUR, BHILWARA, BIKANER, CHITTORGARH, DAUSA, DHOLPUR, DIDWANA, GANGANAGAR, JHALAWARA, JHUNJHUNU, KARAULI, KOTA, NAGAUR, PALI, SIKAR, SWAI MADHOPUR, TONK)
14	JAMMU	6	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, JAMMU COLLEGE OF COMMERCE, AURADHA BLOCK, [illegible] ROAD, JAMMU - [illegible] (J&K) [illegible] rc.jammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION: DISTRICTS: JAMMU, KATHUA, UDHAMPUR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, DODA/KISHTWAR)
15	JODHPUR	8	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, JEET NAGAR, PALI LINK ROAD, [illegible] HOSPITAL, JODHPUR - 342 001 RAJASTHAN [illegible] rc.jodhpur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICTS: JODHPUR, BARMER, JAISALMER, PALI, JALOR, SIROHI, UDAIPUR, BHILWARA, DUNGARPUR, PALI, PRATAPGARH & RAJSAMAND)

Annexure-I

ADDRESS AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
10	GUWAHATI	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE [illegible] ATTI, GOB TULSI NARAYAN SARMAH [illegible] GUWAHATI, ASSAM-781001 0361-2311[illegible] [illegible]@ignou.ac.in	STATE OF ASSAM (DISTRICTS: BHONGAIGAON, CHIRANG, KOKRAJHAR, DHUBRI, DIBRUGARH, GOLAGHAT, JORHAT, SIVASAGAR, LAKHIMPUR, DHEMAJI, TINSUKIA, KAMRUP, KAMRUP (M), NALBARI, BARPETA & TEZPUR)
11	KURNOOL	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE [illegible] KURNOOL-518001 0384-2[illegible] 0384-2[illegible] 0384-2[illegible] rdkurnool@ignou.ac.in	STATE OF ANDHRA (DISTRICTS: KURNOOL, ANANTHAPUR, HYDERABAD, MEDAK, KHAMMAM, EAST GODAVARI, KARIMNAGAR, NALGONDA, WARANGAL, NIZAMABAD, ADILABAD, MAHBOOBNAGAR, RANGA REDDY, KRISHNA, GUNTUR, PRAKASAM, NELLORE, CUDDAPAH, KARNOOL, ANANTHAPUR, CHITTOOR, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)
12	JAMMU	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE [illegible] JAMMU, DISTRICT-JAMMU JAMMU-180001 0191-2[illegible] 0191-2[illegible] rdjammu@ignou.ac.in	STATE OF JAMMU (DISTRICTS: JAMMU, KATHUA, RAJOURI, POONCH, DODDA, KISHTWAR, RAMBAN, REASI, UDHAMPUR, SAMBA, KUPWARA, BARAMULLA, BANDIPORA, SRINAGAR, BADGAM, ANANTNAG, PULWAMA, KARGIL, LEH, LADAKH)
13	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE [illegible] SCHOOL, DON BOSCO [illegible] KOHIMA-797001 NAGALAND [illegible] [illegible]@ignou.ac.in	STATE OF NAGALAND (DISTRICTS: DIMAPUR, KOHIMA, KIFIRE, LONGLENG, MOKOKCHUNG, MON, PHEK, TUENSANG, WOKHA, ZUNHEBOTO)

Annexure-I

ADDRESSES AND CODES OF EPFO/CBT REGIONAL CENTRES (RCs)

Sl. No.	Regional Centre	RC Code	Address	Jurisdiction
33	KOLKATA	33	REGIONAL DIRECTOR EPFO, REGIONAL CENTRE BHAVISHYA NIDHI BHAVAN, 4TH FLOOR, NORTH BLOCK, SECTOR-V, SALT LAKE, BIDHAN NAGAR, KOLKATA - 700091 WEST BENGAL 033-23214830 033-23217718 033-23217779 rcolkata@epfo.gov.in	STATE OF WEST BENGAL (DISTRICTS: BANKURA, BURDWAN (EAST), BURDWAN (WEST), DURGAPUR, HOOGHLY, HOWRAH, NORTH 24 PARGANAS, PURULIA, SOUTH 24 PARGANAS)
34	KORAPUT	4	REGIONAL DIRECTOR EPFO, REGIONAL CENTRE DEEP AGENCIES BUILDING OFFICE ROAD POO KORAPUT DIST KORAPUT ODISHA-764020 0680-2506317< 0680-2506318 rcorapu@epfo.gov.in	STATE OF ODISHA (DISTRICTS: BALASORE, BHADRAK, DHENKANAL, NABARANGPUR, NUAPADA, RAYAGADA)
35	LUCKNOW	37	REGIONAL DIRECTOR EPFO, REGIONAL CENTRE SC-DEH-1, SECTOR-1, VIBHAWAN VIDHA, TELIBAGH LUCKNOW 0522-2448201 rclucknow@epfo.gov.in	STATE OF UTTAR PRADESH (DISTRICTS: AMETHI, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARAGANGI, BAREILLY, BASTI, CHITRAKOOT, FATEHPUR, FIROZABAD, GONDA, HARDOI, JALAUN, KANNAUJ, KANPUR (DEHAT), KANPUR (NAGAR), LAKHIMPUR KHERI, LALITPUR, LUCKNOW, MAHOBA, MIRZAPUR, MORADABAD, MUZAFFARNAGAR, PILIBHIT, SHRAVASTI, SIDDHARTHNAGAR, SITAPUR, SONBHADRA)
36	MADURAI	4	REGIONAL DIRECTOR EPFO, REGIONAL CENTRE BHAVANI NAGAR EXTENSION ALANGANALLUR ROAD MADURAI-625018 (TAMIL NADU) 0452-2580777, 2580700 0452-2580900 rcmadurai@epfo.gov.in	STATE OF TAMIL NADU (DISTRICTS: ARIYALUR, COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, TIRUPPUR, THENI, TIRUNELVELI, TIRUPUR, TIRUVANNAMALAI)

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ADDRESS AND CODES OF EPFO REGIONAL CENTRES (RC)

Sl. No.	Regional Centre	RC Code	Address	Jurisdiction
17	MUMBAI	40	REGIONAL DIRECTOR EPFO, REGIONAL CENTRE 3rd & 4th FLOOR, RANEEN BUILDING MAIN ROAD, OPPOSITE TO MULUND STATION, MULUND WEST, MUMBAI-400080 [illegible] [illegible] mumbai@epfo.gov.in	STATE OF MAHARASHTRA (DISTRICTS: MUMBAI, MUMBAI SUBURBAN, PALGHAR, RAIGARH, RATNAGIRI, THANE)
18	NAGPUR	38	REGIONAL DIRECTOR EPFO, REGIONAL CENTRE, GNA VAGNA [illegible] AMBAZARI ROAD NAGPUR - 440033 MAHARASHTRA [illegible] [illegible] [illegible] nagpur@epfo.gov.in	STATE OF MAHARASHTRA (DISTRICTS: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, HINGOLI, NAGPUR, NANDED, PARBHANI, YAVATMAL, WARDHA (PART))
19	NOIDA	39	REGIONAL DIRECTOR EPFO, REGIONAL CENTRE NOIDA, C-56, INSTITUTIONAL AREA, SECTOR-62, NOIDA - 201 301 (U.P.) 0120-2402102, 1104 noida@epfo.gov.in	STATE OF UTTAR PRADESH (DISTRICTS: BAGHPAT, BULANDSHAHAR, GAUTAM BUDH NAGAR, GHAZIABAD, MATHURA, NOIDA & PARTS OF EAST DELHI)
20	PANAJI	41	REGIONAL DIRECTOR EPFO, REGIONAL CENTRE, EPFO OFFICE, [illegible] (LAXMI BLDG) PORVORIM [illegible] GOA 0832-2412408, 24 1020 [illegible]@epfo.gov.in	STATE OF GOA (DISTRICTS: NORTH GOA, SOUTH GOA) & STATE OF KARNATAKA (DISTRICT UTTARA KANNADA) & STATE OF MAHARASHTRA (DISTRICT: SINDHUDURG)
21	PATNA	42	REGIONAL DIRECTOR EPFO, REGIONAL CENTRE 3rd FLOOR, BIRCHANDI TOWER, WEST GARDNER MAIDAN PATNA - [illegible], BIHAR 0612-[illegible], [illegible] 0612-[illegible] [illegible]@epfo.gov.in	STATE OF BIHAR (DISTRICTS: ARWAL, AURANGABAD, BEGUSARAI, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAMPARAN)

Annexure-I

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

Sl. No.	Regional Centre	RC Code	Address	Jurisdiction
41	PORTBLAIR	41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NATHANA LANGHA [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] rcportblair@gmail.com	ANDAMAN AND NICOBAR ISLANDS (U.T.) (DISTRICTS SOUTH ANDAMAN, NORTH & MIDDLE ANDAMAN, CAR NICOBAR)
42	PUNE	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE [illegible] [illegible] [illegible] MAHARASHTRA [illegible] [illegible] rcpune@gmail.com	STATE OF MAHARASHTRA (DISTRICTS AHMEDNAGAR, AURANGABAD, BEED, DHULE, JALGAON, JALNA, KOLHAPUR, NANDED, NASIK, NANDURBAR, OSMANABAD, PUNE, SANGLI, SATARA)
44	RANCHI (JHARKHAND)	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] rcranchi@gmail.com	STATE OF WEST BENGAL (DISTRICTS DINAJPUR, MALDA, MURSHIDABAD)
45	RAIPUR	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COLONY, [illegible] [illegible] [illegible] [illegible] [illegible] rcraipur@gmail.com	STATE OF CHHATTISGARH (DISTRICTS BILASPUR, [illegible], DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SURGUJA, BALOD, BALODABAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, NOWAGAON, BASTAR, BIJAPUR, DANTEWADA, KODAGAON, NARAYANPUR)

ANNEXURE-I

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

Sl. No.	Regional Centre	RC Code	Address	Jurisdiction
46	RAJKOT	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360005 GUJARAT [illegible] [illegible] [illegible]	STATE OF GUJARAT (DISTRICTS: AMRELI, BHAVNAGAR, BOTAD, DEVA-BHOOMI DWARKA, GIR SOMNATH, JAMNAGAR, JUNAGADH, KACHCHH, MORBI, PORBANDAR, RAJKOT, SURENDRANAGAR, DIU (UT))
47	RANCHI	3	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17A, ASHOK NAGAR RANCHI-834002 JHARKHAND [illegible] [illegible] [illegible]	STATE OF JHARKHAND (DISTRICTS: BOKARO, CHATRA, DEOGHAR, EAST SINGHBHUM, GARHWA, GIRIDIH, GODDA, HAZARIBAGH, KHUNTI, KODERMA, LATEHAR, LOHARDAGA, PAKAUR, RAMGARH, RANCHI, SAHEBGANJ, SARAIKELA KHARSAWAN, SIMDEGA, WEST SINGHBHUM)
48	SARABHA	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE [illegible] [illegible] SARABHA-[illegible] ORISSA [illegible] [illegible]	STATE OF ORISSA (DISTRICTS: ANGUL, BOLANGIR, DEBAGARH, DHENKANAL, GANJAM, JAJAPUR, KALAHANDI, KENDRAPARA, KEONJHAR, PURI, SAMBALPUR, SUNDERGARH)
49	SHILLONG	3	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE [illegible] [illegible] SHILLONG-[illegible] MEGHALAYA [illegible] [illegible] [illegible]	STATE OF MEGHALAYA (DISTRICTS: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, RI BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS)

Annexure-I

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
10	SIMLA	1	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE [illegible] BUILDING [illegible] SIMLA - [illegible] HIMACHAL PRADESH [illegible] [illegible] [illegible] [illegible]@gmail.com	STATE OF HIMACHAL PRADESH DISTRICTS: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHAUL & SPITI, MANDI, SIMLA, SIRMAUR & SOLAN, UNA)
11	SILIGURI	4	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE [illegible] SILIGURI WEST BENGAL [illegible] [illegible]@gmail.com	STATE OF WEST BENGAL DISTRICTS: ALIPURDUAR, COOCHBEHAR, DARJEELING, DAKSHIN DINAJPUR (SOUTH DINAJPUR) and DARJEELING (SIKIM)
12	SRINAGAR	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]@gmail.com	STATE OF JAMMU AND KASHMIR DISTRICTS: ANANTNAG, BANDIPORA, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SRINAGAR, [illegible]
13	TRIVANDRUM	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE [illegible] [illegible] [illegible] [illegible] KERALA [illegible] [illegible] [illegible]@gmail.com	STATE OF KERALA DISTRICTS: [illegible], PATHANAMTHITTA, TRIVANDRUM STATE OF TAMIL NADU DISTRICT: KANYAKUMARI, TIRUNELVELI, TUTICORIN

Annexure-I

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

Sl. No.	Regional Centre	RC Code	Address	Jurisdiction
24	VARANASI	41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHIBHAWAN, BHU CAMPUS, VARANASI-221 005 UTTAR PRADESH [illegible] [illegible] rcvarana@ignou.ac.in	STATES OF UTTAR PRADESH (DISTRICTS: AZAMGARH, GORAKHPUR, MAU, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GONDA, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, SIDDHARTH NAGAR, PILIBHIT, SULTANPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, ALLAHABAD, VARANASI)
25	VATAKARA	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE WEST STREET (PO) VATAKARA KOZHIKODE-673 104 KERALA [illegible] [illegible] rcvatakara@ignou.ac.in	STATES OF KERALA (DISTRICTS: KANNUR, KASARGOD, KOZHIKODE, WAYANAD, MALAPPURAM, & PARTS OF LT GFNO DISTRICT)
26	VIJAYAWADA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE [illegible] SCHOOL PRAKASH [illegible] VIJAYAWADA - [illegible] [illegible] [illegible] rcvijayawada@ignou.ac.in	STATES OF ANDHRA PRADESH (DISTRICTS: ANANTAPUR, CHITTOOR, GUNTUR, KADAPA, KRISHNA, KURNOOL, NELLORE, PRAKASAM)
27	VISAKHA-PATNAM	24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE [illegible] COMPLEX SECTOR-11, MVP COLONY [illegible] VISAKHAPATNAM-530 017 [illegible] [illegible] [illegible] rcvisakhapatnam@ignou.ac.in	STATES OF ANDHRA PRADESH (DISTRICTS: EAST GODAVARI, WEST GODAVARI, [illegible] VISAKHAPATNAM, VIZIANAGARAM & URBAN OF GNOU-[illegible]-PURNAGIRI)

Annexure-II

SCHOOL – ARMY RECTUITMENT REGIONAL CENTER

(For Army Personnel Only)

SL. NO.	RC CODE	REGIONAL NAME	NAME & ADDRESS	OPERATIONAL AREA
1	51	CHANDIGARH	REGIONAL DIRECTOR [illegible] CIR. EDUCATION, [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]	WESTERN COMMAND AREA
2	50	JAIPUR	REGIONAL DIRECTOR [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]	SOUTH WESTERN COMMAND
3	53	JODHPUR	REGIONAL DIRECTOR [illegible] CIR. EDUCATION [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]	SOUTHERN COMMAND AREA
4	54	LUCKNOW	REGIONAL DIRECTOR [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]	CENTRAL COMMAND AREA
5	56	PUNE	REGIONAL DIRECTOR [illegible] CIR. EDUCATION [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]	SOUTHERN COMMAND AREA

SCHOOL – ARMY RECOGNIZED REGIONAL CENTRE

(For Army Personnel Only)

Sl. No.	RC Code	Recognized Name	Address & Contacts	Operational Area
8	75	[illegible]	REGIONAL DIRECTOR SCHOOL ARMY EDUCATION REC CENTRE CDL EDUCATIONAL C/O 56 APO HQ WESTERN COMMAND CHANDIMANDIR HARYANA & HARYANA PIN CODE: 000000 (NOW FAX Email: [illegible]	WESTERN COMMAND AREA

SCHOOL – ARMY, NAVY, AMAN RIFLES RECOGNIZED REGIONAL CENTRES

Sl. No.	Recognized RC Name	Code	Address	Operational Area
SCHOOL – ARMY RECOGNIZED REGIONAL CENTRES				
1	[illegible] – KOLKATA	[illegible]	REGIONAL DIRECTOR SCHOOL ARMY EDUCATION REC CENTRE CDL EDUCATIONAL [illegible] HQ EASTERN COMMAND C/O 56 APO KOLKATA – 700 027 WEST BENGAL [illegible] [illegible] [illegible] [illegible]	EASTERN COMMAND AREA
2	[illegible] – CHANDIGARH	[illegible]	REGIONAL DIRECTOR SCHOOL ARMY EDUCATION REC CENTRE CDL EDUCATIONAL [illegible] HQ WESTERN COMMAND CHANDIMANDIR [illegible] HARYANA [illegible] [illegible] [illegible]	WESTERN COMMAND AREA
3	[illegible] – LUCKNOW	[illegible]	REGIONAL DIRECTOR SCHOOL ARMY EDUCATION REC CENTRE HQ CENTRAL COMMAND [illegible] LUCKNOW – [illegible] UTTAR PRADESH [illegible] [illegible]	CENTRAL COMMAND AREA
4	[illegible] – PUNE	[illegible]	REGIONAL DIRECTOR SCHOOL ARMY EDUCATION REC CENTRE CDL EDUCATION HQ SOUTHERN COMMAND [illegible] C/O 56 APO – [illegible] [illegible] [illegible] [illegible]	SOUTHERN COMMAND AREA

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Annexure-III

ECHS – NAVY SHIP CENTERS REGIONAL CENTRES

(For NAVY Pensioners Only)

Sl. No.	RC Code	Regional Name	Name & Address	Operational Area
1.	71	[illegible]	REGIONAL DIRECTOR (NE) ECHS NAVY RECOG. REG. CENTRE DIRECTORATE OF MARG. EDUCATION [illegible] [illegible] - 110066 DELHI [illegible] [illegible] [illegible]	[illegible]
2.	75	MUMBAI	REGIONAL DIRECTOR ECHS NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND [illegible] STREET, [illegible] MUMBAI - 400023 MAHARASHTRA [illegible] [illegible] [illegible]	HQ EASTERN NAVAL COMMAND
3.	77	VISAKHA-PATNAM	REGIONAL DIRECTOR ECHS NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530014 ANDHRA PRADESH [illegible] [illegible] [illegible] [illegible]	HQ EASTERN NAVAL COMMAND
4.	79	KOCHI	REGIONAL DIRECTOR ECHS NAVY RECOG. REG. CENTRE [illegible] HQ SOUTHERN NAVAL COMMAND KOCHI - 682004, KERALA [illegible] [illegible] [illegible]	HQ SOUTHERN NAVAL COMMAND

ECHS – AIRMAN RATING REGIONAL CENTRES

(For AIRMAN RATE Pensioner Only)

Sl. No.	Name of RC	Code	Address of Regional Centre	Operational Area
1.	SECUNDERABAD	81	REGIONAL DIRECTOR [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]	COMMAND AREA

ADDRESSES OF STUDY CENTRES OF BCOMP

Sl. No.	Centre Code	Centre Address
		AGARTALA
1.	[illegible]	Tripura university, [illegible] campus, Agartala, Tripura-799004
2.	[illegible]	[illegible] university, [illegible] South Tripura, Tripura-799277
3.	[illegible]	Belonia college, [illegible] South Tripura, Tripura-799155
4.	[illegible]	Government degree college [illegible] South tripura, Dhalai sub-[illegible] Tripura-799120
5.	[illegible]	Govt. degree college, Kamalpur [illegible] Dhalai, Dhalai, Tripura-799286
6.	[illegible]	[illegible] college, College [illegible] [illegible] Agartala [illegible] West Tripura, Tripura-799001
7.	[illegible]	[illegible] [illegible] Tripura, Unit of [illegible] [illegible] West tripura, Tripura-799128
		AHMEDABAD
8.	[illegible]	[illegible] [illegible] [illegible] Ahmedabad, Gujarat-[illegible]
9.	[illegible]	[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] Gujarat-[illegible]
10.	[illegible]	[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] Gujarat
11.	[illegible]	[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] Gujarat-[illegible]
12.	[illegible]	[illegible] [illegible] [illegible] [illegible] Gujarat-[illegible]
13.	[illegible]	[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] Gujarat-[illegible]
14.	[illegible]	[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] Gujarat-[illegible]
15.	[illegible]	[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] Gujarat-[illegible]
16.	[illegible]	[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] Gujarat-[illegible]
17.	[illegible]	[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] Gujarat-[illegible]
18.	[illegible]	[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] Gujarat-[illegible]
19.	[illegible]	[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] Gujarat-[illegible]
20.	[illegible]	[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] Gujarat-[illegible]
21.	[illegible]	[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] Gujarat-[illegible]
22.	[illegible]	[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] Gujarat-[illegible]
23.	[illegible]	[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] Gujarat-[illegible]
24.	[illegible]	[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] Gujarat-[illegible]
25.	[illegible]	[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] Gujarat-[illegible]
26.	[illegible]	[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] Gujarat-[illegible]
27.	[illegible]	[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] Gujarat-[illegible]
28.	[illegible]	[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] Gujarat-[illegible]
29.	[illegible]	[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] Gujarat-[illegible]
		AIZAWL
30.	[illegible]	[illegible] university college [illegible] [illegible] Aizawl, Mizoram-[illegible]
31.	[illegible]	Government [illegible] college [illegible] [illegible], Mizoram.
32.	[illegible]	[illegible] government college, [illegible] Mizoram-[illegible]
33.		[illegible] [illegible] college, Mizoram [illegible] district, Mizoram
34.		[illegible] [illegible] [illegible] Mizoram-[illegible]
35.	[illegible]	Government [illegible] college [illegible], Mizoram-[illegible]

ADDRESSES OF STUDY CENTRES OF BCDMF

Sl. No.	Centre Code	Centre Address
8.	[illegible]	Govt. Degree college, Chandauli [illegible]
9.	[illegible]	Govt. Degree college [illegible]
10.	[illegible]	[illegible] college [illegible]
11.	[illegible]	Government [illegible] college [illegible]
12.	[illegible]	Govt. degree college [illegible]
		AURAIYA
13.	[illegible]	[illegible] degree college [illegible]
14.	[illegible]	St. John's college [illegible]
15.	[illegible]	[illegible] college, [illegible]
16.	[illegible]	[illegible] [illegible]
17.	[illegible]	Central jail agra, Mathura road [illegible]
18.	[illegible]	[illegible] [illegible]
19.	[illegible]	[illegible] [illegible]
		KARNATAKA
20.	[illegible]	[illegible] [illegible]
21.	[illegible]	[illegible] [illegible]
22.	[illegible]	[illegible] [illegible]
23.	[illegible]	[illegible] college of [illegible]
24.	[illegible]	[illegible] college [illegible]
25.	[illegible]	St. Aloysius college, [illegible]

Sl. No.	Centre Code	Centre Address
26.	[illegible]	[illegible] [illegible]
27.	[illegible]	[illegible]
28.	[illegible]	[illegible]
29.	[illegible]	[illegible]
30.	[illegible]	[illegible]
		MADHYA PRADESH
31.	[illegible]	[illegible] college [illegible]
32.	[illegible]	[illegible] college [illegible]
33.	[illegible]	[illegible] [illegible]
34.	[illegible]	[illegible] [illegible]
35.	[illegible]	[illegible] [illegible]
36.	[illegible]	[illegible] [illegible]
		[illegible]
37.	[illegible]	[illegible] [illegible]
38.	[illegible]	[illegible] [illegible]
39.	[illegible]	[illegible] [illegible]
40.	[illegible]	[illegible] [illegible]
41.	[illegible]	[illegible] [illegible]

ADDRESSES OF STUDY CENTRES OF BCOMP

Sl. No.	Centre Code	Centre Address
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

ADDRESSES OF STUDY CENTRES OF DCOMF

Sl. No.	Centre Code	Centre Address
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

ADDRESSES OF STUDY CENTRES OF ICDMF

S.No.	Centre Code	Centre Address
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

ADDRESSES OF STUDY CENTRES OF BCOMP

Sl. No.	Centre Code	Centre Address
[illegible]	[illegible]	[illegible] College of Management [illegible], [illegible] Colony [illegible], Cochin, Kerala-[illegible]
[illegible]	[illegible]	[illegible] College, [illegible] [illegible], Cochin, Kerala
[illegible]	[illegible]	[illegible] [illegible] Complex [illegible], Kerala-[illegible]
[illegible]	[illegible]	[illegible] Community College [illegible] Malappuram Kerala-[illegible]
[illegible]	[illegible]	[illegible] College [illegible] Malappuram Malappuram-[illegible]
		MADHYA PRADESH
[illegible]	[illegible]	[illegible], [illegible] and [illegible] Church [illegible], Madhya Pradesh-[illegible]
[illegible]	[illegible]	[illegible] College [illegible], Dist. [illegible], Madhya Pradesh-[illegible]
[illegible]	[illegible]	[illegible] College, [illegible] [illegible], Madhya Pradesh-[illegible]
[illegible]	[illegible]	[illegible] College [illegible], Madhya Pradesh-[illegible]
[illegible]	[illegible]	[illegible] College [illegible], Madhya Pradesh-[illegible]
[illegible]	[illegible]	[illegible] University [illegible], Madhya Pradesh-[illegible]
[illegible]	[illegible]	[illegible] College [illegible], Madhya Pradesh-[illegible]
[illegible]	[illegible]	[illegible] College [illegible], Madhya Pradesh-[illegible]
[illegible]	[illegible]	[illegible] College [illegible], Madhya Pradesh-[illegible]
		MAHARASHTRA
[illegible]	[illegible]	[illegible] College, [illegible] [illegible], Maharashtra-[illegible]
[illegible]	[illegible]	[illegible] College [illegible], Dist. [illegible], Maharashtra-[illegible]
[illegible]	[illegible]	[illegible] College, [illegible] [illegible], Maharashtra-[illegible]
[illegible]	[illegible]	[illegible] College [illegible], Maharashtra-[illegible]
[illegible]	[illegible]	[illegible] College [illegible], Maharashtra-[illegible]
[illegible]	[illegible]	[illegible] University, [illegible] campus [illegible], Maharashtra-[illegible]
[illegible]	[illegible]	[illegible] College [illegible], Maharashtra-[illegible]
[illegible]	[illegible]	[illegible] College [illegible], Maharashtra-[illegible]
		MEGHALAYA
[illegible]	[illegible]	[illegible] College, [illegible] road [illegible], Dist. [illegible], Meghalaya-[illegible]
[illegible]	[illegible]	[illegible] College, [illegible] road, [illegible] [illegible], Meghalaya-[illegible]
[illegible]	[illegible]	[illegible] University [illegible], Meghalaya-[illegible]
[illegible]	[illegible]	[illegible] College

ADDRESSES OF STUDY CENTRES OF BCOMF

Sl. No.	Centre Code	Centre Address
		DELHI
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
		DELHI
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

Sl. No.	Centre Code	Centre Address
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
		DELHI
[illegible]	[illegible]	[illegible]

ADDRESSES OF STUDY CENTRES OF DCOMP

Sl. No.	Centre Code	Centre Address
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

ADDRESSES OF STUDY CENTRES OF BCIMP

Sl. No.	Centre Code	Centre Address
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

ADDRESSES OF STUDY CENTRES OF RCOME

Sl. No.	Centre Code	Centre Address
		DEOP PUNE
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
		DEOP-CHINAMPEL
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
		DEOP-SHILLONG
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

Sl. No.	Centre Code	Centre Address
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

ADDRESSES OF STUDY CENTRES OF BCOMI

Sl. No.	Centre Code	Centre Address
90	[illegible]	[illegible]
91	[illegible]	[illegible]
		[illegible]
92	[illegible]	[illegible]
93	[illegible]	[illegible]
94	[illegible]	[illegible]
95	[illegible]	[illegible]
96	[illegible]	[illegible]
97	[illegible]	[illegible]
98	[illegible]	[illegible]
99	[illegible]	[illegible]
100	[illegible]	[illegible]
101	[illegible]	[illegible]
102	[illegible]	[illegible]
103	[illegible]	[illegible]
104	[illegible]	[illegible]
105	[illegible]	[illegible]
106	[illegible]	[illegible]
107	[illegible]	[illegible]
		[illegible]
108	[illegible]	[illegible]
		[illegible]
109	[illegible]	[illegible]
		[illegible]
110	[illegible]	[illegible]
		[illegible]
111	[illegible]	[illegible]
112	[illegible]	[illegible]
113	[illegible]	[illegible]
114	[illegible]	[illegible]
115	[illegible]	[illegible]
116	[illegible]	[illegible]
117	[illegible]	[illegible]
118	[illegible]	[illegible]
		[illegible]
119	[illegible]	[illegible]
120	[illegible]	[illegible]
121	[illegible]	[illegible]
122	[illegible]	[illegible]
123	[illegible]	[illegible]

ADDRESSES OF STUDY CENTRES OF BCOMP

Sl. No.	Centre Code	Centre Address
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

ADDRESSES OF STUDY CENTRES OF BGIMP

Sl. No.	Centre Code	Centre Address
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

ADDRESSES OF STUDY CENTRES OF BCOMP

Sl. No.	Centre Code	Centre Address
[illegible]	[illegible]	[illegible]
		HARYANA
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

ADDRESSES OF STUDY CENTRES OF BCOMP

Sl. No.	Centre Code	Centre Address
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

ADDRESSES OF STUDY CENTRES OF BCDMF

Sl. No.	Centre Code	Centre Address
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
		[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

ADDRESSES OF STUDY CENTRES OF BCOMF

Sl. No.	Centre Code	Centre Address
541	[illegible]	[illegible] College [illegible], Uttar pradesh-[illegible]
542	[illegible]	Indo telephone [illegible] [illegible], Moradabad Uttar pradesh-[illegible]
543	[illegible]	[illegible] College [illegible], [illegible] Uttar pradesh-[illegible]
544	[illegible]	[illegible] College [illegible], Uttar pradesh-[illegible]
545	[illegible]	[illegible] College [illegible], [illegible] Uttar pradesh-[illegible]
546	[illegible]	[illegible] College [illegible], Uttar pradesh-[illegible]
547	[illegible]	[illegible] College [illegible], [illegible] Uttar pradesh-[illegible]
548	[illegible]	[illegible] Institute [illegible], Kanpur Uttar pradesh-[illegible]
549	[illegible]	[illegible] College [illegible], Uttar pradesh-[illegible]
550	[illegible]	[illegible] College [illegible], Uttar pradesh
551	[illegible]	[illegible] College [illegible], [illegible] Uttar pradesh
552	[illegible]	[illegible] College [illegible], Uttar pradesh
553	[illegible]	[illegible] [illegible], [illegible] [illegible], [illegible] Uttar pradesh-[illegible]
554	[illegible]	[illegible] [illegible], Uttar pradesh-[illegible]
555	[illegible]	[illegible] College [illegible], Uttar pradesh-[illegible]
556	[illegible]	[illegible] College [illegible], Uttar pradesh-[illegible]
557	[illegible]	[illegible] College [illegible], [illegible] Uttar pradesh

Sl. No.	Centre Code	Centre Address
558	[illegible]	[illegible] College [illegible], [illegible] Uttar pradesh-[illegible]
		[illegible]
559	[illegible]	[illegible] College [illegible], Tamilnadu-[illegible]
560	[illegible]	[illegible] [illegible], [illegible] Tamilnadu-[illegible]
561	[illegible]	[illegible] College of [illegible] [illegible], [illegible] [illegible], Tamilnadu-[illegible]
562	[illegible]	[illegible] College [illegible], Tamilnadu-[illegible]
563	[illegible]	[illegible] College [illegible], [illegible] Tamilnadu-[illegible]
564	[illegible]	[illegible] College [illegible], [illegible] Tamilnadu-[illegible]
565	[illegible]	[illegible] College [illegible], [illegible] Tamilnadu-[illegible]
566	[illegible]	[illegible] [illegible], [illegible] Tamilnadu-[illegible]
567	[illegible]	[illegible] [illegible], Tamilnadu
568	[illegible]	[illegible] [illegible], [illegible] Tamilnadu-[illegible]
569	[illegible]	[illegible] College of [illegible] [illegible], Tamilnadu-[illegible]
570	[illegible]	[illegible] College [illegible], [illegible] Tamilnadu-[illegible]
571	[illegible]	[illegible] College [illegible], Tamilnadu-[illegible]
572	[illegible]	[illegible] College [illegible], [illegible] Tamilnadu-[illegible]
573	[illegible]	[illegible] College [illegible], [illegible] [illegible], Tamilnadu-[illegible]
574	[illegible]	[illegible] College of [illegible] [illegible], [illegible] Tamilnadu-[illegible]

ADDRESSES OF STUDY CENTRES OF DCDMF

Sl. No.	Centre Code	Centre Address
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
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ADDRESSES OF STUDY CENTRES OF BCOMF

Sl. No.	Centre Code	Centre Address
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ADDRESSES OF STUDY CENTRES OF BCOMF

Sl. No.	Centre Code	Centre Address
01	[illegible]	[illegible]
02	[illegible]	[illegible]
03	[illegible]	[illegible]
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ADDRESSES OF STUDY CENTRES OF DCOMF

Sl. No.	Centre Code	Centre Address
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ADDRESSES OF STUDY CENTRES OF DCOMP

Sl. No.	Centre Code	Centre Address
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		BAVCIE
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ADDRESSES OF STUDY CENTRES OF DCOMP

Sl. No.	Centre Code	Centre Address
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ADDRESSES OF STUDY CENTRES OF DCDME

Sl. No.	Centre Code	Centre Address
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[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
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ADDRESSES OF STUDY CENTRES OF BCOMF

Sl. No.	Centre Code	Centre Address
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[illegible]	[illegible]	[illegible]
		LUCKNOW
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Sl. No.	Centre Code	Centre Address
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[illegible]	[illegible]	[illegible]
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[illegible]	[illegible]	[illegible]
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[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
		VATHIARA
[illegible]	[illegible]	[illegible]
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ADDRESSES OF STUDY CENTRES OF BCOM

Sl. No.	Centre Code	Centre Address
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Sl. No.	Centre Code	Centre Address
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[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

LIST OF STATE CODES

Code	Description
STATE CODE	
01	Andhra Pradesh
02	Andaman & Nicobar Islands (UT)
03	Arunachal Pradesh
04	Assam
05	Bihar
06	Chandigarh (UT)
07	Delhi
08	Goa
09	Gujarat
10	Haryana
11	Himachal Pradesh
12	Jammu & Kashmir
13	Karnataka
14	Kerala
15	Madhya Pradesh
16	Maharashtra
17	Manipur
18	Meghalaya
19	Mizoram
20	Nagaland
21	Orissa
22	Punjab
23	Rajasthan
24	Sikkim
25	Tamil Nadu
26	Tripura
27	Uttar Pradesh
28	West Bengal
29	Andaman & Nicobar Islands / Lakshadweep (UT)
30	Lakshadweep (UT)
31	Pondicherry (UT)
32	Goa NIANG
33	Goa NIANG
34	Jammu & Kashmir
35	Chattisgarh
36	Jharkhand
37	Uttaranchal

LIST OF BOARD CODES

Sl.No.	Code of Board	Board (Abbr)	This form which [illegible] applied	Name of the Board
1.	[illegible]	[illegible]	AUTONOMOUS	Board of Intermediate Education, Andhra Pradesh
2.	[illegible]	[illegible]	[illegible]	Assam Higher Secondary Education Council
3.	[illegible]	[illegible]	AUTONOMOUS	Bihar Intermediate Education Council
4.	[illegible]	[illegible]	[illegible]	Central Board of Secondary Education, New Delhi
5.	[illegible]	[illegible]	[illegible]	Council for the Indian School Certificate Examinations, New Delhi
6.	[illegible]	[illegible]	[illegible]	[illegible]
7.	[illegible]	[illegible]	[illegible]	Goa, Daman & Diu Board of Sec. & Higher Sec. Ed.
8.	[illegible]	[illegible]	[illegible]	Gujarat Secondary Education Board
9.	[illegible]	[illegible]	[illegible]	Haryana Bhartiya Vidyalaya Sansthan
10.	[illegible]	[illegible]	[illegible]	Himachal Pradesh Board of School Education
11.	[illegible]	[illegible]	[illegible]	J&K State Board of School Education (Jammu)
12.	[illegible]	[illegible]	[illegible]	J&K State Board of School Education (Kashmir)
13.	[illegible]	[illegible]	[illegible]	Board of Pre-University Education, Karnataka
14.	[illegible]	[illegible]	[illegible]	University of Kerala
15.	[illegible]	[illegible]	[illegible]	Board of Secondary Education, MP
16.	[illegible]	[illegible]	[illegible]	Maharashtra State Board of Secondary Education & Higher Secondary Board
17.	[illegible]	[illegible]	[illegible]	Board of Secondary Education, Manipur
18.	[illegible]	[illegible]	[illegible]	Meghalaya Board of Secondary Education
19.	[illegible]	[illegible]	[illegible]	Nagaland Board of Secondary Education
20.	[illegible]	[illegible]	[illegible]	Council of Higher Secondary Education, Orissa
21.	[illegible]	[illegible]	[illegible]	Punjab School Education Board
22.	[illegible]	[illegible]	[illegible]	Rajasthan Board of Secondary Education
23.	[illegible]	[illegible]	[illegible]	Board of Secondary & Higher Secondary Exam., Tamil Nadu
24.	[illegible]	[illegible]	–	Tripura Board of Secondary Education
25.	[illegible]	[illegible]	AUTONOMOUS	Board of High Secondary Examination, U.P.
26.	[illegible]	[illegible]	[illegible]	West Bengal Council of Higher Secondary Education
27.	[illegible]	[illegible]	[illegible]	Bodoland Academic Council, Bareli
28.	[illegible]	[illegible]	–	A recognized Board has [illegible] Class
29.	[illegible]	[illegible]	–	Not Board in this list

Sl. No.	Code of Board	Board (Abbr)	This form which [illegible] applied	Name of the Board
1.	[illegible]	[illegible]	[illegible]	Maharashtra Board of Secondary Education

ANNEXURE - VII
(Centre Copy)

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(Established by the Government of India, Gandhi Nagar, Opp. Maidan, New Delhi)

Challan No. [ ][ ][ ][ ][ ] [ ][ ] [ ][ ][ ][ ][ ] [ ][ ][ ]

Programme Code (To be filled in by the Candidate) | Region Code | Bank & Branch Code (To be filled by the Bank) | Computer Code

Depositor Name | Date: | Session: (January/July) | Semester:

For Office Use (Circle Office Use)

Programme Fee ₹ _____

Late Fee ₹ _____

Any other Fee ₹ _____

Service Charges ₹ _____

Total Rs.

Amount in words (_____)

Name and Address of the Bankers

(City) (State) (Pin Code)

Signature of Depositor/Bankers

Instructions to the Depositor

1. Two copies will be enclosed to the deposition out of which copy marked as "University's Copy" should be submitted to the Regional Centre along with Admission Application Form.

APPENDIX VII

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

In compliance with the guidelines of the Supreme Court, IGNOU has adopted a policy that aims to prevent/minimise/punish sexual harassment issues at the workplace. Academic/non-academic staff and students of this University cause/suffer in pursuance

Information on this policy, rules and procedures can be accessed from the IGNOU website www.ignou.ac.in. Incidents of sexual harassment may be reported to the Regional Director of the Regional Centre, you are attached to or to any of the persons below.

Committee Against Sexual Harassment (CASH)

I. Regional Staff/Area Director Committee against Sexual Harassment (RSHC/ASH)		
Dr. Hema Rai, Dy. Director, RSC, Chairperson	[illegible]	[illegible]
Category: Academic Staff		
Dr. Maya Lakra, Member	[illegible]	[illegible]
Dr. Neha Gupta, Assistant Director, RSC	[illegible]	[illegible]
Category: Non-Academic Staff		
Mr. Harry Sahota, PO (Project Admn.)	[illegible]	[illegible]
Ms. Jaya Jaykal, [illegible]		
(Member nominated from outside) (SEWA/AIDS)		
Category: External co-opted women member		
Dr. Kalpana Kumar, Asst. Professor		
Maitreyi College, Delhi University		
II. IGNOU Committee against Sexual Harassment (ICASH)		
Prof. Vinod Agarwal, SOSAS, Chairperson	[illegible]	[illegible]
Category: Academic Staff I, Member		
Dr. Parveen Lata Gupta, Asst. Professor, [illegible]	[illegible]	[illegible]
Dr. Geetanjali Nayak, Associate Professor, [illegible]	[illegible]	[illegible]
Dr. Neha Garg, [illegible]	[illegible]	[illegible]
Category: Non-teaching		
Mr. Arun Dwali, Asst. Director, [illegible]	[illegible]	[illegible]
Ms. Anju Gupta, [illegible]	[illegible]	[illegible]
Ms. Vidya Anand, [illegible]	[illegible]	[illegible]
Category: Counsellor [illegible]		
Dr. Gurmeet Kaur, Assistant Professor, [illegible]	[illegible]	[illegible]
(Convening/Member (Academic, non-academic))		
Mr. P.T. Nanandhan, Deputy Registrar, [illegible]	[illegible]	[illegible]
(Convening/Member (Academic, non-academic))		
Category: Student Member		
Mr. Shivam Gaurav, Research Scholar, [illegible]		
Category: External co-opted women member		
Dr. Meera Singh, Associate Professor in History		
Sarojini College, University of Delhi		
Dr. Ram Sara, [illegible]		
Social and Development Research and		
Action Group (SADRAG), Delhi [illegible]		
Apex Committee Against Sexual Harassment (ACASH)		
Prof. Asha Sadiq, SOSAS, Chairperson	[illegible]	[illegible]
Category: Teaching Staff		
Dr. Neha Bala Tripathi, Associate Professor, [illegible]	[illegible]	[illegible]
Category: Non-teaching Staff		
Mr. Lalita Sharma, AD (NTS)	[illegible]	[illegible]
Category: External co-opted women members		
Ms. [illegible] Advocate		
[illegible] Counsellor/Counsel Cellor		
Prof. Sunita Dora, Lady Irwin College		
(Convening/Member (Academic, non-academic))		
REGARD for Regional Centres		
Members of RSHC/ASH is essential for proper functioning of RC, ASH for each Regional Centre, which is supposedly the competent authority		

Online Admission

Applicants are required to create their own User ID and password before proceeding with IGNOU's Online Admission system (SAS). Thereafter they can select the online application form along the details of Programme, Regional Centre and Study Centre chosen for the purpose. The programme fee can be paid through Credit/ Debit Card/ Net Banking using the online payment Gateway.

The Online Admission System provides many facilities to the students. Once the admission form is submitted online, the student can track the progress of their application. On successful confirmation of the admission, a SMS is sent to the mobile number of the student in addition to the email communication sent on the email ID registered with the System.

The student Identity Card is generated online, which the students can download anytime. We suggest that the interested applicants should carefully go through the Prospectus before submitting their application. The Prospectus can be downloaded from IGNOU website at http://www.ignou.ac.in/ The prospective students can access the online admission system at http://admissions.ignou.ac.in

Process flow chart of IGNOU's existing online admission system

All online application forms are scanned and if the applicants fulfill the eligibility criteria, their applications are approved and admission sms/email numbers are allotted. In case of discrepancies in the form, an email indicating the discrepancies is sent to the learner and only after the discrepancies are resolved the admission is confirmed. For all such cases where the eligibility criteria are not met, admission is not confirmed and the programme fee is refunded as per Refund Policy of the University.

In particular admission cycle, facility for the exemption available to SC/ST students can be claimed for one programme only. Thus applicant who is more than one application claiming for exemption, all the applications are not eligible to be reported.

Instructions To Fill Application Form Online

1. If you are a first time applicant you are advised to click the available programme link on the homepage of the Online Admission System and select the desired programme and carefully read the details of programme including eligibility, criteria, fee details, timelines, etc.
2. You are advised to go through the Ordinance for Postgraduate Jan 2011 and read carefully the Rules of the University (Section 10) as mentioned in the common prospectus. You may also read sections 1, 7, 8, 9, 10 and 11.
   - Click on the button NEW REGISTRATION that appears in the applicant login area and fill the required information details.
   - Remember, while choosing your User Name it must be between 5 to 15 characters.
   - While choosing your password it must be alphanumeric and between 5 to 15 characters long.
   - After filling the mandatory information click the "SUBMIT" button.
   - Your username will be created, sent to you via e-mail and SMS.
3. Remember your Username and Password for subsequent login.
4. If you have already registered, you may at a later date click the "LOGIN" button.
5. Before proceeding for filling the form online the applicant must have the following :
   - Scanned Photograph (less than 100 KB)
   - Scanned Signature (less than 100 KB)
   - Scanned copy of Age Proof (less than 200 KB)
   - Scanned copy of relevant Educational Qualification (less than 200 KB)
   - Scanned Copy of Experience Certificate (If any) (less than 200 KB)
   - Scanned Copy of Category Certificate, if SC/ST/ OBC (less than 200 KB)
   - Scanned Copy of BPL Certificate, if Below Poverty Line (less than 200 KB)
6. Fee can be paid by following modes:
   - Credit Card (Master Visa)
   - Debit Card (Master Visa Rupay)
   - Net Banking
7. It is suggested to scan documents from your original. Once you have uploaded the documents, click the save button you will get the Terms provider option. Save Terms you then for Secure Payment.

INSTRUCTIONS

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

IGNOU CANDIDATE NATIONAL OPEN UNIVERSITY

[redacted]

STUDENT IDENTITY CARD

[redacted]

Indira Gandhi National Open University

ACKNOWLEDGEMENT CARD

Dear Student,

Thank you for joining IGNOU [redacted] programme. We acknowledge the receipt of your application form.

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

To be Filled only by the Students

Course Applied for :	[redacted]
DD Number	
DD Date	
Amount	
Drawn On	

For Office Use Only

Your Enrolment Number is

[redacted]

Enrolment No. _____

Name of Programme _____

Name _____

Father's/Mother's/Husband's Name _____

Address (in Capital Letters) _____

Pin Code _____

Full Signature of the Candidate _____

[redacted]

Please mention your full postal address at the space allocated

Affix Postage Stamp of Rs. 4/-

To,

_____

_____

_____

CITY _____

STATE _____

PIN

From:

The Regional Director,
IGNOU Regional Centre

_____

_____

_____

Please keep this Programme Guide safely till you complete the Programme. You will need to consult it while working on the Programme.

RECOGNITION

IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985). IGNOU Degrees/Diplomas/Certificates are recognized by all the members of the Association of Indian Universities (AIU) and at par with Degrees/Diplomas/Certificates of all Indian Universities. Demand Letter refer Institutions vide UGC Circular No. F1-8/92 (CPP) dated February 1992 & AIU Circular No. 5/93 (949)/94/17/90(1-15311) dated January 1994.

Dispatch of Study Material and Assignments:

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