

# **MASTER OF COMMERCE (M.COM)**

## **PROGRAMME GUIDE**



**School of Management Studies  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi-110068  
[www.ignou.ac.in](http://www.ignou.ac.in)**

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# PROGRAMME GUIDE

**MASTER OF COMMERCE (M.COM)**



**Indira Gandhi National Open University**

Please keep this Programme Guide safely with you 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 recognised by all the members of the Association of Indian Universities (AIU) and at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institutions vide UGC Circular No. F.1-8/92 (CPP) dated February 1992 & AIU Circular No. EV/B (449)/94/176915-155115 dated January 1994.

### Despatch of Study Material and Assignments

“The University sends study materials and assignments 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.”

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## PRINT PRODUCTION

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Mr. K.G. Sasi Kumar  
Assistant Registrar (Publication)  
SOMS, IGNOU, New Delhi

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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.

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# CONTENTS

	Page Nos.
<b>1. The University .....</b>	<b>A-I</b>
1.1 The Schools of Studies .....	A-I
1.2 Academic Programmes .....	A-2
1.3 Course Materials .....	A-2
1.4 Credit System .....	A-2
1.5 Student Support Services .....	A-3
<b>2. Master of Commerce (M.Com.) .....</b>	<b>A-3</b>
2.1 Programme Structure .....	A-3
2.2 Post Graduate Diploma in International Business Operations .....	A-4
2.3 Eligibility for Admission.....	A-4
2.4 Medium of Instruction.....	A-4
2.5 Duration of the Programme .....	A-4
2.6 Fee Structure .....	A-4
<b>3. Admission to 2nd Year M.Com. ....</b>	<b>A-5</b>
<b>4. Programme Delivery.....</b>	<b>A-5</b>
4.1 Written Material... ..	A-5
4.2 Audio-Visual Aids .....	A-5
4.3 Counselling Sessions .....	A-5
4.4 Telecounselling .....	A-6
4.5 Gyan Darshan Educational Channel .....	A-6
4.6 Gyan Vani .....	A-7
4.7 Interactive Radio-Counselling .....	A-6
4.8 University Functionaries for Sorting Out Problems .....	A-7
<b>5. Evaluation System .....</b>	<b>A-7</b>
5.1 Continuous Evaluation through Assignments .....	A-8
5.2 Specific Instructions for Tutor Marked Assignments .....	A-9
5.3 Term-end Examinations .....	A-10
<b>6. Other Useful Information .....</b>	<b>A-12</b>
6.1 IGNOU Newsletter .....	A-12
6.2 Reservation of Seats .....	A-12
6.3 Scholarships and Reimbursement of Fees .....	A-12
6.4 Provisional Certificate .....	A-12

6.5	Change of Medium .....	A-13
6.6	Change or Correction of Address .....	A-13
6.7	Change of Study Centre .....	A-13
6.8	Change of Regional Centre .....	A-13
6.9	Issue of Duplicate Grade Card/Mark Sheet .....	A-13
6.10	Re-admission .....	A-13
6.11	Simultaneous Registration .....	A-13
6.12	Refund of Fees .....	A-13
6.13	Migration Certificate .....	A-14
6.14	Disputes on Admission and other University Matters .....	A-14
6.15	Credit Transfer Scheme.....	A-14
<b>7.</b>	<b>Commerce Faculty and Staff .....</b>	<b>A-15</b>
<b>8.</b>	<b>Course Outlines .....</b>	<b>A-17</b>
<b>9.</b>	<b>Some Forms for Your Use .....</b>	<b>B-1</b>
<b>10.</b>	<b>Satellite Downlink Centres for Viewing Gyan Darshan Channel.....</b>	<b>B-33</b>
<b>11.</b>	<b>Addresses of IGNOU Regional Centres /Sub-Regional Centres .....</b>	<b>B-38</b>
<b>12.</b>	<b>Addresses of Study Centres .....</b>	<b>B-50</b>
<b>13.</b>	<b>Banks Designated to Collect the Fees in Cash from IGNOU Students.....</b>	<b>B-81</b>

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# 1. THE UNIVERSITY

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

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

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

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

## 1.1 The Schools of Studies

With a view to developing interdisciplinary studies, the University operates through Schools of Studies. Each School is headed by a Director who arranges to plan, supervise, develop and organise its academic programmes and courses in co-ordination with the Faculty, School staff and the different academic, administrative and , service wings of the University. The emphasis is on providing a wide choice of courses at different levels. The Schools of Studies currently in operation are as follows:

- |  |  |
|--|--|
| 1. School of Humanities                        | 13. School of Gender and Development Studies                   |
| 2. School of Social Sciences                   | 14. School of Tourism Hospitality Service Sectoral Management  |
| 3. School of Sciences                          | 15. School of Interdisciplinary and Trans-disciplinary Studies |
| 4. School of Education                         | 16. School of Social Work                                      |
| 5. School of Continuing Education              | 17. School of Vocational Education and Training                |
| 6. School of Engineering & Technology          | 18. School of Extension and Development Studies                |
| 7. School of Management Studies                | 19. School of Foreign Languages                                |
| 8. School of Health Sciences                   | 20. School of Translation Studies and Training                 |
| 9. School of Computer & Information Sciences   | 21. School of Performing and Visual Arts                       |
| 10. School of Agriculture                      |  |
| 11. School of Law                              |  |
| 12. School of Journalism and New Media Studies |  |

## 1.2 Academic Programmes

The University offers programmes leading to Certificate, Diploma and Degree, covering conventional as well as innovative programmes. Most of these programmes have been developed after an initial survey of the demand for such studies. They are launched with a view to fulfil the student's needs for:

- Certification
- Improvement of skills
- Acquisition of professional qualifications
- Continuing education and professional development at work place Self-enrichment
- Diversification of knowledge, etc.

## 1.3 Course Materials

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

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

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

## 1.4 Credit System

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

## 1.5 Student Support Services

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

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

### Study Centres perform the following major functions:

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

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## 2. MASTER OF COMMERCE (M. COM)

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

The salient features of this programme are as follows:

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

### 2.1 Programme Structure

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

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

## 2.2 Post Graduate Diploma in International Business Operations

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

- Completion of six specialisation courses (IBO-1 to IBO-6) qualifies the student for the award of **PG Diploma in International Business Operations**.
- Completion of six core courses and six specialisation courses qualify the students for the award of Master of Commerce with specialisation in International Business Operations.

## 2.3 Eligibility for Admission

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

## 2.4 Medium of Instruction

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

## 2.5 Duration of the Programme

The programme has been designed for a minimum duration of two years. A student once admitted, his registration is valid for five years. Thus, a student can complete this programme within a minimum period of two years or a maximum period of five years. In case of failure to do so, the student will be required to seek re-admission by paying the prescribed programme fee. Re-admission is valid for 2 years from the date of completion of the maximum duration of the programme and you get opportunity to complete the balance courses. Re-admission Form and **Table of pro-rata fee** can be downloaded from the website ([www.ignou.ac.in](http://www.ignou.ac.in)> STUDENTS ZONE> Admissions> Re-admission Rules>).

## 2.6 Fee Structure

Fee for the M.Com. programme is ₹5500 for each year of study. **Course fee can be paid through a Bank Draft obtained from anyone of the scheduled banks in favour of IGNOU and should be payable at the city where your Regional Centre is situated.** Please write your name and address on the back of the Bank Draft to ensure proper credit to your fee account. **Fee once paid is not refundable under any circumstances.**

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## 3. ADMISSION TO 2nd YEAR M.COM

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After the 1st year, whether you pass/attempt first year examinations or not, you are eligible to seek admission to 2nd year M.Com by submitting the Course Registration Form as per the schedule notified by the university. Normally, the university sends the Course Registration Form in the month of January, which is to be submitted to the university on or before 31st March along with a fee of ₹5500. However, the form will be accepted upto 30th April with a late fee of ₹200, upto 31st May with ₹500 late fee and upto 20th June with ₹1000 late fee.

If the University does not send you the re-registration form you can use the printed copy of the re-registration form given in this programme guide.

To be able to appear in the Term-end examination for a course it is compulsory to submit the specified number of assignments of that course. If you appear in the Term-end examination without submitting the assignments your result of Term-end examination would be liable to be withheld.

If you do not complete and submit the assignments in the first year of your study you will have to obtain new set of assignments and submit as per the schedule. You can also download these assignments from IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in).

### Schedule of Operations

Year-Wise Scheme of Courses		
Counselling: Contact your Study Centre for time table	July-December Session	January-June Session
1st Year - Specialisation Courses	IBO-1, IBO-2, IBO-3	IBO-4, IBO-5, IBO-6
2nd Year - Core Courses	MCO-1, MCO-3, MCO-4	MCO-5, MCO-6, MCO-7

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## 4. PROGRAMME DELIVERY

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

### 4.1 Written Material

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

### 4.2 Audio-Visual Aids

The learning package contains audio and video cassettes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the student. A video programme is normally of 25-30 minutes duration. Audio and video cassettes are produced in consultation with the course writers, in-house faculty and media experts. These materials are previewed and reviewed by the faculty as well as outside experts and edited or modified wherever necessary.

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

Audio/Video tapes are available for a price. Interested students may buy them from **the Director, Electronic Media Production Centre (EMPC), Maidan Garhi, New Delhi-110 068.**

### **4.3 Counselling Sessions**

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

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

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

### **4.4 Teleconferencing**

To reach our students spread in different parts of the country we take the help of teleconferencing. These sessions are conducted from Delhi. The students can attend these at the regional centres and specified study centres of IGNOU. It is a one way video and two way audio facility. You will be sent a schedule with topics in advance through your study centres. The faculty at Delhi and other experts as resource persons participate in these sessions. You can put your problems and questions to these experts through the telephone available at receiving centres. These will help in resolving your queries related to courses and other general information pertaining to programmes of study.

### **4.5 Gyan Darshan**

IGNOU in collaboration with Doordarshan now has an exclusive Educational TV Channel of India called Gyan Darshan. It is available through cable TV network. The channel telecasts educational programmes for 24 hours every day. Apart from programmes of IGNOU it will have educational programmes produced by various national education institutions. You should try to get access to it through your cable operator. The schedule of programmes with time and date is sent to all study centers one month in advance. Please obtain it from there.

## 4.6 Gyan Vani

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

## 4.7 Interactive Radio-Counselling

The University has started interactive counselling through AIR network all over India. You can participate in it by tuning in to your area Radio station. Experts from various discipline areas are available for this counselling. Students can put across their questions to these experts by using the telephone. The telephone numbers are announced by respective Radio Stations. This counselling is available on every Sunday between 4 and 5 in the evening.

## 4.8 University Functionaries for Sorting Out Problems

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

Nature of Problem	Whom to Contact
(i) <b>About Admission, Fee receipt, Re-registration, Re-admission, Change of Study Centre, Bonafide Certificate, Counselling, Evaluation of Assignments, Change of address, Non-receipt of Study Material and Assignments.</b>	: Regional Director, Regional Centre (concerned) : assignment@ignou.ac.in
(ii) <b>About Examination Centre, Exam result, Grade card, Credit exemption, Credit transfer, Re-checking, Issuance of Diploma, degree and change of address etc.</b>	: Registrar (SED) Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068 Ph.: 29538427, 29536743, Fax: 29538429
(iii) <b>For Migration Certificate</b>	: Regional Director, alongwith the following documents : (i) Application Form (can be obtained from Regional Centres and H.Q.) (ii) Photocopy of Grade card and Provisional certificate (iii) A fee of Rs. 400/- in the form of Demand Draft drawn in favour of IGNOU payable at the city where your Regional Centre is located.
(iv) <b>For Degree</b>	: A fee of Rs.400/- in the form of Demand Draft in favour of IGNOU payable at New Delhi for obtaining degrees.
(v) <b>For Change of Region</b>	: The Regional Director concerned with copy to: Registrar (SRD) Indira Gandhi National Open University Maidan garhi, New Delhi-110068
(vi) <b>Subject Related Queries</b>	: Prof. Madhu Tyagi ( <i>M.Com Coordinator</i> ) School of Management Studies Indira Gandhi National Open University Maidan Garhi, New Delhi - 110068.

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

## 5. EVALUATION SYSTEM

The evaluation system consists of two components:

- 1) continuous evaluation through assignments,
- 2) term-end examination.

In the final result, assignments (continuous evaluation) carry 30% weightage, while term-end examination carries 70% weightage.

The following is the scheme of evaluation and awarding divisions:

Ist Division	–	60% and above
IInd Division	–	50% to 59.9%
Pass	–	40% to 49.9%
Unsuccessful	–	Below 40%

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

## 5.1 Continuous Evaluation through Assignments

Continuous evaluation in the form of periodic assignments carries 30% weightage in the final result. You must note that the submission of assignments is compulsory. For each course, assignment booklet shall be mailed to you along with the course materials. All these assignments are Tutor Marked Assignments. You are required to write answers for all assignments. These assignments are to be submitted at your study centres.

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

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

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

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

The University/Co-ordinator of the Study Centre has the right to reject the assignments received after the due date. You are, therefore, advised to submit the assignments before the due date. For your own record, retain a copy of all the assignment responses which you submit to the Coordinator of your Study Centre. If you do not get back your duly evaluated tutor marked assignment along with a copy of assessment sheet containing comments on your assignment by the evaluator within a month after submission, please try to get it from your study centre personally. This may help you to improve upon future assignments. Also maintain an account of all these corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises.

In case you are unable to submit the assignments or unable to score minimum 40% marks you have to wait for the assignments meant for the next batch of students and submit them. The request for the new assignments may be addressed to the Regional Director, Regional Centre (concerned) / Registrar, Material Production and Distribution Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi - 110068 in the month of November/December in the prescribed form printed in this programme guide. You may also download the assignments from IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in)

**Once you get the pass marks in an assignment, you cannot resubmit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any.** The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre so that the correct score is forwarded by him to the Student Evaluation Division at the Headquarters.

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

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

## 5.2 Specific Instructions for Tutor Marked Assignments

- Write the responses in your hand. Do not print or type the answers.
- Write your Enrolment Number, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.
- Write the Programme Title, Course Code, Course Title, Assignment Code and Name of your Study Centre on the left hand corner of the first page of your response sheet. Course Code and Assignment Code may be reproduced from the Assignment.

The top of the first page of your response sheet for each assignment should be like this:

Programme Title..... Enrolment No.....

Name..... Address.....

Course Code..... Assignment Code.....

Signature.....

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

- Read the assignment carefully and follow the specific instructions, if any, given in the assignment itself.
- Go through the units on which assignments are based. Make some points regarding the question, rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question, give adequate attention to introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to the question. Make sure that the answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasise. While solving numericals, use proper format and give working note wherever necessary.
- Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm. margin on the left and atleast 4 lines in between each answer. This may facilitate the evaluator to write useful comments on the margin at appropriate places.
- Do not reproduce your answers from the units sent to you by the University. If you reproduce from units, you will get poor marks for the respective question.
- Do not copy from the response sheets of other student. If copying is noticed, the assignments of such student will be rejected.
- Write each assignment separately. All the assignments should not be written in continuity.
- Write the question number with each answer.
- The completed assignment should be sent to the Coordinator of the Study Centre allotted to you. Under any circumstances do not send the tutor marked response sheets to the Student Evaluation Division at Headquarters for evaluation.

- After submitting the assignment at the Study Centre get the acknowledgement card from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.
- In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments only to the original Study Centre until the change of Study Centre is effected by the University.
- If you find that there is any factual error in evaluation of your assignments e.g. any portion of assignment response has not been evaluated or total of score recorded on assignment response is incorrect, you should approach the coordinator of your study centre for correction and transmission of correct score to Headquarters.

### 5.3 Term-end Examinations

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

**Eligibility for Examination:** To be eligible to appear at the Term-end Examination in any course, you are required to fulfil the following four conditions:

- 1) You should have paid registration fee for that year.
- 2) You should have opted and pursued the prescribed course.
- 3) You should complete the submission of assignments for the respective course.
- 4) You should submit the examination form with a fee of ₹60 per course in time (which is explained later).

**Examination Date Sheet:** Examination date sheet (Schedule which indicates the date and time of examination for each course) is sent to all the Study Centres approximately 5 months in advance. The same is also notified through IGNOU News Letter from time to time and also available in IGNOU website. Thus, normally, the date sheet for June examinations is sent in the month of January/February and for December examination in the month of July/ August.

**Examination Form:** It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. Copies of the examination forms are available at Study Centres/Regional Centres/Student Registration and Evaluation Division at Headquarters. Only one form is to be submitted for all the courses in one term-end examination. You have to pay term-end examination fee of ₹60 per course along with the application form. Examination fee (₹60 per course) along with late fee (if any) shall be paid by Demand Draft drawn in favour of 'IGNOU' and payable at New Delhi.

**The filled in examination form is to be submitted to the Registrar, SED, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068. The last dates for submission of examination forms are 1st to 31st March for the examination to be held in June, and 1st to 30th September for examinations to be held in December. The last dates for receipt of examination forms are as under:**

For June TEE	For December TEE	Fee
1st March to 31st March	1st September to 30th September	₹60 per course
1st April to 20th April	1st October to 20th October	₹60 per course + Late fee Rs. 300
21st April to 15th May*	21st October to 15th November**	₹60 per course + Late fee Rs. 500
16th May to 28th May*	16th November to 28th November*	₹60 per course + Late fee Rs. 1000

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

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

**Admit Card:** After receiving the examination forms from you, the University will send admit card to you before the commencement of examination. If you do not receive the admit card 7 days before the commencement of examinations, you may contact your Study Centre or Regional Centre or Student Evaluation Division at the Headquarters. If your name is registered for examinations in the list sent to the Study Centre, even if you have not received admit card or misplaced it, you can take the examination by showing your Identity Card (Student Card) to the examination centre superintendent.

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

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

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

**Declaration of Result:** It is your duty to check whether you are registered for that course and whether you are eligible to appear for that examination or not. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

Although all efforts are made to declare the result in time, there will be no binding on the University to declare the results of the last examination before commencement of next examination. You are therefore, advised to fill up the form without necessarily waiting for the result and get it cancelled at a later date if so required.

**Early Declaration of Results:** In order to facilitate the students, who have got offer of admission for higher study and/or selected for employment etc. and are required to produce statement of marks/grade cards by a specified given date, which is before the prescribed dates for declaration of the University's results, the University arranges early processing of their answer scripts and declaration of their results. The students are required to apply in prescribed application form with fee of Rs. 700 per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi alongwith attested photocopy of offer of admission/employment. They can submit their request for early declaration before the commencement of the term-end examination i.e. before 1st June and 1st December respectively. The University, in such cases, will make arrangement for early processing of answer scripts and declare the result as a special case possibly within a month time from the date of conduct of examination.

Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.

Early declaration of result is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar etc.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the student handbook & prospectus and also made available at University's website [www.ignou.ac.in](http://www.ignou.ac.in)

**Re-evaluation of Answer Script(s):** The students, who are not satisfied with the marks/grade awarded to them in the Term-end Examination may apply for re-evaluation before 31st March for result of December term-end examination and 30th September for result of June term-end examination or within one month from the date of declaration of results i.e. the date on which the results are made available on the University's website on payment of Rs. 500 per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi in the prescribed application form. The better of the two scores of original marks/grades and marks/grades after re-evaluation will be considered and updated in students' record.

Re-evaluation is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar etc.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the student handbook & prospectus and also made available at University's website [www.ignou.ac.in](http://www.ignou.ac.in)

**Improvement in Division/Class:** The students of Bachelor's/Master's degree programme, who have completed the programme and wish to improve their Division/Class may do so by appearing in term-end examination. The eligibility is as under:

- (a) The students of Bachelor's/Master's degree programme, who fall short of 2% marks to secure 2nd and 1st division.
- (b) The students of Master's degree programme only, who fall short of 2% marks to secure overall 55% marks.

Students may apply in the prescribed application form from 1st to 30th April for June term-end examination and from 1st to 31st October for December term-end examination alongwith fee @ ₹500 per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi.

The improvement is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar etc.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the student handbook & prospectus and also made available at University's website [www.ignou.ac.in](http://www.ignou.ac.in)

**Photocopy of the Evaluated Answer Script:** The students may obtain the photocopy of the evaluated answer scripts for the term-end examination on request. They may apply in the prescribed application form from 1st March to 15th April for June Term-end Examination and from 1st September to 15th October for December Term-end Examination alongwith the requisite fee of Rs. 100/- per course by means of demand draft drawn in favour of 'IGNOU' and payable at 'New Delhi'.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the students handbook & prospectus and also made available at University's website [www.ignou.ac.in](http://www.ignou.ac.in)

**Issue of Official Transcript:** The students may also obtain 'Official Transcript' for submission to the Overseas or Indian Institutes/Universities on request. They may apply in the prescribed form by paying the requisite fee as under by means of demand draft in favour of 'IGNOU' and payable at 'New Delhi':

1. ₹200/- per transcript, if it is to be sent to the student/institutes in India.
2. ₹400/- per transcript, if required to be sent to the Institutes outside India by the University.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the students handbook & prospectus and also made available at University's website [www.ignou.ac.in](http://www.ignou.ac.in)

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## 6. OTHER USEFUL INFORMATION

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### 6.1 IGNOU Newsletter

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

### 6.2 Reservation of Seats

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

### 6.3 Scholarships and Reimbursement of Fees

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

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

Physically Handicapped students admitted to IGNOU are eligible for Government of India scholarships. They are advised to collect the scholarship forms from the Directorate of Social Welfare or Office of the Social Welfare Officer of the concerned State Government and submit the filled-in forms to them through the concerned Regional Director of IGNOU.

#### **6.4 Provisional Certificate**

A provisional certificate will be issued to all students on completion of the programme. In case provisional certificate is not received, you have to write to the Registrar, Student Evaluation Division, IGNOU, New Delhi-110068, in a prescribed form as contained in this Programme Guide.

#### **6.5 Change of Medium**

Change of Medium is also permitted within one month of the first receipt of study material on payment of ₹300 plus ₹1000 per 6/8 credit course by demand draft drawn in favour of IGNOU and payable at Delhi. The change of medium shall be effective for subsequent dispatch of course materials. For replacement of course material send the books already received to the Joint Registrar, MPDD along with the copy of letter from Student Registration Division, admitting the change of medium retaining a photocopy of it for further reference and record.

**For change of course/programme/medium, you should address your form (given in this programme guide) to the Registrar, Students Registration Division, IGNOU, Maidan Garhi, New Delhi-110068 along with the draft for requisite fee.**

#### **6.6 Change or Correction of Address**

There is a printed card for the change/correction of address. A copy of the same is given in this programme guide. In case there is any correction or change in your address, you are directed to make use of that printed form addressed to the concerned Regional Centre. You are advised not to write letter to any other officer in the University in this regard. Normally, it takes four to six weeks to effect the change. Therefore, you are advised to make own arrangements to redirect the mail to the changed address during this period.

#### **6.7 Change of Study Centre**

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

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

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

#### **6.8 Change of Regional Centre**

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

## 6.9 Issue of Duplicate Mark sheet

A duplicate Grade Card is issued after a request is made on the prescribed form along with a draft of ₹150/- to be paid in favour of IGNOU, New Delhi. The application form for the purpose is given in this Programme Guide.

## 6.10 Re-admission

If you are not able to complete the programme in a maximum period of 5 years, University has made a special provision for re-admission. You have to submit Re-admission form along with a fee for all the incomplete courses. Re-admission Form and **Table of pro-rata fee** can be downloaded from the website ([www.ignou.ac.in](http://www.ignou.ac.in)> STUDENTS ZONE> Admissions> Re-admission Rules>). Once you submit the re-admission form, maximum duration of the programme is extended by 2 years and you get the opportunity to complete the balance courses. Re-admission form is printed in this programme guide for your use, if required. Re-admission form and the Table of prorata fee can be downloaded

## 6.11 Simultaneous Registration

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

## 6.12 Refund of Fees

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

## 6.13 Migration Certificate

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

- 1) Application (can be obtained from the Head Office or photocopy of the one given in programme guide could be used.)
- 2) Attested copy of the marksheet.
- 3) Fee of ₹400/- in the form of demand draft drawn in favour of IGNOU payable at the city where Regional Centre is located.

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

## 6.14 Disputes on Admission and other University Matters

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

## 6.15 Credit Transfer Scheme

“Credit transfer” means allowing a student of another university to get admitted to IGNOU for completing any equivalent degree/diploma programme on the basis of credits obtained by him/her from that University. A student thus admitted need not to write IGNOU examinations for such courses which are found equivalent to and for which appropriate credits would be deemed to have been acquired for any purposes for fulfilling the IGNOU requirements for award of a degree/diploma.

The credit transfer scheme is applicable only to those candidates who have not completed their degree/diploma from any other recognized University, yet willing to complete the same through IGNOU as per rules provided.

## Modalities

- 1) Normally credit transfer will be applicable only from a diploma, bachelor's degree, master's degree to an equivalent diploma, Bachelor's degree and a Master's degree.

- 2) Credit transfer will be permissible only in the case of students coming from institutions established by an Act of Parliament or by an Act of State Legislature; or an institution “deemed to be university” or an “institution of national importance” or an institution recognized by statutory bodies like AICTE, ICMR, ICAR, CSIR etc.
- 3) Credit transfer can be done only on the basis of individual courses and not on the basis of year to year courses as in conventional institutions.
- 4) In order to get a diploma/degree from IGNOU a student will be required to earn at least 50% credits from IGNOU. For example, a M.Com. Student should earn at least 36 credits from IGNOU for an IGNOU degree.
- 5) The degree certificate or the marks list thus given to the students will specifically indicate the credits earned in IGNOU and those obtained from other institutions.

#### Rules and Regulations for Credit Transfer

- 1) Student who want to avail credit transfer shall get registered with IGNOU for the programmes they want to study. All the applications for credit transfer should invariably be addressed to Registrar, SED, IGNOU, Maidan Garhi, New Delhi-110068.
- 2) The students have the choice to opt the Second year courses in the First year of their study.
- 3) The students by opting the courses in such a way to complete the balance credits can reduce the period of study prescribed for the completion of the degree programme and thereby avail no payment of fees to the period not covered. The student availing credit transfer would be allowed to complete the programme early provided they do not offer more than 36 credits in a year.
- 4) “IGNOU programmes” and “courses” means “subjects” or “papers” respectively in conventional universities.
- 5) Students seeking credit transfer should apply directly to the Registrar, SRD, IGNOU, Maidan Garhi, New Delhi-110068 enclosing a Demand Draft for ₹400/- per course in favour of “IGNOU” and payable at New Delhi, with attested copies of Marks sheet and attested copies of syllabus of such courses covered by them. Such cases will be examined separately by the Equivalence committee at the Headquarters of the university. **This process will take a minimum period of three months from the date of receipt of such requests with all the relevant documents by the above concerned officer.**

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## 7. COMMERCE FACULTY AND STAFF

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### **Director, School of Management Studies**

Prof. Srilatha  
M.A. (Psy.) Ph.D  
Human Resource Management

### **Professors**

Prof. N.V. Narasimham (on EOL)  
M.Com. Ph.D  
Marketing, Price Analysis, International Marketing

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

Prof. Madhu Tyagi  
M.Com., Ph.D.  
Finance and Corporate Law

Prof. M.S. Senam Raju  
M.Com., M.Phil., Ph.D.  
Accounting, Rural Marketing and Banking

### **Reader**

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

### **Assistant Professor**

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

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

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

Dr. Anupriya Pandey  
M.Com., Ph.D.  
International Business & Entrepreneurship

### **Printing and Production Staff**

Mr. K.G. Sasi Kumar, *Assistant Registrar (Publication)*

### **Administrative/Secretarial Staff**

Ms. Neesh Sethi, *Assistant Registrar*

Mr. Gianedera Kumar, P.A.

Mr. Ranjit Kumar, Assistant Executive

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## 8. COURSE OUTLINES

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### IBO-1: INTERNATIONAL BUSINESS ENVIRONMENT

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Block No.	Unit No.	Unit Title
1	<b>CONCEPTS AND DIMENSIONS</b>	
	1	Introduction to International Business Environment
	2	Theories of International Trade
	3	Balance of Payments
	4	Instruments of Trade Policy
2	<b>GLOBALIZATION: PROCESS AND FORCES</b>	
	5	Globalization: An Overview
	6	International Investment
	7	Transnational Corporations
	8	Technology Transfer
3	<b>WORLD TRADING SYSTEM AND INSTITUTIONS</b>	
	9	World Trade
	10	Multilateral Trading System
	11	Regional Economic Groupings
	12	International Commodity Agreement
	13	Multilateral Financial Institutions
4	<b>LEGAL ENVIRONMENT</b>	
	14	Legal Framework of Foreign Trade
	15	The Proper Law of the Contract or the <i>Lex Causae</i>
	16	Settlement of International Trade Disputes
5	<b>CONTEMPORARY DEVELOPMENTS AND ISSUES</b>	
	17	International Trade and Environment
	18	International Trade in Services
	19	International Business Ethics
	20	Electronic Commerce

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

## IBO-2 : INTERNATIONAL MARKETING MANAGEMENT

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

**Audio:** 1) Trends in India's Foreign Trade

## IBO-3 : INDIA'S FOREIGN TRADE

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

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

## **IBO-4 : EXPORT IMPORT PROCEDURES AND DOCUMENTATION**

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

## **IBO-5 : INTERNATIONAL MARKETING LOGISTICS**

<b>Block No.</b>	<b>Unit No.</b>	<b>Unit Title</b>
<b>1</b>	<b>INTERNATIONAL MARKETING LOGISTICS SYSTEM</b>	
	1	Introduction to Marketing Logistics System
	2	International Marketing Strategies and Logistics
	3	Inland Transport in Overseas Trade Logistics
	4	Warehousing
	5	Inventory Management and Order Handling
<b>2</b>	<b>INTERNATIONAL TRANSPORT SYSTEM</b>	
	6	Air Transport
	7	Ocean Transport
	8	Multi-Modalisation
	9	World Seaborne Trade and World Shipping
	10	Indian Shipping
<b>3</b>	<b>INTERNATIONAL FREIGHTING PRACTICES</b>	
	11	Liner Freighting Practices
	12	Tramp Chartering Practices
	13	Legal Aspects of Carriage of Goods
<b>4</b>	<b>PORT SYSTEMS AND INSTITUTIONAL ARRANGEMENT</b>	
	14	Port Systems
	15	Maritime Frauds and Unethical Practices
	16	Institutional Arrangements for Resolving Shippers' Problems

## IBO-6 : INTERNATIONAL BUSINESS FINANCE

Block No.	Unit No.	Unit Title
<b>1</b>	<b>INTERNATIONAL FINANCIAL SYSTEM</b>	
	1	International Monetary System and Institutions
	2	International Financial Markets
	3	International Banking
	4	International Transactions and Balance of Payments
<b>2</b>	<b>FOREIGN EXCHANGE RISK MANAGEMENT</b>	
	5	Foreign Exchange Markets
	6	Determination and Forecasting of Exchange Rates
	7	Currency Risk Management
	8	Measuring and Managing Transaction Exposure
	9	Measuring and Managing Translation and Economic Exposure
<b>3</b>	<b>INVESTING IN FOREIGN OPERATIONS</b>	
	10	Corporate Strategy and Foreign Direct Investments
	11	International Project Appraisal
	12	Cost of Capital for Foreign Investments
	13	Political Risk and Tax Aspects
<b>4</b>	<b>FINANCING INTERNATIONAL OPERATIONS</b>	
	14	Designing Global Capital Structure
	15	International Cash Management
	16	Foreign Trade Financing
	17	Project Export Financing

**Audio:** 1) Forex Regulation in India, 2) Globalisation and new financing choices for international firms

## MCO-OI : ORGANISATION THEORY AND BEHAVIOUR

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

## MCO-03 : RESEARCH METHODOLOGYAND STATISTICAL ANALYSIS

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

## **MCO-04 : BUSINESS ENVIRONMENT**

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

## **MCO-05: ACCOUNTING FOR MANAGERIAL DECISIONS**

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

## MCO-06 : MARKETING MANAGEMENT

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

## **MCO-07: FINANCIAL MANAGEMENT**

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

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## **9 SOME FORMS FOR YOUR USE**

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

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

<b>INDIRA GANDHINATIONAL OPEN UNIVERSITY</b> <b>ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM</b>	
Enrolment No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Name: .....	
Course Code: .....	Programme: <input type="text"/> M.Com.
Medium: <input type="text"/>	
Course Code: .....	
Sl. No. Assignment No. ....	
.....	
.....	
.....	
Signature of the Student .....	
Date:.....	

<b>INDIRA GANDHINATIONAL OPEN UNIVERSITY</b> <b>ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM</b>	
Enrolment No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Name: .....	
Course Code: .....	Programme: <input type="text"/> M.Com.
Medium: <input type="text"/>	
Course Code: .....	
Sl. No. Assignment No. ....	
.....	
.....	
.....	
Signature of the Student .....	
Date:.....	

- Note:**
1. Submit this form to the coordinator of your study centre alongwith the assignment.
  2. When you submit the assignment by post, enclose a self-addressed stamped envelop along with this.



**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 course title for which you need the assignments in the following columns. The assignments of the course which you have already passed should not be mentioned.

Sl. No.	Course Code	Assignments Code	Course Title
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Complete Address .....  
.....  
.....  
.....  
..... Pin .....

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

---

***For Official Use Only:***

Date of Despatch of Assignments to the student .....  
(Please use the photocopy of this proforma)

## INSTRUCTIONS FOR DOING ASSIGNMENTS

1. Read instructions for submission of assignments given in your Programme Guide carefully.
2. Assignments should be demanded only if your registration for that course (subject) is valid.
3. Please ensure that you have mentioned your correct Enrolment No. (It consists of 9 digits), Name, Course Code, and Course Title, Semester/year, wherever applicable, and Study Centre Code on your assignment responses before submitting to the concerned authorities.
4. Submission of assignments within due dates is a pre-requisite for appearing in the term-end examination. You are, therefore, advised to submit your **Assignments at your Study Centre** within the prescribed dates. Assignments received after due dates will be summarily rejected.
5. In case you have failed to get the overall qualifying grade for a course; you may choose to either appear in the term end examination or attempt the assignments for that course again.
6. Assignments should not be demanded to improve your score if you have secured minimum qualifying score in a course (subject).
7. Please do not submit your assignment responses twice at the same Study Centre or at different Study Centres for evaluation.

Mail this Form to: The Regional Director (Concerned)
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STUDENT EVALUATION DIVISION  
MAIDAN GARHI, NEW DELHI-110 068  
TERM-END EXAM – JUNE / DECEMBER, 201

Serial  
No.

Control No.

1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls.

2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below.

0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Regional Centre Code

Study Centre Code

Exam Centre Code

(Where you wish to appear in Exam)

**Name of the Candidate:** (Leave one box empty between First Name, Middle Name and Surname)

**Address for Correspondence** (Do not give Post Box No. Address. Leave a blank box between each unit of address like House No., Street Name, PO, etc.)

City

District

State

Pin Code

MOBILE NO.

E-MAIL

Physical handicapped  
(Please tick the relevant box)

YES	NO
-----	----

Scribe/Amanuensis required by the student  
(Please tick the relevant box)

YES	NO
-----	----

**FOR SCRIBE/AMANUENSIS, THE STUDENT MAY APPROACH THE CONCERNED REGIONAL CENTRE (UNDER WHOM THE EXAMINATION CENTRE FALLS) ALONG WITH DISABILITY CERTIFICATE**

**COURSE OPTION:**

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA/ PGDLAN / BLIS Programmes.

**FEE ₹60/- PER COURSE** (Demand draft in favour of IGNOU and payable at City of Regional Centre under which your exam centre falls).

S.No.	Course Code	S.No.	Course Code
1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	

**FEE DETAILS** (Please write your Name & Enrolment No. at the back of the Draft)

Total No. of Course			Total Amount			
Theory Courses		₹ × 60				
Practical Courses		₹ × 60				
Late Fee						
<b>TOTAL</b>						

**SIGNATURE OF THE STUDENT**  
(within the Box only) 

1. Draft No.

Amount

2. Draft No.

Amount

Date \_\_\_\_\_

**Issuing Branch**

**Payable at (Regional Centre under which your exam centre falls)**

**ISSUING BANK**

Dates for Submission of Exam Forms				
FOR JUNE TEE	LATE FEE	FOR DECEMBER TEE	LATE FEE	SUBMISSION OF EXAM FORM
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 April to 20 April	₹ 300/-	1 Oct. to 20 Oct.	₹ 300/-	
21 April to 30 April	₹ 500/-	21 Oct. to 31 Oct.	₹ 500/-	
1 May to 15 May	₹ 1000/-*	1 Nov. to 15 Nov.	₹ 1000/-*	

**\*Exam for these students will be conducted at Regional Centre city only.**

**Before submitting the examination form please ensure that:**

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ₹ 60/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

**In case of non-compliance of any of the above conditions candidature for appearing in the Term-end Examination will not be considered and no Hall Ticket will be issued.**

**PLEASE NOTE :**

- |                                      |   |
|--------------------------------------|---|
| Examination fee per course is        | - ₹60/- (Examination fee once paid will not be refunded/adjusted in any case) |
| Examination form to be submitted at  | - Regional Centre under which your examination centre falls                   |
| Demand draft to be made in favour of | - IGNOU and payable at the city where submitting the exam form                |

**INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM**

1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.
2. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).
3. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
4. Examination form should be submitted only once for each Term-end Examination. In case two exam forms are submitted the candidature will be cancelled.
5. Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hall Ticket.
6. Term-end Examination result is also available on the University website ([www.ignou.ac.in](http://www.ignou.ac.in)). Please see the result status before filling examination form.
7. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee (registration/re-registration) forwarded with this form will result in rejection of the examination form.
8. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of M. Com Programme can take examination for a maximum of 36 credits at a time.
10. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated you will be allotted another Examination Centre under the same Region.
11. **In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website ([www.ignou.ac.in](http://www.ignou.ac.in)) and download the Hall Ticket and report at the Examination Centre with your Identity Card.**
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.
13. No student will be allowed two exam centres for a TEE.

**DECLARATION**

I hereby declare that I have read and understood the instructions given above. I also affirm that I have submitted all the required number of assignments as applicable for the course(s) filled in the examination form and my registration for the course(s) is valid and not time barred. If any of my statements is found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date \_\_\_\_\_

(Signature of the student)

Phone No. (R) \_\_\_\_\_ Mobile No. \_\_\_\_\_ Email Id \_\_\_\_\_

Phone No. (O) (with STD code) \_\_\_\_\_

**AUTHENTICATION BY CO-ORDINATOR/INCHARGE OF  
STUDY CENTRE/PROGRAMME STUDY CENTRE/PARTNER INSTITUTION/  
COMMUNITY COLLEGE**

It is to certify that the student has submitted all the assignment(s) for the course(s) filled in the examination form.

Centre Code \_\_\_\_\_

Date \_\_\_\_\_

(Signature & Stamp of Co-ordinator/Incharge)  
Study Centre/PSC/PI/Community College

# 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 Cente 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 ₹500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')  
 No. of Course(s)..... X ₹500/- Total Amount.....  
 Demand Draft No..... Date.....  
 Issuing Bank .....

Date:.....

(Signature of the student)

## **RULES & REGULATION 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 result are placed on the IGNOU website.
3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also be made available on the IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in). The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible in TEE only and not in the Project/Dissertaion Practicals/Lab courses, Workshops, Assignments & Seminar etc.
6. On the top of the envelope containing the prescribed application form, please mention '**Application Form For Re-Evaluation of Answer Scripts**'
7. Application form must reach within the prescribed dates at the following address:

**The Registrar  
Student Evaluation Devision  
Indira Gandhi National Open University  
Maidan Garhi  
New Delhi-110068**

# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Director)

## APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

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 Obatined

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

### 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 fee due to the University.
2. I have not taken any migration certificate from the University before this.
3. I further certify that I have not enrolled with any other University/Institution after passing out from IGNOU up to this date.
4. In the event of any of the above information being found incorrect, the Certificate shall be liable for cancellation by the University.

(To be filled in by the Admissions Division)

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

Date ..... Dealing Assistant ..... Section Officer .....

## INSTRUCTIONS

1. A fee of ₹400 should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the city of the Regional Centre or New Delhi, as the case may be.
2. At the time of submission of the application for issue Migration Certificate the applicant should attach zerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of ₹400/- only in case has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of ₹2/- to be sworn before a Magistrate on the following format.

“I,..... Son/daughter of ..... resident of ..... hereby solemnly declare that the Migration Certificate No. .... Dated ..... issued to me by the ..... to enable me to join ..... University has been lost and I did not join any other University of 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/MARK SHEET**

Name .....

Enrolment No. 

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

Address .....

.....

.....

.....

Pin 

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

Programme .....

Month and Year of the Exam .....

Centre from where appeared at  
last examination .....

Bank Draft/IPO No. .... Dated .....

for ₹150 in favour of IGNOU, New Delhi .....

.....

Signature

Date : .....

**Note :** Fee for duplicate grade card is ₹150. The duplicate grade card/mark sheet will be sent by Registered post.

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

Registrar (SED)  
Indira Gandhi National Open University  
Block 12, Maidan Garhi  
New Delhi-110 068

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



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**APPLICATION FROM FOR CHANGE/CORRECTION/ ADDRESS/STUDY CENTRE**

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

Enrolment  
Number

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

Date of Change  
effective from

--	--	--	--

Write in BLOCK LETTERS only

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

New Address

Town									
State			Pin						
State Code									

Medium of Study

--

Programme of Study

--

New Study Centre Code

--	--	--	--

Date \_\_\_\_\_

Signature \_\_\_\_\_

The filled-up form should be mailed to the Regional Centre Concerned.

**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. Enrol. 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 missed year(s)/semester(s), if any:

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

8. Total Fee (col. No. 6 + 7) ₹..... enclsod vide Demand Draft No. ....

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

Name of Bank .....

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

Dated: .....

.....  
Signature of the student

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

## GUIDELINES FOR RE-ADMISSION

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

**(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. 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. Exam. Centre details, from where you have to appear/appeared at Term-end Examination:

Exam. Centre Code:  Address of Exam. Centre: .....  
 .....  
 .....  
 .....

7. Fee detail:

(The fee for early declaration of result is ₹700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s)..... × ₹700/- 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 entertained for final semester/year or maximum of 4 backlog courses only, subject to the following conditions:
  - (i) The student has been selected for higher study/employment and statement of marks/grade card is required to be produced to the institute by a particular date, which is before the prescribed date of declaration of the University's results.
  - (ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.
2. Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.
3. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
4. Application form must reach at the following address before the date of the examination for the course(s) for which early evaluation is sought:

**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 FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

Prescribed dates for submission of form: 1st March – 15th April for June Term-end Exam.  
 1st September – 15th October for December Term-end Exam.

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

(b) Exam Centre Code:

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

.....

.....

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

5. Fee details:

(The fee for obtaining photocopy of the answer script is ₹100/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s)..... × ₹100/- = 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 undertake 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 PHOTOCOPY OF THE ANSWER SCRIPT**

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be ₹100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
3. Application form 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) alongwith 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 for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever your later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
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 facilitate them 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 CPE & DPE programmes:

The Registrar,  
Student Evaluation Division,  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi-II 0068.
8. For the photocopy(ies) of the answer script(s) of CPE & 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 :

Sl.No.	Course Code	Blocks	Assignments

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

Name and Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

---

**For Office Use**

Date of despatch of study material/assignments to students \_\_\_\_\_

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

To  
The Regional Director (Concerned)

**Master's Degree**  
**Change of Medium:** ₹300 per course plus ₹500 per 2/4 credit course and ₹1000 per 6/8 credit course.  
**Change of Elective:** ₹500 per course of 2/4 credit course and ₹1000 per course of 6/8 credit course.  
**Change of Programme:** A student has to pay the full fee for the new Prog. and he/she has to forfeit the fee paid for the earlier Programme opted by him/her.

**BDP**  
**Change of Medium:** ₹300 per course plus ₹300 per 2/4 credit course and ₹600 per 6/8 credit course.  
**Change of Elective:** ₹300 per course of 2/4 credit course and ₹600 per course of 6/8 credit course.  
**Change of Programme:** ₹500 plus ₹300 per 2/4 credit course and ₹600 per 6/8 credit course.

**SUB: CHANGE OF MEDIUM/ELECTIVE/PROGRAMME OF STUDY**

Enrolment No. ....

Change of Programme : From..... To.....

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

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

**Fee Details**

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

Amount ₹..... 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)**  
**IGNOU**  
**Maidan Garhi**  
**New Delhi-110 068**

Date:.....

.....  
Signature

# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

## APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name .....
2. Programme:  Enrolment No.
3. Address .....  
.....  
..... Pin Code:
4. Purpose for which:.....  
transcript is required.....
5. Fee details:  
Fee for the official transcript:  
₹200/- per transcript, if to be sent to the student/institute in India.  
₹400/- per transcript, if required to be sent to the Institute outside India by the University.  
(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')  
No. of Course(s)..... × ₹200/- ₹400/- Total Amount.....  
Demand Draft No..... Date .....  
Issuing Bank.....
6. Whether the transcripts to be mailed by the University: Yes/No (please tick)
8. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attach a separate list, if required)  
.....  
.....  
.....

Date:.....

(Signature of the student)

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

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

**Note:** The students are required to enclose same number of legible photocopies of both sides of the statement of marks/grade card issued to them, as the number of transcripts required.

# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

## Maidan Garhi, New Delhi-110 068

### APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

Prescribed dates for submission of form: 1st to 30th April for June Term-end Exam.  
 1st to 31st October for December Term-end Exam.

1. Name .....

2. Programme:  Enrolment No.

3. Address .....

.....

..... Pin Code:

4. Term-end examination, in which programme completed June/December .....

Total marks/Overall point grade obtained                      Percentage obtained

.....

(Please enclose photocopy of the statement of marks/grades 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 ₹500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s)..... × ₹500/- = 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:

Exam. Centre Code..... City/Town:.....

.....

### UNDERTAKING

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

Date:.....

Signature:.....

Place:.....

Name:.....

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

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

Received ₹ .....

Bank Draft No. ....

Dealing Assistant  
IGNOU

Sir,

I wish to have a duplicate copy of my Diplome / Degree / Certificate for the Programme.....  
Examination for the following reasons:

The prescribed fee of **₹500** is submitted 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 Term End Examination-July/December, 20.....

Result: ..... Grade / Division:.....

Name of the Study Centre: .....

Name of the Regional Centre: .....

& other particulars: .....

Full 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 (a) Diploma (b) Degree & (c) Certificate Rs. 500/- payable by means of demand draft in favour of IGNOU, New Delhi.

**Note:** To be filled in duplicate, original copy will be forwarded by Regional Director to registrar (SED) and duplicate copy to be retained by the Regional Director for reference.

**INSTRUCTIONS TO CANDIDATES FOR ISSUE OF 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 at the said examination, and the duplicate copy will be sent through the Regional Director concerned.
3. A duplicate copy of the Diplome, 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 to this effect by the candidate on the grounds that either the original Diplome, Degree or Certificate has been irrecoverably 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 same of duplicate copy.

**FORM FOR AFFIDAVIT TO BE EXECUTED ON A NON-JUDICIAL STAMP PAPER OF THE VALUE OF ₹10/- BEFORE FIRST 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 lost/destroyed.

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 hereto.

I also undertake that if my Original Diploma / Degree / Certificate which has been lost, if put to any unfair use by the person who may lay hands on it. I shall stand for the damages which may accrue 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: .....

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

**APPLICATION FOR CREDIT TRANSFER**

**Please see instructions overleaf**

Enrolment No. 

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

Programme of Study : 

--

Name & Address \_\_\_\_\_

**Details of Credit Transfer Fee paid:**

D.D. No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Drawn on (Bank & Branch) \_\_\_\_\_

Payable in favour of IGNOU, New Delhi (fee is Rs. 200 per course) \_\_\_\_\_

Details of Course applied for Credit Transfer:					IGNOU Credit Equivalence Desired			
S. No.	Subject(s) Qualified	Maximum Marks	Percentage of Marks	Marks Obtained	Year of Passing	Course Code	Course Title	Credits

  

All of the Information provided above is true to the best of my knowledge						Student Signature & Date:		
(For office use only)								

  

**Recommendations of Schools:**

Credit Transfer recommended for the following courses					Credit Transfer for the following courses not recommended					
Course Code	Course Title	Credits	Marks	Percentage	Signature of Director of School	Course Code	Course Title	Credits	Reasons for Rejection	Signature of Director of School

## **INSTRUCTIONS FOR SUBMISSION OF APPLICATION FOR CREDIT TRANSFER**

1. Read the instructions given in your, Programme Guide carefully.
2. For M.Com. Credit Transfer is allowed upto a maximum of 36 credits only.
3. Enclose the attested copies of the following alongwith the form:
  - Marks lists issued by the accredited Institute/University.
  - Syllabus of accredited Institute/University.
  - Prospecuts issued by the accredited Institute/University.
4. Pay the credit transfer fee at the rate of Rs. 400 per course through a crossed Demand Draft in favour of 'Indira Gandhi National Open University', payable at New Delhi.
5. Submit the filled in Credit Transfer Form to the following address:

Registrar (SRD)  
Indira Gandhi National Open University  
Maidan Garhi  
New Delhi-110 068



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**COURSE REGISTRATION FORM FOR M.Com.**  
**II YEAR .....**

Dated:.....

Dear Student,

As per the provisions laid down in the Programme Guide, you are required to submit your course registration form for the next academic year, irrespective of the fact whether you have appeared in the examination or not or whether you have passed or not in the courses you are registered in the current academic session. The Course **Registration Form is enclosed**. You are required to fill in the Course Registration form as per instructions printed on it.

**Fee**

You are requested to fill up the form and send it to the **Regional Centre** along with the Programme fee of **Rs.5500/-** (Rupees **five thousand five hundred only**) in the form of a Demand Draft drawn in favour of IGNOU payable at the city of the Regional Centre as per following schedule.

S.No.	July Session	January Session	Late Fee
1.	<b>1<sup>st</sup> February to 31<sup>st</sup> March</b>	1 <sup>st</sup> August to 1 <sup>st</sup> October	Nil
2.	<b>1<sup>st</sup> April to 30<sup>th</sup> April</b>	3 <sup>rd</sup> October to 31 <sup>st</sup> October	Rs. 200/-
3	<b>1<sup>st</sup> May to 31<sup>st</sup> May</b>	1 <sup>st</sup> November to 30 <sup>th</sup> November	Rs. 500/-
4	<b>1<sup>st</sup> June to 20<sup>th</sup> June</b>	1 <sup>st</sup> December to 20 <sup>th</sup> December	Rs. 1000/-

Course Registration forms received after the due date or without the programme fee of Rs.5500/- and late fee, if any, will be summarily rejected.

**List of Courses**

The list of courses on offer for II year is given below. (all compulsory):

<u>Title of the course</u>	<u>Course Code</u>	<u>Credits</u>
<b>Compulsory</b>		
1. Organisation Theory and Behaviour	MCO-01	6 credits
2. Research Methodology and Statistical Analysis	MCO-03	6 credits
3. Business Environment	MCO-04	6 credits
4. Accounting for Managerial Decisions	MCO-05	6 credits
5. Marketing Management	MCO-06	6 credits
6. Financial Management	MCO-07	6 credits

**All courses are compulsory.**

With best wishes,

Yours sincerely,

(Regional Director)

Note:

(i) Students who sought admission in M.Com. 1<sup>st</sup> yr. in January cycle are not eligible for 2<sup>nd</sup> yr. re-registration in the subsequent July session. They may re-register for the 2<sup>nd</sup> yr. in the next January session only, at the earliest.

PS: Students are required to fill-up compulsorily the statistical information in the enclosed Annexure-I of the RR Form.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**COURSE REGISTRATION FORM FOR M.Com.**  
**II YEAR JULY/JANUARY.....**

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

Enrolment No. 

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

Regional Centre Code 

--	--

 Study Centre Code 

--	--	--	--

1. Name of Student (in Capital letters): \_\_\_\_\_
2. Complete Address: \_\_\_\_\_  
\_\_\_\_\_

**Details of fee paid: Draft is to be made 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. \_\_\_\_\_  
(Rs. 5500/- + the late fee as applicable)  
(If You have paid the fee by way of Challan at the designated Bank Branch, attach the Challan, in original)

I hereby register for the following courses for **II year M.Com.** commencing **July/January.....**

**List of Courses**

The list of courses on offer for II year is given below.

<u>Title of the course</u>	<u>Course Code</u>	<u>Credits</u>
<b>Compulsory</b>		
1. Organisation Theory and Behaviour	MCO-01	6 credits
2. Research Methodology and Statistical Analysis	MCO-03	6 credits
3. Business Environment	MCO-04	6 credits
4. Accounting for Managerial Decisions	MCO-05	6 credits
5. Marketing Management	MCO-06	6 credits
6. Financial Management	MCO-07	6 credits

**All courses are compulsory.**

With best wishes,

- Note:** 1) For all the above courses, a student is eligible for appearing in TEE after one year of commencement of the session. For this you may fill up the examination form as per schedule notified by the University.
- 2) Please keep a photocopy of this form for your record.

Date:.....

Signature of student \_\_\_\_\_

E-mail ID \_\_\_\_\_

Mobile/Ph. No. \_\_\_\_\_

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

S.No.	July Session	January Session	Late Fee
1.	1st February to 31st March	1st August to 1 October	Nil
2.	1st April to 30th April	3rd October to 31st October	Rs. 200/-
3.	1st May to 31st May	1st November to 30th November	Rs. 500/-
4.	1st June to 20th June	1st December to 20th December	Rs. 1000/-

Note: (i) Students who sought admission in **M.Com. 1 st yr. in January cycle** are not eligible for **2nd yr. re-registration in the subsequent July session. They may re-register for the 2nd yr. in the next January session only, at the earliest.**

PS: Students are required to fill-up compulsorily the statistical information in the enclosed Annexure-I of the RR Form.

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

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

1. Name of Student: .....
2. Enrol. No. : 

--	--	--	--	--	--	--	--	--
3. Programme Code: 

--	--	--	--	--	--
4. Category: (Cross (X) the appropriate Box only)  
 General 



    SC 



    ST 



    OBC
5. Whether Kashmiri Migrant: (Cross (X) if applicable)
6. Whether Physically handicapped: (Cross (X) if applicable)
7. Whether minority: (Cross (X) if applicable)
8. Social Status: (Cross (X) the appropriate Box only)  
 Ex-service man 



    War-widow 



    Not applicable
9. Employment Status: Cross (X) the appropriate Box only  













  
 Unemployed    Employed    IGNOU Employee    KVS Employee
10. Religion: Cross (X) the appropriate Box only  

































  
 Hindu    Muslim    Christian    Sikh    Jain    Buddhist    Parsi    Jews    Ohter  
 (Please specify \_\_\_\_\_)
11. Details of Scholarship being received, if any  

(a) Amount (annually)	(b) Govt./Deptt.	(c) Family income (yearly)
₹ <table border="1" style="display: inline-table; width: 150px; height: 30px;"></table>	₹ <table border="1" style="display: inline-table; width: 150px; height: 30px;"></table>	₹ <table border="1" style="display: inline-table; width: 150px; height: 30px;"></table>

(Please use the photocopy of this proforma)

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

**Application for internal credit transfer form PGDIBO to M.Com. 2nd Yr.**

I hereby apply for transfer of Credits to M.Com., the following six courses successfully completed in **PGDIBO**.

Enrol No. PGDIBO

Enrol No.

M.Com. 2nd Yr. (Now allotted by the RC)

Coourse Code	Title of the Course	Credits	Remarks
1.	2.	3.	4.
IBO-1	International Business Environment	6	
IBO-2	International Marketing Management	6	
IBO-3	India's Foreign Trade	6	
IBO-4	Export Import Procedures and Documentation	6	
IBO-5	International Marketing Logistics	6	
IBO-6	International Business Finance	6	
	Total	36	

2. Credit transfer fee @ ₹200/- per course (total ₹1200/-) is enclosed by way of DD favouring 'IGNOU' and payable at New Delhi.

DD No. \_\_\_\_\_ Date \_\_\_\_\_ Amount Rs. \_\_\_\_\_

Bank \_\_\_\_\_

DD should be valid for six months.

1. Credit transfer of all the six courses may be affected to M.Com.

Signature of the student \_\_\_\_\_

Name & address \_\_\_\_\_

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

E-mail \_\_\_\_\_

Dated \_\_\_\_\_

Mail this credit transfer Form along with Demand Draft of ₹1200/- to  
 The Register, SRD, IGNOU,  
 Maidan Garhi, New Delhi-110068

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## 10. SATELLITE DOWNLINK FACILITY SITES FOR VIEWING GYAN DARSHAN AND TELECONFERENCING

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### Hyderabad Region

1. Ms. YG Bhavanir, Ph.:08542-41765 Mahila Samakhya, 8-2-15B, Teacher's Colony, Mehboob Nagar - 509001.
2. Mr. KA Raju, Ph.: 040-4015270/289/766 National Institute of Rural Development, Rajendra Nagar, Hyderabad -500030.
3. Ms. GVS Janakamma, Ph.: 08455-56916 Mahila Samakhya, Plot No.7, Jalal Bagh St., Kalwakunta, Near Gandhi Centenary School, Sangareddy, Medak -502001.
4. Ms. E Anita, Ph.: 08722-47071 Mahila Samakhya, H.No. 7-4-34/1, Kashmir Gadda, Karim Nagar - 505002.
5. Ms. V Prabhavati, Ph.: 08462-35308/335308 Mahila Samakhya, 5/1.1/360, Behind Sandhya Theatre, Near Kakatiya College, Pragathi Nagar, Nizainabad -503003.
6. Ms. M. Umadevi, Ph.: 08733-79876 Mahila Samakhya, H.No. 6-9/2-4, Near Jubilee Market, National Highway Road, Asifabad Post, Adilabad -504293.
7. Dr. Sheesha Ratnam, Ph.: 7179735 BR Ambedkar Open University, Women Development Cell, Road No. 46, Jubilee Hills, Hyderabad -500033.
8. Mr. K Nimmayya, Ph.: 08586-42.042 Peace Peoples Action for Creative Education, Near SLNS Degree College, Bhongir, Nalgonda District.
9. Mr. K. Rajiah, Ph.: 08416-52725 District Library, Zila Grandhalaya Samstha, MOO Con'lpound, RR District, Vikarabad, Rangareddy District -501101
10. Mr. K Chandrammouli, Ph.: 08644-20627 Branch Library, Gandhi Chowk, Tenali, Guntur District- 522201.
11. Smt. Vidyakanna Nagalla, Ph.: 0866-470420/475064 IGNOU Special Study Centre, Jan Shikshan Sansthan, D.No.:32-15-75, Mogalrajapuram, Vijayawada -520010.
12. Prof. TV Subba Rao, Ph.: 08574-48410 Padmavati Mahila Vishwavidhyala, Tirupati -571502.

### Itanagar Region

13. Ms. Dishu Mihu Mallo, Ph.: 0361-244676 Department of Social Welfare, Women & Child Development, Govt. of Arunachal Pradesh; Naharlagun, Itanagar.

### Guwahati Region

14. Mr. D. Burman, Ph.: 0361-267622 Assam Mahila Samata Society, Basisthapur Bye Lane -2, Near Dispur Telephone Exchange, Beltola Road, Guwahati -781028.
15. Mr. Prashant Kumar Deka, Ph.: 03678-40798 DIU, Assam Mahila Samata Society, Gohingaon, PO Morigaon, Morigaon District -782105.
16. Ms. Dipali Das, Ph.: 03713-22748 DIU, Assam Mahila Samata Society, AB Road, Bhebarghat, PO Mangaldail, Darrang District -684125.
17. Ms. Mamtaj Sarkar, Ph.: -DIU, Assam Mahila Samata Society, Dhubri, PO Bilashipara, Ward No.8, Dhubri District -783348.
18. Ms. JP Devi, Ph.: 03712-31680 DIU, Assam Mahila Samata Society, Tezpur, Near Don Bosco School, Nikamul Satra Road, Sonitpur District -784001.
19. Ms. M. Sakia, Ph.: 0366-41313 DIT, Assam Mahila Samata Society, Goalpara Balachmari, Agia Road, PO Goalpara, Goalpara District-783121.
20. Mr. SK Bordoloi, Ph.: 0361-206057/200187 Rural Women Upliftment Association of Assam, Japorigog HS Lane, Sundarpur, RG Baruah Raod, Guwahati -781005.
21. Mr. Indu Kalpa Nath, Ph.: 0361-208125 Rural Women Upliftment Association of Assam, Village Uloni, Khetri PO, (By the side of NH-377), Block Sonapur, Kamrup District.

### **Patna Region**

22. Managing Director, Ph.: 0612-226037 Women Development Corporation, Indira Bhawan, 7th, Floor, Baily Road, Patna -800001.
23. Ms. Sangeeta Dutta, Ph.: 06226-20290/21306 Mahila Samakhya, Bihar Education Project, Opp. Collectorate, Dumbra, Sitatnarhi District.
24. Ms. Aadishakti, Ph.: 06182-22852 Mahila Samakhya, Bihar Education Project, Vidya Bhawan, 1st Floor, Collectorate, Aarah, Bhojpur -802301.
25. Ms. Krishna, Ph.: 06272-21645 Mahila Samakhya, Bihar Education Project, 155 Allapatti, Darbhanga District.
26. Deputy Development Commissioner. Ph.: 06274-22264/22260 DRDA, Samastipur.
27. Mr. Arun Kumar, Ph.: 0644-22361 DRDA, Fort Area Collectorate, Munger
28. Mr. Anil Kumar, Ph.: 06276-22364 DRDA, Madhbuni.
29. Deputy Dev. Commissioner, Ph.: 06476-2205 DRDA, Collectorate Madhepura.
30. Ms. Nazra, Ph.: 06254-32750 Mahila Samakhya, Bihar Education Project, C/o. St. Mary's Orphanage, Fakirana, Bettiah -845438.

### **Ranchi Region**

31. Sister Rosily Driecress, Ph.: 06546-23944 Holycross Social Service Centre, Zuly Park, PO Box 59, Hazaribagh -825301. .
32. Dr. Razi Ahmed, Ph.: 06562-23069 IGNOU Study Centre, GLA College Campus, Daltonganj, Palamu District  
822102
33. Dr. AK Mishra, Ph.: 06342-24797 IGNOU Study Centre, Adhiti Ayodare Campus, Jaymundi, Dumka-  
814141
34. Ms. Bindu Jha, Ph.: 0657-434533 Mahila Samakhya, Bihar Education Project, 34, RajinderNagar, Salkchi, Jamshedpur, East Singhbhum -831 001.

### **Delhi Region**

35. Secretary, Dept. of Women & Child, Ph.: 3383586 Ministry of HRD, Shastri Bhawan, Room No.: 601, 'A' Wing, New Delhi-110001.
36. Joint Secretary, Dept. of Women & Child, Ph.: 3360831 Ministry of HRD, Jeevan Deep Building, Sansad Marg, New Delhi -110001.
37. Director, Ph.: 6515579 NIPCCD, 5, Siri Institutional Area, Hauz Khaz, New Delhi.
38. Mr. Ashwani Agarwal, Ph.: 6102944/6176379 National Association for the Blind, Sector V, RK Puram, New Delhi -110002.
39. Assistant Registrar, VC's Office, IGNOU, Maidan Garhi, New Delhi -110068.

### **Ahmedabad Region**

40. Ms. Mamta Baxi, Ph.: 0265-574916 Mahila Samakhya, 3/8, Atul Park Society, Near Varsha Society, Vadodara-390019.
41. Ms. Manisha Brahmbhatt, Ph.: 0281-464161/461984 Mahila Samakhya, "Radha-Krishna" Navyou Housing Society, Rameshwar Chowk, Near Geet Gurjari Society, Rajkot -360001.
42. Ms. Vandana Brahmbhatt, Ph.: 02744-24406 Mahila Samakhya, "Kalpana" Jay Bharat Society, Near Pratap Chali Deesa, Banaskantha District.
43. Ms. Rupali Khani, Ph.: 02772-46938 Mahila Samakhya, Laxminarayan Housing Society, Mahavirnagar, Himatnagar, Sabarkantha Dsitriect.
44. Ms. Bela Vaghela, Ph.: 02676~22738 Mahila Samakhya, 28, Arpan Society, Near Kalarav School, Kanajair Road, Halol, Panchmahal District
45. Ms. Pragana Sejpal, Ph.: 02752-34739 Mahila Samakhya, "Mahashakti" JP Sheri No.2, Surendranagar -360001.
46. Ms. Rashida Cuteleriwalla, Ph.: 079-7434122 Awag Kunj, 506 Bhudarpura, Ambawadi, Ahmedabad- 380005.

47. Dr. HB Khareecha, Ph.: 02630-22496/22745 Dharampur Uttan Wahani (Dhruva), Vrandavan Campus, Village Lachakadi, Vansada Taluk, Navasari District-396580.

### **Karnal Region**

48. Principal, Anganwadi Training Centre, Working Women Hostel, Bhiwani.  
49. Dr. AK Chawla, Ph.: 01681-54481 IGNOU Study Centre, Govt. PG College, Jind -126102.  
50. Ms. Uma Gupta, Ph.: 0172-604550 Anganwadi Training Centre, Kothi No. 42, Sector 4, Panchkula.  
51. Ms. Bimlesh Kumari, Ph.: 66258/66200 Women Awareness Management Agency (WAMA), Near Bal Gram Rai, Sonapat.  
52. Mrs. Pushpa Yadav, Ph.: 01274-23822 Anganwadi Workers Training Centre, Bal Bbawan, Model Town, Rewari.  
53. Mr. Ram Mehar Singh, Ph.: 01282-50208 District Child Welfare Officer, Bal Bhawan, Nizampur Road, Narnaul, Mohindergarh.  
54. Ms. Pravesh Sharma, Ph.: 5418215 Anganwadi Worker Training Centre, Bal Bhawan, Near Bus Stand, Faridabad.

### **Shimla Region**

55. Mrs. Shashi Bijalwan, Ph.: 01899-24400 Child Development Project Office, Working Women Hostel Building, Chamba.  
56. Mr. KS Dhiman, Ph.: 01892-223132 District Programme Officer, Sakoh, Dharmshala, Kangra.  
57. Mrs. Manisha Nanda, Ph.: 0177-222033 Social & Women Welfare, SDA Complex, Block No. 33, 4th Floor, Kasumpti, Shimla.

### **Bangalore Region**

58. Prof. Chambi Purank, Ph.: 082] -5] 9947 Karnataka State Open University, Manasa, Gangotri, Mysore - 570006.  
59. Dr. Byahso Verma, Ph.: 08256-61221 SDM College, Ujire, Dakshina Kannada -574240  
60. Dr. GV Hedge, Ph.: 08134-50659 Baif Institute for Rural Development, Kandhenu, Sharda Nagar, Post Box 3, Tiptur-572202.  
61. Dr. Ms. Usha Abrol, Ph.: 080-8563796 NIPCCD, 18 New Town, Opposite Escort Company Limited, Yahlanka, Bangalore -560064.  
62. Ms. Meenakshi Angadi Kadakol, Ph.: 080-5543166 Myrada, No.2, Service Road, Domolur Layout, Bangalore -560071.  
63. Mr. Shriram Karanth, Ph.: 08524-611107 Ashika Sumitra Nilaya, Kuravali (Coastal Line) Road, Bijadi Village, Koteswara, Kundapura Taluk, Udupi District -576222. .  
64. Mr. Shripathyrao, Ph.: 08482-23038 Sahakara Rural Development Academy (Saharada) District Cooperative Central Bank Ltd., No. 9-9-122/ A, Harurgeri, Akkamahadevi Colony, Bidar -585401

### **Cochin Region**

65. Mr. PM Praeethu Bava Khan, Ph.: 0474-454618 State Institute of Rural Development, ETC Campus, Kotarakara, Kollam -691531.  
66. Ms. P. Kesvan Nair, Ph.: 0493-620169 Wyanad Sarva Seva Mandal, Sulthan Bathery, Wyanad - 673592.  
67. Rev. Fr. S. Satyadas, Ph.: 0471-222] 52 Project Officer, Programme for the Development of Marginalised Women, Sreekala Compound, Opp. Stanley Hospital, Udiyankul Angara, Amaravila PO, Trivendrum - 696122.  
68. Mr. Sebastian Antony, Ph.: 0486-332191 Peermade Development Society, PO No. 11, Peermade, Idduky 686631.  
69. Ms. R. Bindu, Ph.: 0488-803490 IGNOU Special Study Centre, Kerala Vocational Training Centre, West Nada Kodungallur, Trichur -680664.  
70. Mr. PA Jnanasikhamani, Ph.: 0484-341817/540981 IGNOU Special Study Centre, Mahatama Gandhi Trust, Maniamcott Buildings, KP Vallon Road, Kadavanthra Junction, Cochin -682020.

### **Pune Region**

71. Dr. EN Gawande, Ph.: 0724-661637 Shivaji College of Education, Amrawati -444603.
72. Mr. PR Gaikwad, Ph.: 0240-334840 Government College of Education, Opp. Deogiri College, Station Road, Padmapura, Aurangabad.
73. Prof. UB Rajput, Ph.: 07262-42419 Government College of Education, Chikhli Road, Near Goddess Temple, Ruldhana-443001.
74. Mrs. Sadhna G Purohit, Ph.: 07184-52386 Government College of Education, Bhandara -441904.
75. Mrs. Kazi, Ph.: 07172-55292 Janta College of Education, Civil Lines, Chandarpur -442401.
76. Mrs. Bhanagaonkar Sulabha, Ph.: 02562-38042 Dhule Education Society's College of Education, Dr. Lohiya Marg. Near SRP Campus, Dhule-424001.
77. Mr. Vijay Kumar Shinde, Ph.: 02482-35937 Matsyodari Shikshan Sanstha's College of Education, Station Road, Mastgad, Jalana -431203.
78. Mr. A V Deshmukh, Ph.: 0231-524598 Shri Maharani Tarabai Government College of Education, Shahupuri, 3rd Lane, Kolhapur.
79. Dr. KM Mahajan, Ph.: 0257-234187 Khandesh College Education Society's College of Education, Maniyar Law College Campus, Jalgaon -425001.
80. Mr. DR Kulkarni, Ph.: 02462-42523 Government College of Education, Vasant Nagar, Hingoli Road, Nanded -431602.
81. Prof. Anant N Joshi, Ph.: 0253-340228/340227 School of Education, YCM Open University, Dnyangangotri, Near Gangapur Dam, Nashik-422222.
82. Mr. Aran MT, Ph.: 02452-20198 Government College of Education, Jintur Road, Parbhani-431401.
83. Ms. AA Gadkari, Ph.: 0251-545565 Seva Sadan's College of Education, Seva Sadan Marg, Opp. Central Hospital, Ulhas Nagar, Thane District-42 1003.
84. Mrs. Chhaya Desai, Ph.: 022-3745096-3726748 National Association for Blind, India Committee on Advancement on Blind Women, Infomiation Centre, Rustam Alpaiwala Complex, 124/127 Tank Road, Cotton Road, Near Railway Road Station (East), Mumbai.
85. Dr. Sudha Kothari, Ph.: 02135-23176 Chaitanya Moti Chowk, Raj Guru Nagar Taluk, Khed, Pune- 410505.
86. Dr. Veena Poonacha, Ph.: 022-2031881/6608492-3 Research Centre for Women's Study, SNTD, Women's Univ. JUHU Campus, Santa Cruz (West), Mumbai-400049.

### **Imphal Region**

87. Mr. S Sarat Kr Sharma, Ph.: 03852-20033/320408 Department of Social Welfare, Govt. of Manipur, Directorate Complex, A-T-Line, 2nd MR Gate, Imphal- 795001.

### **Shillong Region**

88. Ms. LR Sangrna, Ph.: 0364-225187 Directorate of Social Welfare, Lower Lachurniere, Shillong - 793001.

### **Aizwal Region**

89. Mr. Aileen Vanlalzawni, Ph.: 0389-340866 Directorate of Social Welfare, Govt. of Mizoram, Chaltang, Aizwal 796012.
90. Programme Officer, Ph.: 0372-24451 Divisional Cell, ICDS, Lunglei -769701.

### **Kohima Region**

91. Mr. T. Haralu, Ph.: 0370-221637 State Children's Library, Directorate of Social Security & Welfare.

### **Khanna Region**

92. Mr. Balwinder Singh, Ph.: 01633-64121 Conference Hall, Deputy Commission's Office, Muktasar.
93. Ms. Sundar Pal Kaur, Ph.: 01639-53675 Gali No.3, Harinder Nagar, Near Gurudwara, Faridkot.
94. Mr. MP Bhukti, Ph.: 0172-74491/745505 Commonwealth Youth Programme, Asia Centre, Jwalamukhi Hostel, PEC Campus, Sector -12, Chandigarh -160012.

**Jaipur Region**

95. Smt. Krishna Shrivastava, Ph.: 02962-43409 Zila Mahila Vikas Abhikaran, Deputy Director, ICDS Office, Near Roadways Bus Stand, Banswara -327001.
96. Dr. Geeta Mohan, Ph.: 01472-435749 Zila Mahila Vikas Abhikaran, D-I0, Panchvati Seti, Chittorgarh - 312001.
97. Mrs. Sarla Mehta, Ph.: 02964-30690 Zila Mahila Vikas Abhikaran, Opp. Gandhi Ashram, Dungarpur-314001.
98. Ms. Jayshri Thakaria, Ph.: 01432-42405 Zila Mahila Vikas Abhikaran, Tonk.
99. Mr. Bansidhar Yadav, Ph.: 02992~51755 ICDS, Zila Mahila Vikas Abhikaran, Collectorate Compound, Jaisalmar.
100. Mrs. Manjari Bhanti, Ph.: 0294-410344 Zila Mahila Vikas Abhikaran, 3rd Floor, New Building, Collectorate Compound Parisar, Udaipur.
101. Smt. Shaila Kishnani, Ph.: 0291544260 Zila Mahila Vikas Abhikaran, Richa Bhawan, Near Subzi Mandi, Pawata Road, Jodhpur -342001.
102. Dr. Promila Sanjay, Ph.: 0141-517561-5
103. Ms. Indu Chopra, Ph.: 20275 Zila Mahila Vikas Abhikaran, B-237 Subhash Nagar, Bhilwara.
104. Prof. Rekha Govil, Ph.: 01438-24847/48

**Gangtok Region**

105. Mr. AK Pradhan, Ph.: 03952-25596 Govt. of Sikkim Secretariate, Annex -I, Sonam Tshering Marg, Gangtok.

## 11. ADDRESSES AND CODES OF IGNOU REGIONAL/ SUB REGIONAL CENTRES

SL. NO.	RC CODE	REGIONAL NAME	NAME & ADDRESS	OPERATIONAL AREA
1	26	AGARTALA	IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799 004 TRIPURA 0381-2519391 2516266 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	09	AHMEDABAD	IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242975/ 2424976 02717-241579 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI)
3	19	AIZWAL	IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMCA OFF) AIZWAL - 796 001 MIZORAM 0389-2311693 / 2311692 0389-2311789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	47	ALIGARH	IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR)
5	13	BANGALORE	IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747 / 26657376 080-26639711 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, RAMANAGARA, GADAG, HAVERI, BELLARY, CHAMARAJANAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)

**ADDRESSES AND CODES OF IGNOU REGIONAL/SUB REGIONAL CENTRES – Contd.**

SL. NO.	RC CODE	REGIONAL NAME	NAME & ADDRESS	OPERATIONAL AREA
6	82	BHAGALPUR	IGNOU REGIONAL CENTRE CAMP OFFICE MARWARI COLLEGE PREMISES BHAGALPUR BIHAR 812007 0641-2905028/2905029 EMAIL: rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER)
7	15	BHOPAL	IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH 0755-2578455 / 2578452 0755-2762524 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR, TIKAMGARH, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DAMOH, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)
8	21	BHUBANESHWAR	IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 0674-2301352 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9	85	BIJAPUR	IGNOU REGIONAL CENTRE C/O BLDEA'S JSS COLLEGE OF EDU. SS JUNIOR COLLEGE CAMPUS BIJAPUR -586101 KARNATAKA 08352-258417 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL RAICHUR & YADGIR)
10	06	CHANDIGARH	IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA 0172-2590277/2590278 0172-2590279 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)

**ADDRESSES AND CODES OF IGNOU REGIONAL/SUB REGIONAL CENTRES – Contd.**

SL. NO.	RC CODE	REGIONAL NAME	NAME & ADDRESS	OPERATIONAL AREA
11	25	CHENNAI	IGNOU REGIONAL CENTRE 3RD FLOOR G R COMPLEX 407-408 ANNA SALAI NANDANAM CHENNAI - 600 035 TAMILNADU 044-24312766 / 24312979 044-24312799 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.)
12	14	COCHIN	IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA 0484-2340203 / 2348189 / 2330891 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)
13	46	DARBHANGA	IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251833, 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMISTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14	31	DEHRADUN	IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789205 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE)
15	07	DELHI 1	IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044 DELHI 011-26990090 / 26990091 011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD)

**ADDRESSES AND CODES OF IGNOU REGIONAL/SUB REGIONAL CENTRES – Contd.**

SL. NO.	RC CODE	REGIONAL NAME	NAME & ADDRESS	OPERATIONAL AREA
16	29	DELHI 2	IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 DELHI 011-23392374 / 23392376 / 23392377 011-23392375 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI, BHR)
—17	38	DELHI 3	IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045 DELHI 011-25088964 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING ARAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA), STATE OF HARYANA (DISTRICT: GURGAON)
18	87	DEOGHAR	IGNOU REGIONAL CENTRE C/O A S COLLEGE DEOGHAR JHARKHAND 814112 06432-34448 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA, DHANBAD, BOKARO & GIRIDIH)
19	24	GANGTOK	IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANKTOK - 737 102 SIKKIM 0359-2270923 0359-2212501 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)

**ADDRESSES AND CODES OF IGNOU REGIONAL/SUB REGIONAL CENTRES – Contd.**

SL. NO.	RC CODE	REGIONAL NAME	NAME & ADDRESS	OPERATIONAL AREA
20	04	GUWAHATI	IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI ASSAM 781003 0361-2343786 / 2343783 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP, METROPOLITAN, BAKSA, UDALGURI, CHIRANG)
21	01	HYDERABAD	IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH 040-23117550-53 040-23117554 rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22	17	IMPHAL	IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
23	03	ITANAGAR	IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2247536 / 2247538 0360-2247537 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
24	41	JABALPUR	IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 / 2609896 0761-2609902, 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, UMARIA)

**ADDRESSES AND CODES OF IGNOU REGIONAL/SUB REGIONAL CENTRES – Contd.**

SL. NO.	RC CODE	REGIONAL NAME	NAME & ADDRESS	OPERATIONAL AREA
25	23	JAIPUR	IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785763 / 2785750 0141-2274292 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAULI, KOTA, PRATAPGARH, SAWAI, SIKAR, SRIGANGANAGAR & TONK )
26	12	JAMMU	IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD, JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2561154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27	88	JODHPUR	IGNOU REGIONAL CENTRE C/O ONKAR MALL SUMANI COLLEGE OF COMMERCE JODHPUR, RAJASTHAN 342008 0291-2753989 narasimhabpr@gmail.com	STATE OF RAJASTHAN COVERING (DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMANDI, UDAIPUR, BIKANER, JALORE, SIROHI NAGOUR, DUNGARPUR & PALI)
28	37	JORHAT	IGNOU REGIONAL CENTRE JORHAT ASSAM rcjorhat@ignou.ac.in	STATE OF ASSAM (DIS- TRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) Note: Currently under Guwahati RC
29	10	KARNAL	IGNOU REGIONAL CENTRE 06 SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 / 2260075 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30	22	KHANNA	IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 / 237361 01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DIS- TRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/ NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)

**ADDRESSES AND CODES OF IGNOU REGIONAL/SUB REGIONAL CENTRES – Contd.**

SL. NO.	RC CODE	REGIONAL NAME	NAME & ADDRESS	OPERATIONAL AREA
31	20	KOHIMA	IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENDOUZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32	28	KOLKATA	IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 / 033-23592719 / 23589323 (RCL) 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33	44	KORAPUT	IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020 ORISSA 06852-252982 / 251535 06852-251535 06852-252503 rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)
34	27	LUCKNOW	IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH 0522-2746120 / 2745114 0522-2746145 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPURko, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR, LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, PRATAPGARH, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, SULTANPUR, UNNAO)

**ADDRESSES AND CODES OF IGNOU REGIONAL/SUB REGIONAL CENTRES – Contd.**

SL. NO.	RC CODE	REGIONAL NAME	NAME & ADDRESS	OPERATIONAL AREA
35	43	MADURAI	IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI - 625 018 TAMIL NADU 0452-2380387 / 2380733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
36	49	MUMBAI	IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI - 400 081 022-25633159 / 25635540 022-25635540 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)
37	36	NAGPUR	IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 0712-2536999, 2537999 0712-2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
38	39	NOIDA	IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
39	08	PANAJI	IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM - 403 521 GOA 0832-2462315, 0832-2414552 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)
40	05	PATNA	IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 (BIHAR) 0612-2219539 / 2219541 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA & VAISHALI)

**ADDRESSES AND CODES OF IGNOU REGIONAL/SUB REGIONAL CENTRES – Contd.**

SL. NO.	RC CODE	REGIONAL NAME	NAME & ADDRESS	OPERATIONAL AREA
41	02	PORT BLAIR	IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR - 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 03192-230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42	16	PUNE	IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651321 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR, KOLHAPUR)
43	50	RAGHUNATH-GANJ	IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44	35	RAIPUR	IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR - 1 SHANKAR NAGAR RAIPUR - 492 007 CHATTISGARH 0771-2428285 / 5056508 0771-2445839 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
45	42	RAJKOT	IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360 005 GUJARAT 0281-2572988 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
46	32	RANCHI	IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022 JHARKHAND 0651-2244688 / 2244699 / 2244677 0651-2244677 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA, KHARASAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI & RAMGARH)

**ADDRESSES AND CODES OF IGNOU REGIONAL/SUB REGIONAL CENTRES – Contd.**

SL. NO.	RC CODE	REGIONAL NAME	NAME & ADDRESS	OPERATIONAL AREA
47	86	SAHARSA	IGNOU REGIONAL CENTRE C/O MLC COLLEGE SAHARSA BIHAR 582201 06478-219014,219015 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR,ARARIYA, KISHANGANJ & PURNIA)
48	18	SHILLONG	IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117 / 2521271 0364-2521271 0364-2521271 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
49	11	SHIMLA	IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624612 / 2624613 0177-2624612 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50	45	SILIGURI	IGNOU REGIONAL CENTRE 17/12 J C BOSE ROAD SUBHAS PALLY SILIGURI - 734 001 WEST BENGAL 0353-2526818 0353-2526829 0353-2526819 rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
51	30	SRINAGAR	IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 / 2311258 0194-2311258 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASH- MIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52	40	TRIVANDRUM	IGNOU REGIONAL CENTRE RAJADHANI SHOPPING COMPLEX OPP PRS HOSPITAL KILLIPPALAM KARAMANA PO TRIVANDRUM - 695 002 0471-2344113 0471-2344115 0471-2590700 rcrtrivandrum@ignou.ac.in	STATE OF KERALA (DIS- TRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)

**ADDRESSES AND CODES OF IGNOU REGIONAL/SUB REGIONAL CENTRES – Contd.**

SL. NO.	RC CODE	REGIONAL NAME	NAME & ADDRESS	OPERATIONAL AREA
53	48	VARANASI	IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022 / 2368622 0522-2364893 0542-2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
54	83	VATAKARA	IGNOU REGIONAL CENTRE MADHAVI BUILDING NUT STREET (PC) VATAKARA 673104 KERALA 0496-2525281 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: CALICUT,KANNUR,KASARAGOD WAYANAND) Note: Currently under Cochin RC
55	33	VIJAYAWADA	IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.P.V.V. HINDU HIGH SCHOOL, KOTHAPET VIJAYWADA 520 001 ANDHRAPRADESH 0866-2565253 / 2565959 0866-2565253 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE & CHITTOOR )
56	84	VISAKHA- PATNAM	IGNOU REGIONAL CENTRE 2ND FLOOR MVP SECTOR 12 COMPLEX USHODAYA JUNCTION VISAKHAPATNAM ANDHRA PRADESH 0891-2511200 0891-2511300 rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS KHAMMAM ,EAST GODAVARI,WEST GODAVARI,VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM)

**Note:** Please Refer Page No. B-83 and B-84 for the list of IGNOU-ARMY Recognised Regional Centres

**IGNOU – NAVY RECOGNIZED REGIONAL CENTRES**  
(For NAVY Personnel Only)

SL. NO.	RC CODE	REGIONAL NAME	NAME & ADDRESS	OPERATIONAL AREA
1.	71	NEW DELHI	REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS.MINISTRY OF DEF WEST BLOCK.5,IIND FLR,WING-II RK PURAM, NEW DELHI - 110066 DELHI 011-26194686 ,26185299 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
2.	72	MUMBAI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400023 MAHARASHTRA 022-22752245 022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
3.	73	VISAKHA- PATNAM	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530014 ANDHRA PRADESH 0891-2812284 0891-2515834 inepv@hotmail.com rc73@ignou.ac.in	HQ EASTERN NAVAL COMMAND
4.	74	KOCHI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682004, KERALA 0484-266210,2662515 0484-2666194 inepk@rediffmail.com	HQ SOUTHERN NAVAL COMMAND

**IGNOU – ASSAM RIFLES RECOGNIZED REGIONAL CENTRES**  
(For ASSAM RIFLES Personnel Only)

SL. No	Name of RCs	CODE	ADDRESSE OF IGNOU-ASSAM RIFLES RECOGNIZED REGIONAL CENTRE	OPERATIONAL AREA
1.	SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 11 MEGHALAYA 0364-2705181, 0364-2705184 iarrc_81@yahoo.co.in	COMMAND AREA

## 12. ADDRESSES OF STUDY CENTRES

SL. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
1	Agartala	2601	Agartala	Coordinator, IGNOU study centre Tripura university University campus Agartala, Tripura-799004
2	Ahmedabad	0920	Ahmedabad	Coordinator, IGNOU study centre L.j. commerce college Vastrapur, Ahmedabad Gujarat-380015
3	Ahmedabad	0909	Mehsana	Coordinator, IGNOU study centre New progressive education trust Above homeopathy college Mehsana, Gujarat-384002
4	Ahmedabad	0928R	Rajkot	Coordinator, IGNOU recog. Study centre N.I.M.I.T. C/o parag ad. Jansatta press Rajkot, Gujarat-360005
5	Ahmedabad	0940D	Madana-gadh	Coordinator, IGNOU spl study centre-ra Nootan bharati Madana-gadh Palanpur taluk Banaskantha, Gujarat-385519
6	Ahmedabad	0910	Anand	Coordinator, IGNOU study centre Sardar patel university University health centre Vallabh vidyanagar Anand, Gujarat-388120
7	Ahmedabad	0902	Vadodara	Coordinator, IGNOU study centre M.s. university General education building Vadodara, Gujarat-390002
8	Ahmedabad	0913	Bharuch	Coordinator, IGNOU study centre Anjuman-e-talime-idara Court road Opposite treasury Bharuch, Gujarat-392001
9	Ahmedabad	0905	Surat	Coordinator, IGNOU study centre Mtb arts college Surat Gujarat-395001

### ADDRESSES OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
10	Ahmedabad	0922R	Ankleshwar	Coordinator, IGNOU recog. Study centre Ankleshwar ind. Dev. Society Plot no. 910 Gide estate Ankleshwar, Gujarat-390002
11	Ahmedabad	0953R	Palanpur	Coordinator, IGNOU study centre R.r. mehta college of science C.l. parikh college of commerc Opp.s.t. workshop, near highway Palanpur, distt.banskantha Gujarat-385001
12	Aligarh	2702	Agra	Coordinator, IGNOU study centre St. John's College Agra fort, Agra Uttar Pradesh-282002
13	Aligarh	2714	Moradabad	Coordinator, IGNOU study centre Hindu College Station Road, Moradabad Uttar pradesh-244001
14	Aligarh	2713	Aligarh	Coordinator, IGNOU study centre Aligarh muslim university Aligarh Uttar pradesh-202002
15	Aligarh	27104	Shikhoabad	Coordinator, IGNOU study centre A.k. college, Shikhoabad Dist. Firozabad, Shikhoabad Uttar Pradesh-205135
16	Aligarh	2738	Bulandshahr	Coordinator, IGNOU study centre I.p. (post graduate) college Bulandshahr Uttar pradesh-203001
17	Aligarh	47026	Gulaothi	Coordinator, IGNOU study centre D n pg college Gulaothi, Dist bulandshahr Uttar Pradesh-245808
18	Aligarh	47027D	Aligarh	Coordinator, IGNOU spl study centre (in) Aligarh district jail, Aligarh Uttar pradesh-202001
19	Bangalore	1311	Devangere	Coordinator, IGNOU study centre Bapuji instt. Of engg & tech. Shamanur road, Davangere Karnataka-577004

### ADDRESSES OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
20	Bangalore	1319	Tumkur	Coordinator, IGNOU study centre Sri siddartha instt. Of tech Tumkur, Karnataka-572105
21	Bangalore	1301	Bangalore	Coordinator, IGNOU study centre Bes college of arts & science Iv 't' block Jayanagar, Bangalore Karnataka-560011
22	Bangalore	1310	Bellary	Coordinator, IGNOU study centre Veera saiva college Cantonment, Bellary Karnataka-583101
23	Bangalore	1302	Mangalore	Coordinator, IGNOU study centre St. Aloysius college Kodialbail, Mangalore Karnataka-575003
24	Bangalore	1305	Mysore	Coordinator, IGNOU study centre Vidyavardhaka law college Sheshadri iyer road Mysore, Karnataka-570021
25	Bangalore	1309	Bangalore	Coordinator, IGNOU study centre Al-ameen arts sci. & com. Col. Hosur road Near lal bagh main gate Bangalore, Karnataka-560002
26	Bangalore	1344R	Bangalore	Coordinator, IGNOU study centre Cmr instt. Of mngmt.studies 2079, 2nd cross, 3rd block Hennr bnsqli layout, kalyangr Bangalore, Karnataka
27	Bangalore	1320	Bangalore	Coordinator, IGNOU study centre Government science college Nrupathunga road Bangalore Karnataka-560001
28	Bhagalpur	0571	Munger	Coordinator IGNOU study centre Rd & dj college Munger, Bihar-811201
29	Bhagalpur	82002	Banka	Coordinator, IGNOU study centre Deep naryan singh college Tehsil rajoun Distt banka, Bihar

### ADDRESSES OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
30	Bhopal	1501	Bhopal	Coordinator, IGNOU study centre Motilal vigyan mahavidyalaya Bhopal Madhya pradesh-462008
31	Bhopal	1506	Indore	Coordinator, IGNOU study centre Holkar science college Indore Madhya pradesh-452001
32	Bhopal	1516	Ujjain	Coordinator, IGNOU study centre Vikram university Ujjain Madhya pradesh-456010
33	Bhopal	1519	Rajgarh	Coordinator, IGNOU study centre Government boys pg college Rajgarh Madhya pradesh-465661
34	Bhopal	1504	Gwalior	Coordinator, IGNOU study centre Jiwaji university Gwalior Madhya pradesh-474011
35	Bhopal	15219	Indore	Coordinator, IGNOU study centre Indian institute of management Prabandh shikhar Rau-pithampur road Indore-Mp-453556
36	Bhubaneshwar	2104	Berhampur	Coordinator, IGNOU study centre Khalikote college Ganjam, Berhampur Orissa-760001
37	Bhubaneshwar	2108	Sambalpur	Coordinator, IGNOU study centre Gangadhar meher college Sambalpur Orissa-768004
38	Bhubaneshwar	2103	Rourkela	Coordinator, IGNOU study centre Government college Rourkela Orissa-796004
39	Bhubaneshwar	2101	Bhubaneshwar	Coordinator, IGNOU study centre Kalinga instt of indl. Tech Patia Bhubaneshwar Orissa-751024

### ADDRESSES OF STUDY CENTRES – *Contd.*

SL. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
40	Bhubaneshwar	21185	Cuttack	Coordinator, IGNOU study centre J k b k college O m p square, Cuuttack Orissa-753003
41	Bijapur	1304	Gulbarga	Coordinator, IGNOU study centre Gulbarga university Gulbarga university campus Gulbarga Karnataka-585106
42	Chandigarh	1036	Ambala	Coordinator, IGNOU study centre M.d.s.d. girls college Ambala city Haryana-134002
43	Chandigarh	2203	Patiala	Coordinator, IGNOU study centre Punjabi university Arts block - iii Top floor, Patiala Punjab-147002
44	Chandigarh	0601	Chandigarh	Coordinator, IGNOU study centre Punjab university Dept. Of coresspondence course Chandigarh Chandigarh-160017
45	Chennai	2543D	Namakkal	Coordinator, IGNOU spl study centre-sc/st C.R.S.T.C. 4/38, dr. Sankaran road Gandhi nagar, Namakkal Tamilnadu-637001
46	Chennai	2534	Hosur	Coordinator, IGNOU study centre Er. Perumal manimekalai p'nic Krishnagiri highways Koneripalli, Hosur Tamilnadu-635117
47	Chennai	2505	Mylapore	Coordinator, IGNOU study centre Ramakrishna mission vidyapith Vivekanand college 45, oliver rd, mylapore Chennai Tamilnadu-600004
48	Chennai	2510R	Chennai	Coordinator, IGNOU Recog. Study centre SCS kothari academy for women 17, venkatapathi street Kilpauk, Chennai Tamilnadu-600010

### ADDRESSES OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
49	Chennai	2506	Salem	Coordinator, IGNOU study centre Thyagarajar polytechnic P b no. 523, Salem Tamilnadu-636005
50	Chennai	2501	Chennai	Coordinator, IGNOU study centre Ddgd vaishnava college 445, e.v.r. periyar high road Arumbakkam, Chennai Tamilnadu-600106
51	Chennai	3101	Pondicherry	Coordinator, IGNOU study centre Academic staff college Central university, Lawspet, Puducherry Puduchery-605008
52	Chennai	2532	Thiruvellore	Coordinator, IGNOU study centre Jaya college of arts & science Mth road, Tiruninravur Thiruvellore, Tamilnadu-602024
53	Chennai	2535D	Ayikudy	Coordinator, IGNOU spl study centre-ph Amar seva sangam 7-4-104 b, tenkasi road Sulochana gardens (p.b.no.001) Ayikudy Tamilnadu-627852
54	Chennai	2570	Perambalur	Coordinator, IGNOU study centre Thanthai hans roever college Perambalur Tamilnadu-621212
55	Chennai	25160	Chennai	Coordinator, IGNOU study centre Shri s s s jain college(women) No 3 madley road T nagar, Chennai Tamilnadu-600017
56	Chennai	2554	Cuddalore	Coordinator, IGNOU study centre Saint joseph col.of arts & sci Manjai nagar Distt.cuddalore Cuddalore Tamilnadu-607001
57	Cochin	1442P	Calicut	Coordinator, IGNOU prog. Study cetnre Farook college Calicut, District kozhikode Kerala-673672

### ADDRESSES OF STUDY CENTRES – *Contd.*

SL. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
58	Cochin	1446P	Cherthala	Coordinator, IGNOU prog. Study centre Sree narayana college S.n. puram (PO) Cherthala, District allapuzha Kerala-688582
59	Cochin	1447P	Guruvayur	Coordinator, IGNOU prog. Study centre Sree krishna college Ariyannur Guruvayur, District thrissure Kerala-680102
60	Cochin	1486P	Kuravilangad	Coordinator, IGNOU prog study centre Deva matha college Po kuravilangad, Dist kottayam Kerala-686633
61	Cochin	1444P	Arunapuram	Coordinator, IGNOU prog. Study cetnre St. Thomas college Pala, Arunapuram District kottayam Kerala-686574
62	Cochin	1409	Tirurangadi	Coordinator, IGNOU study centre Psmo college Mallapuram, Tirurangadi Kerala-676306
63	Cochin	1402	Cochin	Coordinator, IGNOU study centre Sacred heart college Thevara, Cochin Kerala-682013
64	Cochin	1443P	Perumbavoor	Coordinator, IGNOU prog. Study cetnre S.S.V.college Valayanchirangara p.o. Perumbavoor District ernakulam Kerala-683556
65	Cochin	1407	Trichur	Coordinator, IGNOU study centre Sree kerala verma college Trichur Kerala-680001
66	Cochin	14119	Angamaly south	Coordinator IGNOU study centre De paul inst.of sci. & tech. De paul nagar angamaly south Dist ernakulam Kerala-683573

### ADDRESSES OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
67	Cochin	14102D	Calicut	Coordinator, IGNOU spl study centre Chair for gandhian studies And research, University of calicut Po calicut, Kerala-373635
68	Cochin	14127	Ernakulam	Coordinator, IGNOU study centre Nirmala college Muvattupuzha Po muvattupuzha, Dist ernakulam Kerala-686661
69	Cochin	1481	Kakkand	Coordinator, IGNOU study centre Rajagiri college of management Applied science Rajagiri valley, po kakkand Cochin Kerala-682039
70	Cochin	1435D	Alleppey	Coordinator, IGNOU spl study centre-ra Imperial college Michel junction Mavelikkara, Alleppey Kerala
71	Cochin	14134D	Palakad	Coordinator, IGNOU spl study centre (m) Ideal training college Karumanamkurussi Cherpulassery palakad Cochin, Kerala
72	Cochin	14157	Kochi	Coordinator, IGNOU spl study centre R.M.A.S 3rd floor gceda shoppin complex Marine drive Kochi, Kerala-682031
73	Darbhangha	0504	Muzaffarpur	Coordinator, IGNOU study centre Bra bihar university Library campus Muzaffarpur Bihar-842001
74	Darbhangha	0557	Madhubani	Coordinator, IGNOU study centre Ramkrishna college Madhubani Bihar-847211
75	Dehradun	2711	Haldwani	Coordinator, IGNOU study centre Mb government pg college Haldwani Uttranchal-263141

### ADDRESSES OF STUDY CENTRES – *Contd.*

SL. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
76	Dehradun	3702	Saharanpur	Coordinator, IGNOU study centre Maharaj singh college Saharanpur Uttar pradesh-247001
77	Dehradun	2705	Dehradun	Coordinator, IGNOU study centre D.a.v. pg college D a v college road Dehradun Uttranchal-248001
78	Dehradun	27140	Bijnor	Coordinator, IGNOU study centre Rani bhagyawati devi Mahila mahavidalya Bijnor Uttar pradesh-800010
79	Delhi 1	0747	Delhi	Coordinator, IGNOU study centre Alliance educare & res pvt ltd C/o laxman public school Hauz khaz enclave, hauz khaz New delhi Delhi-110016
80	Delhi 1	07140P	Faridabad	Coordinator, IGNOU prog study centre National academy of customs Excise & narcotics (nacen) Nacen complex sector 29 Faridabad Haryana-121008
81	Delhi 1	07103	Delhi	Coordinator, IGNOU study centre College of vocational studies Sheikh sarai, phase ii New delhi Delhi-110017
82	Delhi 1	0706	Delhi	Coordinator, IGNOU study centre Sch of aviation science & tech Delhi flying club limited Safdarjung airport New delhi Delhi-110003
83	Delhi 1	07171	Ballabhgarh	Coordinator, IGNOU study centre Balaji college of education Adarsh nagar Ballabhgarh, Faridabad Haryana-121004

### ADDRESSES OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
84	Delhi 2	0769	Delhi	Coordinator, IGNOU study centre Shyam lal college G.t. road Shahdara, Delhi Delhi-110032
85	Delhi 2	0729	Delhi	Cordinator, IGNOU study centre Swami shradhanand college Alipur, New delhi Delhi-110036
86	Delhi 2	0718	Delhi	Coordinator, IGNOU study centre Bhim rao ambedkar college Fc-vii, wazirabad road Loni road, yamuna vihar New delhi Delhi-110053
87	Delhi 2	0708	Delhi	Coordinator, IGNOU study centre Research foundation edn centre Shiksha bhawan csc-5, sector 9 Rohini New delhi Delhi-110085
88	Delhi 2	07111	Delhi	Coordinator, IGNOU study centre Dot com academia n r convent School premises nangloi Nilothe main nangloi Najafgarh Road New Delhi-110041
89	Delhi 2	0731	Delhi	Coordinator, IGNOU study centre Pc training institute Pcti house, uu-11 North pitampura New delhi Delhi-110034
90	Delhi 2	0784	Rohini	Coordinator, IGNOU study centre Bitcom services (p) ltd. Plot not 366,3rd floor Kohat enclave, Delhi Delhi-110034
91	Delhi 2	07107	Delhi	Coordinator, IGNOU study centre Maharaja agrasen college Vasundara enclave Near chilla sports complex Delhi Delhi-110096

### ADDRESSES OF STUDY CENTRES – *Contd.*

SL. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
92	Delhi 2	29010	Delhi	Coordinator, IGNOU study centre Tecnia institue 5 psp Madhuban chowk rohini Delhi-110085
93	Deoghar	0503	Dhanbad	Coordinator, IGNOU study centre P.k. roy memorial college Seraidhela, Dhanbad Jharkhand-826001
94	Deoghar	0507	Bokaro	Coordinator, IGNOU study centre Edn. & research trust (nipm) New admn. Building iii/b School bokaro steel city Bokaro Jharkhand-827006
95	Guwahati	0448	Dt. Karbi anglong	Coordinator, IGNOU study centre Diphu govt.college Distt. Karbi anglong Assam-782462
96	Guwahati	0455	Guwahati	Coordinator, IGNOU study centre Darrang college Tezpur district sonitpur Assam-784001
97	Guwahati	0403	Tinsukia	Coordinator, IGNOU study centre Women's college Durgabari po Tinsukia Assam-786125
98	Guwahati	0413	North lakhimpur	Coordinator, IGNOU study centre Lakhimpur commerce college North lakhimpur Assam-787001
99	Guwahati	0402	Dergaon	Coordinator, IGNOU study centre D.k.d. college Dergaon Assam-785614
100	Guwahati	0404	Bongaigaon	Coordinator, IGNOU study centre Birjhora mahavidyalaya Bongaigaon Assam-783380

### ADDRESSES OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
101	Guwahati	0410	Jorhat	Coordinator, IGNOU study centre C.k.b. commerce college Jorhat Assam-785001
102	Guwahati	0401	Guwahati	Coordinator, IGNOU study centre Guwahati university Guwahati Assam-781014
103	Guwahati	0407	Dibrugarh	Coordinator, IGNOU study centre Dibrugarh university Dept. of applied geology Dibrugarh Assam-786004
104	Hyderabad	0155	Hyderabad	Coordinator, IGNOU study centre Indira priyadarshini govt. Degree college for women Nampally, Hyderabad Andhra pradesh
105	Hyderabad	0105	Warangal	Coordinator, IGNOU study centre Lal bahadur college Warangal Andhra pradesh-506007
106	Hyderabad	0106	Anantapur	Coordinator, IGNOU study centre Shri saibaba nat. Degree coll. Anantapur Andhra pradesh-515001
107	Hyderabad	0179	Karimnagar	Coordinator, IGNOU study centre Vivekananda degree & pg college Jagityal road Karimnagar Andhra pradesh-505001
108	Hyderabad	0157	Hyderabad	Coordinator, IGNOU study centre S.d. signodia college of arts & commerce & pg centre 21-2-723/21, rikab ganj Hyderabad Andhra pradesh-500002
109	Hyderabad	0101	Hyderabad	Coordinator, IGNOU study centre Pmr degree college Chintalakunta check post L.b. nagar, Hyderabad Andhra pradesh-500074

### ADDRESSES OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
110	Hyderabad	01131	Hyderabad	Coordinator, IGNOU study centre Aurora's business school 6-3-456/18 & 19 Dwarakpuri colony near nims Punjagutta, hyderabad Andhra pradesh-500082
111	Imphal	1701	Imphal	Coordinator, IGNOU study centre Manipur university University campus Canchipur, Imphal Manipur-795003
112	Itanagar	0301	Itanagar	Coordinator, IGNOU study centre D.n.government colleg itanagar Itanagar Arunachal pradesh-791113
113	Jabalpur	1502	Jabalpur	Coordinator, IGNOU study centre Rani durgawati university Jabalpur Madhya pradesh-482001
114	Jabalpur	1561D	Katni	Coordinator, IGNOU spl. Study centre -ra Govt. Tilak pg college Shadol road Katni, Madhya pradesh
115	Jabalpur	41017D	Singrauli	Coordinator, IGNOU spl study centre Singrauli ist of tec edu(site) Circuit house road Singrauli Madhya pradesh-486889
116	Jaipur	2328D	Nawalgarh	Coordinator, IGNOU spl. Study centre-ra Seth g.b. podar college Rambilas podar road Nawalgarh Rajasthan-333042
117	Jaipur	2310	Sriganganagar	Coordinator, IGNOU study centre Md p.g. college Sriganga nagar Rajasthan-335001
118	Jaipur	2322D	Hanumangarh	Coordinator, IGNOU spl. Study centre-ra Nehru memorial law college Hanumangarh town Hanumangarh Rajasthan-335513

### ADDRESSES OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
119	Jaipur	2306	Ajmer	Coordinator, IGNOU study centre Govt college Ajmer Rajasthan-305001
120	Jaipur	2303	Kota	Coordinator, IGNOU study centre Kota engineering college Rawat bhata road Kota Rajasthan-324010
121	Jaipur	2370	Pratapgarh	Coordinator, IGNOU study centre Govt pg college Dist pratapgarh Rajasthan
122	Jaipur	2320D	Jaipur	Coordinator, IGNOU spl study centre-ra India int. Instt. of mgt. Sector-12, mahaveer marg Mansarovar Jaipur Rajasthan-302020
123	Jaipur	2385	Dholpur	Coordinator, IGNOU study centre Govt p.g.college Dholpur Rajasthan
124	Jammu	1207	Rajouri	Coordinator, IGNOU study centre Government degree college Rajouri J & K-185131
125	Jammu	1206	Kathua	Coordinator, IGNOU study centre Government degree college Department of geography Kathua J & k
126	Jammu	1201	Jammu	Coordinator, IGNOU study centre University of jammu, Jammu tawi J & k-180001
127	Jammu	1208	Poonch	Coordinator, IGNOU study centre Government degree college Poonch J & k
128	Jodhpur	2321D	Jodhpur	Coordinator IGNOU spl study centre-w Ab memorial secondary school E-43, shastri nagar, Jodhpur Rajasthan-342003

### ADDRESSES OF STUDY CENTRES – *Contd.*

SL. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
129	Jodhpur	2305	Bikaner	Coordinator, IGNOU study centre Bjs rampuria jain college J n vyas nagar Bikaner Rajasthan-334003
130	Jodhpur	2302	Udaipur	Coordinator, IGNOU study centre Vidya bhawan rural institute Badgaon road Udaipur Rajasthan-313004
131	Jodhpur	2304	Jodhpur	Coordinator, IGNOU study centre Onkarmal somani college of com Jodhpur Rajasthan-342008
132	Karnal	1009	Hissar	Coordinator, IGNOU study centre Government p.g. college Hissar Haryana-125001
133	Karnal	1008	Karnal	Coordinator, IGNOU study centre Government p.g. college Arts block, room no. 28-29 Sector - 14, urban estate Karnal Haryana-132001
134	Karnal	1005	Rohtak	Coordinator, IGNOU study centre Chotu ram college of education Rohtak Haryana-124001
135	Karnal	1002	Sonepat	Coordinator, IGNOU study centre Hindu college Sonepat Haryana-131001
136	Karnal	1014	Sirsa	Coordinator, IGNOU study centre Govt. P.g. National college Sirsa Haryana-125055
137	Karnal	1059	Panipat	Coordinator, IGNOU study centre I b post graduate college G t raod Panipat Haryana-132103

### ADDRESSES OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
138	Khanna	2223	Nava shahr	Coordinator, IGNOU study centre Sikh national college Charan kanwal, banga Nawashahr Dt.nawasharh Punjab-144505
139	Khanna	2225	Mansa	Coordinator, IGNOU study centre Nehru memorial govt. College Mansa, Dt. Mansa Punjab-151505
140	Khanna	2206	Ludhiana	Coordinator, IGNOU study centre Guru nanak girls college Model town Ludhiana Punjab-141008
141	Khanna	2205	Amritsar	Coordinator, IGNOU study centre Dav college of education Amritsar Punjab-143001
142	Khanna	2204	Bhatinda	Coordinator, IGNOU study centre Mgdav college Bhilwada road, Bhatinda Punjab-151001
143	Kohima	2030	Dimapur	Coordinator, IGNOU study centre Unity college Near nagaland university Residential campus, Dimapur Nagaland-797112
144	Kolkata	2840D	Howrah	Coordinator, IGNOU spl. Study centre-w Shree jain vidyalaya 25/1, bon behari bose road Howrah West bengal-711101
145	Kolkata	2825D	Bankura	Coordinator, IGNOU spl study centre-ra Ramananda college Bishnupur Bankura West bengal
146	Kolkata	2813	Midnapore	Coordinator, IGNOU study centre Midnapur college Midnapur West bengal-721101

### ADDRESSES OF STUDY CENTRES – *Contd.*

SL. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
147	Kolkata	2807	Purulia	Coordinator, IGNOU study centre Jagannath kishore college Ketika, Purulia West bengal-723101
148	Kolkata	2817	Arambagh	Coordinator, IGNOU study centre Netaji mahavidyalaya Arambagh p.o. Hooghly West bengal-712601
149	Kolkata	2862D	Kolkata	Coordinator, IGNOU spl. Study centre Savitri girls' college 13, muktaram babu street Kolkata West bengal-700007
150	Kolkata	2801	Kolkata	Coordinator, IGNOU study centre Ishwar chandra pathabhavan 299 acharya prafula chandra rd Kolkata West bengal-700009
151	Kolkata	2814	Kolkata	Coordinator, IGNOU study centre Dinabandhu andrews college Garia p.o., Kolkata West bengal-700084
152	Kolkata	2803	Kanchrapara	Coordinator, IGNOU study centre Railway technical school Kanchrapara 24 parganas (n) West bengal-743145
153	Kolkata	2804	Kolkata	Coordinator, IGNOU study centre Aswini datta memorial college 94/2, park circus Kolkata West bengal-700017
154	Kolkata	2864	West medinapur	Coordinator, IGNOU study centre Belda college Dist. Paschim medinipur West bengal-721424
155	Kolkata	2802	Kolkata	Coordinator, IGNOU study centre St. Xavier's college 30 park street Kolkata West bengal-700016

### ADDRESSES OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
156	Kolkata	2842	Kolkata	Coordinator, IGNOU study centre Bhairab ganguly college Degree college road Belgharia, Kolkata West bengal-700056
157	Koraput	44004P	Bastar	Coordinator, IGNOU prog study centre Christ college Jagdalpur, Distt bastar Chhattisgarh-494001
158	Koraput	44018W	Rayagada	Coordinator, IGNOU community college (cllc) Green vally community college At/po penta via jay kay pur Dist rayagada Orissa-765017
159	Lucknow	2747	Raibareli	Coordinator, IGNOU study centre Feroze gandhi college Raebareilly Uttar pradesh-229001
160	Lucknow	2793	Ayodhya	Coordinator, IGNOU study centre K.s. saket p.g. college Ayodhya Faizabad Uttar pradesh-224123
161	Lucknow	2724	Manakapur	Coordinator, IGNOU study centre India telephones india ltd. E.s.s. project Manakapur Uttar pradesh-271308
162	Lucknow	2704	Bareilly	Coordinator, IGNOU study centre Bareilly college P o box no 15 Bareilly Uttar pradesh-243005
163	Lucknow	2712	Jhansi	Coordinator, IGNOU study centre Bipin bihari pg college Jhansi Uttar pradesh-284001
164	Lucknow	2703	Allahabad	Coordinator, IGNOU study centre Allahabad degree college 15, kyadganj Allahabad Uttar pradesh-211003

### ADDRESSES OF STUDY CENTRES – *Contd.*

SL. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
165	Lucknow	2701	Lucknow	Coordinator, IGNOU study centre Jai narain degree college Lucknow Uttar pradesh-226001
166	Lucknow	2706	Kanpur	Coordinator, IGNOU study centre P.p.n. college 96/12, mg marg Kanpur Uttar pradesh-208001
167	Lucknow	2742R	Raibareli	Coordinator, IGNOU recog. Study centre Ntpc limited Unchahar, Raibareli Uttar pradesh-229406
168	Lucknow	2720	Lucknow	Coordinator, IGNOU study centre Lucknow christian college Deptt. Of chemistry Lucknow Uttar pradesh-226018
169	Lucknow	2787R	Mirzapur	Coordinator, IGNOU study centre G.d. binani pg college Mirzapur Uttar pradesh
170	Lucknow	27195	Lucknow	Cordinator, IGNOU study centre National pg college 2 rana pratap marg Dist lucknow Uttar pradesh
171	Madurai	2586P	Papanasam	Cordinator, IGNOU study centre Thiruvalluvar college Papanasam Tamilnadu-627425
172	Madurai	2587P	Kovilpatti	Cordinator, IGNOU study centre G.venkataswamy naidu college Kovilpatti Tuticorin, Kovilpatti Tamilnadu-628502
173	Madurai	2589P	Karur	Cordinator, IGNOU study centre Kongu college of arts & sci D.c. nagar, Vannaimalai(post) Karur Tamilnadu-6

### ADDRESSES OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
174	Madurai	2588P	Usilampatti	Coordinator, IGNOU prog. Study centre Pasmpn mutrmlnga thevar colleg Usilampatti Tamilnadu-625532
175	Madurai	2507	Tuticorin	Coordinator, IGNOU study centre V.o.c. college Palayamkotai road Tuticorin Tamilnadu-628008
176	Madurai	2545	Thirunelveli	Coordinator, IGNOU study centre Sadakathullah appa college Rahmat nagar Thirunelveli Tamilnadu-627011
177	Madurai	2502	Coimbatore	Coordinator, IGNOU study centre G.r.d. college of arts & sci. Avanashi road Civil aerodrome post Coimbatore Tamilnadu-641014
178	Madurai	2504	Tiruchirapally	Coordinator, IGNOU study centre Bishop heber college P o box 615 Tiruchirapally Tamilnadu-620017
179	Madurai	2503	Madurai	Coordinator, IGNOU study centre Thiyagarajar college Post box no 107 139-140 kamarajar salai Madurai Tamilnadu-625002
180	Madurai	2590 P	Erode	Coordinator, IGNOU study centre Gobi arts & sci college Karattadipalayam Distt. Erode, Erode Tamilnadu-739453
181	Madurai	43019	Erode	Coordinator, IGNOU study centre Sri vasavi college Erode Post vasavi college Erode Tamilnadu-638316

### ADDRESSES OF STUDY CENTRES – *Contd.*

SL. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
182	Madurai	43071	Perungudi	Coordinator, IGNOU study centre Saraswathi narayanan college Perungudi Near airport Perungudi-625022
183	Mumbai	1603	Mumbai	Coordinator, IGNOU study centre Sathaye college Dixit road Vile parle (e), Mumbai Maharashtra-400057
184	Mumbai	1615 R	Tarapur	Coordinator, IGNOU recog. Study centre Shri g.a. lokseva nidhi P/17, midc, Tarapur Maharashtra-401506
185	Mumbai	1601	Mumbai	Coordinator, IGNOU study centre Kjs college of education t & r Vidyanagar, vidya vihar Ghatkopar (e), Mumbai Maharashtra-400077
186	Mumbai	1604	Mumbai	Coordinator, IGNOU study centre Ket's vg vaze college Mithagar road Miland (e), Mumbai Maharashtra-400081
187	Nagpur	1609	Amravati	Coordinator, IGNOU study centre Amravati university Tapovan campus Amravati Maharashtra-444602
188	Nagpur	1614	Chandrapur	Coordinator, IGNOU study centre Chandrapur engineering college Babupeth, Chandrapur Maharashtra-442403
189	Nagpur	1607	Nagpur	Coordinator, IGNOU study centre Nagpur university Guru nanak bhawan, Nagpur Maharashtra-440001
190	Nagpur	36029	Nagpur	Coordinator, IGNOU study centre Dr panjabrao deshmukh inst. Of Management tech.& resh(pdintr) Dhanwaate national college Congress nagar nagpur Maharashtra-400012

### ADDRESSES OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
191	Nagpur	36039	Nagpur	Coordinatorm IGNOU study centre Smt kaushlyadevi maheshwari Mahila mahavidyalaya 85 hiwari layout Nagpur Maharashtra-440008
192	Noida	2707	Modi nagar	Coordinator, IGNOU study centre M.m.p.g. college Modi nagar, Ghaziabad Uttar pradesh-201204
193	Noida	2718	Ghaziabad	Coordinator, IGNOU study centre M.m.h. college Ghaziabad Uttar pradesh-201001
194	Noida	2728	Meerut	Coordinator, IGNOU study centre Meerut college Meerut Uttar pradesh-250001
195	Noida	2730 R	Ghaziabad	Coordinator, IGNOU recog. Study centre N.t.p.c. Vidyut nagar Gautam budh nagar Ghaziabad Uttar pradesh-201001
196	Noida	2739	Noida	Coordinator, IGNOU study centre Government p.g. college Sector - 39, Noida Uttar pradesh-201303
197	Noida	2799	Meerut	Coordinator, IGNOU study centre D.n. post graduate college Meerut Uttar pradesh-250005
198	Noida	39010	Meerut	Coordinator, IGNOU study centre Nanakchand anglo sanskrit College (nasc) E k raod, Distt meerut Uttar pradesh
199	Panaji	1308	Belgaum	Coordinator, IGNOU study centre R.p.d. college Tilak wadi Belgaum Karnataka-590006

### ADDRESSES OF STUDY CENTRES – *Contd.*

SL. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
200	Panaji	1339	Chikodi	Coordinator, IGNOU study centre Basavaprabhu kore college For arts, science & commerce Chikodi District belgaum Karnataka-591201
201	Panaji	1303	Dharwad	Coordinator, IGNOU study centre J.s.s. college Vidyagiri, Dharwad Karnataka-580004
202	Panaji	0801	Comba	Coordinator, IGNOU study centre Sh. Damodar coll. Of com & eco P.b. no. 347, Tansor, comba Goa-margaon Goa-403601
203	Panaji	1312	Karwar	Coordinator, IGNOU study centre Bgvs arts, commerce & sci coll Sadashivgad Karwar Karnataka-581301
204	Panaji	08017	Honavar	Coordinator, IGNOU study centre Sdm degree college of arts & Sci. Commerce & business admn. Prabhat nagar Honavar Karnataka-581334
205	Panaji	08020	Sindhudurg	Coordinator, IGNOU study centre Deshbhatk shankarrao gavankar College of commerce Rameshwar plaza nr moti talao Sindhudurg distt savantwadi Maharashtra-416510
206	Panaji	08026	Goa	Coordinator, IGNOU study centre Fr.agnel college of arts&comm. Taluka (tiswaadi) Dist north goa) pilliar Goa-403203
207	Patna	0501	Patna	Coordinator, IGNOU study centre Vanijya mahavidyalaya Patna college campus Patna Bihar-800005

### ADDRESSES OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
208	Patna	0556	Rohtas	Coordinator, IGNOU study centre S p jain college Sasaram, Rohtas dist Patna-821115
209	Patna	0573	Biharsharif	Coordinator, IGNOU study centre Nalanda college Biharsharif, Nalanda Bihar-803101
210	Patna	0511	Gaya	Coordinator, IGNOU study centre Gaya college Gaya Bihar-823001
211	Port blair	0208	Mayabunder	Coordinator, IGNOU study centre M g govt college Karmatang Mayabunder North andaman Andaman & nicobar islands-744204
212	Pune	1610	Aurangabad	Coordinator, IGNOU study centre Vivekanand arts & sds com. Col Samrat nagar Aurangabad Maharashtra-431001
213	Pune	1608	Nasik	Coordinator, IGNOU study centre Kthm college Gangapur road Shivaji nagar, Nasik Maharashtra-422002
214	Pune	1606	Kolhapur	Coordinator, IGNOU study centre C.s. central inst of business Economics & research University road, Kolhapur Maharashtra-416004
215	Pune	1605	Satara	Coordinator, IGNOU study centre D.g. degree coll. Of commerce Lecturer in economics, Satara Maharashtra-415001
216	Pune	1611	Jalgaon	Coordinator IGNOU study centre North maharashtra university Block no. 125, admn. Bldg. P.b. no. 80, Jalgaon Maharashtra-425001

### ADDRESSES OF STUDY CENTRES – *Contd.*

SL. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
217	Pune	1602	Pune	Coordinator, IGNOU study centre Symbiosis internatl. Cul & cen Senapati bapat road Pune Maharashtra-411004
218	Pune	1639 R	Beed	Coordinator, IGNOU study centre Marthwda shkshn prsrk mandal b Balbhim arts,sci & comm.colleg Distt. Beed, Beed Maharashtra-431122
219	Pune	16134	Nigdi pradhikaran	Coordinator, IGNOU study centre Sb patil instt of management Akurdi Nigdi pradhikaran Pune-411044
220	Raghunathganj	2820 D	Murshidabad	Coordinator, IGNOU spl study centre-ra Rdk college of commerce Jiaganj, Murshidabad West bengal-742123
221	Raghunathganj	2815	Suri	Coordinator, IGNOU study centre Satyananda vidyarthee bhawan Suri p.o., Birbhum West bengal-731101
222	Raipur	1505	Bilaspur	Coordinator, IGNOU study centre Govt e raghavendra rao P g college Seepat road, Bilaspur Chhattisgarh-495001
223	Raipur	1503	Durg	Coordinator, IGNOU study centre Govt. Arts & sci. College Durg Chhattisgarh-491002
224	Raipur	1517 R	Korba	Coordinator, IGNOU recog. Study centre N.t.p.c. training centre Employee development centre Jamnipali po Korba Chhattisgarh-495450
225	Rajkot	0923	Adipur	Coordinator, IGNOU study centre Tolani commerce college P.b. n. 27 (kutch) Adipur Gujarat-370205

### ADDRESSES OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
226	Ranchi	0502	Jamshedpur	Coordinator, IGNOU study centre Jamshedpur cooperative college Jamshedpur Jharkhand
227	Ranchi	0514 R	Ranchi	Coordinator, IGNOU recog. Study centre Indian instt. Of coal mgt. Kanke, Ranchi Jharkhand-834006
228	Ranchi	32019	Ranchi	Coordinator, IGNOU study centre Gossner college G.e.l church compound Club road, Ranchi Jharkhand-834001
229	Saharsa	0560 B	Madhepura	Coordinator, IGNOU study centre T.p. college Madhepura Bihar
230	Saharsa	0564 B	Kishanganj	Coordinator, IGNOU study centre Marwari college Kishanganj Bihar
231	Saharsa	0558 B	Khagaria	Coordinator IGNOU study centre Koshi college Khagaria Bihar 851205
232	Shillong	1801	Shillong	Coordinator, IGNOU study centre North eastern hill university Bijni complex Laitumkhrach Shillong Meghalaya-793003
233	Shimla	1113	Bilaspur	Coordinator, IGNOU study centre Govt. P.g. college Bilaspur Himachal pradesh-174001
234	Shimla	1105	Dharamshala	Coordinator, IGNOU study centre Government degree college Dept. Of chemistry Dharamshala Himachal pradesh-177005

### ADDRESSES OF STUDY CENTRES – *Contd.*

Sl. No.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
235	Shimla	1106	Chamba	Coordinator, IGNOU study centre Government degree college Chamba Himachal pradesh-176310
236	Shimla	1109	Una	Coordinator, IGNOU study centre Government pg college Una Himachal pradesh-174303
237	Shimla	1108	Nahan	Coordinator, IGNOU study centre Government degree college Nahan Himachal pradesh-173001
238	Shimla	1103	Solan	Coordinator, IGNOU study centre Government degree college Solan Himachal pradesh-173212
239	Shimla	1104	Hamirpur	Coordinator, IGNOU study centre Government degree college Hamirpur Himachal pradesh-177005
240	Shimla	1102	Mandi	Coordinator, IGNOU study centre Government p.g. college Mandi Himachal pradesh-175001
241	Shimla	1114 P	Shimla	Coordinator, IGNOU prog. Study centre H.p. university Academic staff college, iv flr Library bld, summer hill Shimla Himachal pradesh-171005
242	Siliguri	2821	Jalpaiguri	Coordinator, IGNOU study centre St. James high school Binnaguri PO, Jalpaiguri West bengal-735203
243	Siliguri	2811	Darjeeling	Coordinator, IGNOU study centre Darjeeling government college Darjeeling West bengal-734101
244	Siliguri	2805	Siliguri	Coordinator, IGNOU study centre Adarsh mahavidyalaya Sevoke road, Siliguri West bengal-734401

### ADDRESSES OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
245	Siliguri	2846	Balurghat	Coordinator, IGNOU study centre Balurghat college Po balurghat Dist.: dakshin dinajpur West bengal-733101
246	Siliguri	45013 D	Siliguri	Coordinator, IGNOU spl study centre (ra) Salesian college Don bosco road Post box no 73, Siliguri West bengal-734001
247	Siliguri	45015	Rajganj	Coordinator, IGNOU study centre Northbengal st.xaviers college Post box no 1 Po rajganj, Dist jalpaiguri West bengal-735134
248	Srinagar	1209	Srinagar	Coordinator, IGNOU study centre Shri pratap singh college Maulana azad road Sri nagar J & k-190001
249	Srinagar	1236	Baramulla	Coordinator, IGNOU study centre Govt. Degree college (boys) Khojabagh Tehsil baramulla, Baramulla J & k-193101
250	Trivandrum	1441 P	Nalanchira	Coordinator, IGNOU prog. Study cetnre M.s. inst of adv studies Marivanios college campus Nalanchira, District trivandrum Kerala-695015
251	Trivandrum	2511	Nagercoil	Coordinator, IGNOU study centre S.t. hindu college Nagercoil Tamilnadu-629002
252	Trivandrum	1473	Trivandrum	Coordinator, IGNOU study centre Biar, Samskrithi bhawan gpo lane Thiruvananthapuram Kerala-695001
253	Trivandrum	1464	Trivandrum	Coordinator, IGNOU study centre C achyutha menon study centre & library Poojappura Thiruvananthapuram Kerala-695012

### ADDRESSES OF STUDY CENTRES – *Contd.*

SL. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
254	Varanasi	2723 R	Azamgarh	Coordinator, IGNOU recog. Study centre Children college A i c c e d s C/o children college Azamgarh Uttar pradesh-276001
255	Varanasi	2708	Varanasi	Coordinator, IGNOU study centre Udai pratap pg college Varanasi Uttar pradesh-221002
256	Varanasi	2709	Gorakhpur	Coordinator, IGNOU study centre Gorakhpur university Department of physics Gorakhpur Uttar pradesh-273009
257	Varanasi	2722 R	Shaktinagar	Coordinator, IGNOU recog. Study centre N.T.P.C. Shaktinagar Uttar pradesh-231222
258	Varanasi	2745	Jaunpur	Coordinator, IGNOU study centre Vbs purvanchal university Shahganj road, Jaunpur Uttar pradesh-222002
259	Varanasi	2716	Ballia	Coordinator, IGNOU study centre S.c. college Ballia Uttar pradesh-277001
260	Varanasi	27125 D	Gorakhpur	Coordinator, IGNOU spl study centre (m) St.josephs college for women Civil lines university po Gorakhpur Uttar pradesh-273009
261	Varanasi	27109	Varanasi	Coordinator, IGNOU study centre Banaras hindu university Varanasi Uttar pradesh-221005
262	Varanasi	2778	Mirzapur	Coordinator, IGNOU study centre Binani pg college Mirzapur Uttar pradesh

### ADDRESSES OF STUDY CENTRES – *Contd.*

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
263	Varanasi	48017	Jaunpur	Coordinator, IGNOU study centre Tilak dhari college Jaunpur Uttar pradesh-222002
264	Varanasi	48022	Varanasi	Coordinator, IGNOU study centre Arya mahila pg college Chetganj, Varanasi Uttar pradesh-221001
265	Varanasi	48026	Mugalsarai	Coordinator, IGNOU study centre Lal bahadur shastri pg college Mugalsarai Chandauli Uttar pradesh-232101
266	Vatakara	1485	Nirmalagiri	Coordinator, IGNOU study centre Irish Po nirmalagiri Dist kannur Kerala-670701
267	Vatakara	1403	Calicut	Coordinator, IGNOU study centre Jdt islam, Mari kunnu p.o. Calicut, Kerala-673012
268	Vijayawada	0103	Vijayawada	Coordinator, IGNOU study centre Kbn college Kothapeta, Vijayawada Andhra pradesh-520001
269	Vijayawada	0102	Nellore	Coordinator, IGNOU study centre V.r. college, Nellore Andhra pradesh-524001
270	Vijayawada	0104	Guntur	Coordinator, IGNOU study centre Tjps college Ring road, Guntur Andhra pradesh-522006
271	Vijayawada	33022	Kandukur (prakasam)	Coordinator, IGNOU study centre Trr govt degree college Kandukur Prakasam dist. Andhra pradesh
272	Visakhapatnam	0148	Khammam	Coordinator, IGNOU study centre Kavitha memorial deg. College N.s.t. road, Khamman Andhra pradesh-507002

**ADDRESSES OF STUDY CENTRES – Contd.**

<b>SL. NO.</b>	<b>REGIONAL CENTRE</b>	<b>CODE OF STUDY CENTRE</b>	<b>PLACE OF STUDY CENTRE</b>	<b>NAME &amp; ADDRESS OF THE IGNOU STUDY CENTRE</b>
273	Visakhapatnam	0109	Visakhapatnam	Coordinator, IGNOU study centre Dr. L. Bullaya college Visakhapatnam Andhra pradesh-530013
274	Visakhapatnam	0110	Kakinada	Coordinator, IGNOU study centre Ideal college of arts & sci. Kakinada Andhra pradesh-533004
275	Visakhapatnam	33018	Vizianagaram	Coordinator, IGNOU study centre Maharajah's pg college Vizianagaram Andhra pradesh

## BANKS DESIGNATED TO COLLECT THE FEE IN CASH FROM IGNOU STUDENTS

### A) INDIAN BANK

1.	106 & 107 Aurobindo Place, Hauz Khas, <b>New Delhi</b> -110016 Ph: 011-26963543, 26563973	12.	288, M.G. Road <b>Pondicherry</b> -605001 Ph: 0413-336403, 221299
2.	G-27, DDA Community Centre, Near Sonia Cinema, Vikas Puri <b>New Delhi</b> -110018 Ph: 011-2597250	13.	P.B. No. 275, Mission Road, Bhadra <b>Ahmedabad</b> -380001 Ph: 0795506641, 5506583
3.	13/36, Arya Samaj Road, Karol Bagh, <b>New Delhi</b> -110007 Ph: 011-25721486, 25739821	14.	Mirza Ismail Road <b>Jaipur</b> , Rajasthan-302001 Ph: 0141-2366603, 2368204
4.	D-1/1, Rana Partap Bagh <b>New Delhi</b> -110007 Ph: 011-27002540, 27231401	15.	SCO 38-39, Madhya Marg Sector-7-C <b>Chandigarh</b> -160019 Ph: 0171-793225
5.	33, Partap Nagar Mayur Vihar, Phase-I <b>New Delhi</b> -110092 Ph: 011-22250845, 22257391	16.	11/12, Madhav Nagar S.V. Road, Andheri (West) <b>Mumbai</b> , Maharashtra-400058 Ph: 022-26205900, 26205800
6.	41-42, First Main Road Gandhi Nagar, Adyar <b>Chennai</b> -600020 Ph: 044-24912616, 24413430	17.	S.S. Road, Lakhotia <b>Guwahati</b> , Kamrup Distt., Assam-781001 Ph: 0361-2540529, 2548805
7.	3-6-943/2A, Ist Floor, Narayanguda <b>Hyderabad</b> Andhra Pradesh-500029 Ph: 040-23224575, 23225373	18.	1-2, Ashok Marg <b>Lucknow</b> , Uttar Pradesh-462001 Ph: 0522-280496, 280098
8.	495, Mantri Heights Shaniwar Peth <b>Pune</b> , Maharashtra-411030 Ph: 020-24452673, 24450907	19.	473, Hamidia Road <b>Bhopal</b> , Madhya Pradesh-462001 Ph: 0755-2730045
9.	P.B. No. 627 Jhauganj <b>Patna City</b> , Bihar-800008 Ph: 0612-642480	20.	17, The Mall <b>Shimla</b> Himachal Pradesh-171001 Ph: 2658133
10.	Guru Tegh Bahadur Market G.T. Road <b>Karnal</b> , Haryana-132001 Ph: 0184-2272139	21.	P.B. No. 717 3/1, R.N. Mukherjee Road Shree Ram Chambers <b>Kolkata</b> , West Bengal-700001 Ph: 033-2482597, 2484325
11.	P.B. No. 45, Indian Bank Towers M.G. Road <b>Thiruvanthapuram</b> Kerala-695001 Ph: 0471-461058, 471378	22.	32, Janpath, Ashok Nagar, Unit-II <b>Bhubneshwar</b> , Khurda Distt. Orissa-751009 Ph: 0674-2531645
		23.	P.B. No. 9725, 10 Kempe Gowda Road <b>Bangalore</b> -560009 Ph: 080-2263162, 2263163, 2263164

## B) IDBI BANK

1.	Lal Bungalow Off. C.G. Road <b>Ahmedabad-380006</b> Ph: 079-6431902/1296	12.	59/4, Rajpur Road <b>Dehradun-248001</b> Uttranchal Ph: 0135-744477/741225-27	23.	IFCI Tower, 61, Nehru Place P.B. No. 4499 <b>New Delhi-110019</b> Ph: 011-6231169/3415
2.	23-25, Rudra Square Nr. Judges Bungalow, Bodakdev <b>Ahmedabad-380015</b> Ph: 079-6872345, 68730024	13.	Mahavir House Basheerbagh Square <b>Hyderabad-500029</b> Ph: 040-3260000 3228517, 3222688	24.	Khasra No. 550 Vasant Kunj Road Mahipalpur, <b>New Delhi</b> Ph: 011-6787116-6787118
3.	Aishwarya Complex Yash Kunj Society Pradhat Chowk, Ghatlodia <b>Ahmedabad-380061</b> Ph: 079-7430337, 7430344	14.	Plot No.-9, Near L.V. Prasad Eye Hospital, J.R. House Road No. 2 Banjara Hills <b>Hyderabad-500034</b> Ph: 040-3548762/79/83	25.	Ground Floor SCO-99 Sector 16 <b>Faridabad</b> Ph: 0129-5225128/29, 5225027
4.	26/1 Sowbhagya Complex 24th Main, 5th Phase J.P. Nagar, Sarraiki Lake <b>Bangalore-560078</b> Ph: 080-6595111 6595777, 6595800	15.	D-24, Durlabh Niwas C-Scheme, <b>Jaipur</b> Ph: 0141-367929/30/379/955	26.	C-78, Raj Nagar District Centre Raj Nagar <b>Ghaziabad-201001</b> Ph: 01204753000, 4755408/09
5.	IDBI House 59, Mission Road <b>Bangalore-560027</b> Ph: 080-2279576/77/78/79	16.	Siddha Point, Ground Floor 101, Park Street <b>Kolkatta-700016</b> Ph: 033-2175040/5003/66/67	27.	Sikanderpur Branch Mehrauli-Gurgaon Road <b>Sikanderpur, Gurgaon-122002</b> Ph: 0124-6357449
6.	Plot No.-43, Opposite Rang Mahal New Market, T.T. Nagar <b>Bhopal-462003</b> Ph: 0755-577730/32	17.	Mookerjee House 17, Braboume Road <b>Kolkatta-700001</b> Ph: 033-2437964/65/66/67	28.	Kashi Palace Complex Dak Bungalow Road Opp. Heera Palace <b>Patna</b> Ph: 0612-204141
7.	IDBI House, Janpath, Unit-IX <b>Bhubaneshwar-751 022</b> Ph: 0674-541695	18.	15, Ashoka Marg <b>Lucknow-226001</b> Ph: 0522-287104/105/287259	29.	Dynaneshwar Paduka Chowk Fergusson College Road <b>Pune-411004</b> Ph: 020-5678585
8.	P.M. Towers 37, Greams Road <b>Chennai-600 006</b> Ph: 044-8292371/72/73/74	19.	1/6, Sirifort Institutional Area Khel Gaon Marg <b>New Delhi-110049</b> Ph: 011-6499681-85	30.	Plot No. 128, Ground Floor Blue Hills Avenue Kalyani Nagar Nagar Road, Yerawada <b>Pune-411006</b> Ph: 020-6612036/37/38
9.	Soan Building, 37 C.P. Ramaswamy Road, Alwarpet <b>Chennai-600018</b> Ph: 044-4661204/7	20.	Surya Kiran Building Ground Floor 19K.G. Marg <b>Delhi-110001</b> Ph: 011-3357800/01/02	31.	Rajas Apt, Plot No. 13 Abhimanshree Road Off Baner Road Aundh, <b>Pune-411007</b> Ph: 020-5893535-36
10.	Nelson Towers, New No.-51 Nelson Manickkam Road <b>Chennai-600029</b> Ph: 044-3745802-05	21.	J-13/17, Rajouri Garden <b>New Delhi-110027</b> Ph: 011-5911478/82/83	32.	Ranchi Place 5, Main Road <b>Ranchi-834001</b> Ph: 0651-315984 315971, 315980
11.	Near padma Theater M.G. Road <b>Cochin-682035</b> Ph: 0484-382519-21	22.	Plot No. 8, C.D. Block Local Shopping Centre Pitampura <b>Delhi-110034</b> Ph: 011-7314623 7312625, 7315629		

**IGNOU – ARMY RECOGNIZED REGIONAL CENTRE**  
**(For Army Personnel Only)**

SL. NO.	RC CODE	REGIONAL NAME	NAME & ADDRESS	OPERATIONAL AREA
1	52	CHANDIMANDIR	REGIONAL DIRECTOR IGNOU ARMY RECOG REG. CENTRE COL. EDUCATION, G S (EDUCATION) BRANCH HQ WESTERN COMMAND CHANDIMANDIR - 134107 HARYANA PH. OFF: 0172-2589355 (CIVIL) 2670 (MILITARY) FAX: 0172-28935 Email: iaeprc52@rediffmail.com	WESTERN COMMAND AREA
2	56	JAIPUR	REGIONAL DIRECTOR IGNOU ARMY RECOG REG. CENTRE EDUCATION BRANCH C/O 56 APO-908 546 JAIPUR RAJASTHAN PH. OFF: 0141-6640 (MILITARY) FAX: Email: swciaep@gmail.com	SOUTH WESTERN COMMAND
3	51	KOLKATA	REGIONAL DIRECTOR IGNOU NAVY RECOG REG. CENTRE COL. EDUCATION FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA-908 542 WEST BENGAL PH. OFF: 033-2222668 (CIVIL) 2670 (MILITARY) FAX: 033-2222668 Email: rc51army_cc@yahoo.co.in	EASTERN COMMAND AREA
4	53	LUCKNOW	REGIONAL DIRECTOR IGNOU ARMY RECOG REG. CENTRE IAEP HQ. CENTRAL COMMAND GS (EDN) LUCKNOW-908 554 UTTAR PRADESH PH. OFF: 0522-2482968 (CIVIL) 2670 (MILITARY) FAX: Email: iaepcc53@yahoo.co.in	CENTRAL COMMAND AREA
5	54	PUNE	REGIONAL DIRECTOR IGNOU ARMY RECOG REG. CENTRE COL. EDUCATION HQ. SOUTHERN COMMD HRDC-1 BEG & CENTRE PH. OFF: 020-26616592 (CIVIL) 3019 (MILITARY) FAX: 020-26102670 Email: armypunerc54@yahoo.com	SOUTHERN COMMAND AREA

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<b>SL. NO.</b>	<b>RC CODE</b>	<b>REGIONAL NAME</b>	<b>NAME &amp; ADDRESS</b>	<b>OPERATIONAL AREA</b>
6	55	UDHAMPUR	REGIONAL DIRECTOR IGNOU ARMY RECOG REG. CENTRE COL. EDUCATION, C/O 56APO HQ. NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR PH. OFF: 01992-242486 FAX: Email: iaeparmy55@rediffmail.com	WESTERN COMMAND AREA