

**STUDENT HANDBOOK AND PROSPECTUS
2012**

**POST GRADUATE DIPLOMA IN
FINANCIAL MARKETS PRACTICE**

Jointly Offered By



**SCHOOL OF MANAGEMENT STUDIES
INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

&

FINANCIAL TECHNOLOGIES KNOWLEDGE MANAGEMENT CO.

Price : Rs. 500/-
(Rs. 550/- by Post)

Contents

Page Nos.

● The University	5
● The Schools of Studies	5
● Academic Programmes	5
● Course Materials	6
● Credit System	6
● Student Support Services	6
● Post Graduate Diploma in Financial Markets Practice	8
● School of Management Studies	9
● Financial Technologies Knowledge Management Co.	9
● Programme Structure	10
● Admission and Eligibility	10
● Duration of the Programme	10
● Fee Structure	10
● Foreign Students	11
● Reservation	11
● Scholarships and Reimbursement of Fee	11
● Change of Region by Students	11
● Change/Correction of Address and Study Centre	11
● Incomplete and late Applications	12
● Re-Admission	12
● Evaluation	12
● Examination Reforms	13
● Schedule of Operations	14
● Faculty of Management Studies	15
● Appendix - 1 Name and Code of Programme, Eligibility, Fee and Last Date	16
● Appendix - 2 Regionwise List of Study Centres	17
● Appendix - 3 Regional Centres : Addresses and Codes	25
● Appendix - 4 List of State Codes	38
● Appendix - 5 Codes for Qualification, Sex, Category, Territory, Marital Status and Social Status	39

● Appendix - 6	
Modalities of Submission of Assignments and Appearing in Term-end Examinations	40
● Appendix - 7	
Course Components	46
● Appendix - 8	
Re-Admission Form	51
Requisition Form for Fresh Set of Assignments	53
Term-End Examination Form	55
Application Form for Improvement in Division/Class	57
Application Form for Early Declaration of Result of Term-end Examination	59
Form for Non-Receipt of Study Material/Assignments	60
Application Form for Issue of Migration Certificate	61
Form for Change/Correction of Address/Study Centre	63
Application Form for Re-evaluation of Answer Script	64
Application Form for Obtaining Duplicate Grade Card	65
● Appendix - 9	
Instructions for filling up the Application Form	66
Application Form for Admission to PG Diploma in Financial Markets Practice	67
● Appendix - 10	
Banks Designated to Collect the Fee in Cash from IGNOU Students	69
A) Indian Bank	
B) IDBI Bank	
Identity Card	
Acknowledgement Card	

Post Graduate Diploma in Financial Markets Practice

Student Handbook & Prospectus would be available at **all the Regional Centres** and at the **Head Quarters of IGNOU, New Delhi**.

- This Handbook & Prospectus is valid for the Admissions of January-June, 2012, July-December, 2012 semesters.
- Please send the **Application Form to The Regional Director of your Region**.
- **The last dates for submission of application form at the Regional Centres** are as follows:

For January-June 2012 Semester	–	30th November, 2011
For July-December 2012 Semester	–	31st May, 2012

THE UNIVERSITY

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

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

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

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

THE SCHOOLS OF STUDIES

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

- School of Agriculture
- School of Computer and Information Sciences
- School of Continuing Education
- School of Education
- School of Engineering & Technology
- School of Extension and Development Studies
- School of Foreign Languages
- School of Gender and Development Studies
- School of Health Sciences
- School of Humanities
- School of Interdisciplinary and Transdisciplinary Studies
- School of Journalism and New Media Studies
- School of Law
- School of Management Studies
- School of Performing and Visual Arts
- School of Sciences
- School of Social Sciences
- School of Social Work
- School of Tourism and Hospitality Service Sectoral Management
- School of Translation Studies and Training
- School of Vocational Education and Training

ACADEMIC PROGRAMMES

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

- Certification
- Improvement of skills

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

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

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

COURSE MATERIALS

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

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 pre-announced schedule. Print materials and audio/video tapes are available for a price. Interested persons/institutions may request for a catalogue from **The Registrar (MPDD), IGNOU, Maidan Garhi, New Delhi - 110 068.**

CREDIT SYSTEM

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

STUDENT SUPPORT SERVICES

IGNOU has established a number of study centres throughout the country. Study Centres provide counselling facilities at periodic intervals, act as information centres, and as examination centres. Currently about **61 study centres** provide counselling facilities for the Post Graduate Diploma in Financial Markets Practice Programme. Study Centres also have basic library of books for reference purposes. Each student is assigned to a study centre where he/she also submits tutor-marked assignments to the study centre coordinator. To coordinate the study centres, the University has established **56 Regional Centres** all over the country. List of Study Centres for this programme and the Regional Centres are given in **Appendix 2** and **Appendix 3** of this booklet respectively.

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

(i) About Admission, Fee receipt, Re-registration, Re-admission, Change of Study Centre, Bonafide Certificate, Counselling, Evaluation of Assignments, Change of Address, Change of Region	: Regional Director of your region (For Address and Telephone Numbers of the Regional Directors refer Appendix 3)	
(ii) Non-receipt of Study Material and Assignments	: Concerned Regional Director and Registrar, MPDD Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068	Ph.: 29538426
(iii) About Examination Centre, Exam Result, Grade Card, Improvement, Re-evaluation of Term-end Examinations, Project Report Result, Issuance of Diploma/Degree	: Registrar (SED) Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068	Ph.: 29538427, 29536743, Fax: 29538429
(iv) For Migration Certificate	: Regional Director alongwith the following documents : (i) Application Form (can be obtained from Regional Centres) (ii) Photocopy of Degree Certificate and/or Grade Card (iii) A fee of Rs. 300/- in the form of Demand Draft drawn in favour of IGNOU payable at the city where your Regional Centre is located	
(v) Subject Related Queries	: Director 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. Study material at www.mpdd@ignou.ac.in

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

DELIVERY SYSTEMS

The methodology of instruction in this University is different from that of the conventional Universities. The Open University System is more learner-oriented and the student is an active participant in the teaching-learning process. Most of the instructions are imparted through distance rather than face-to-face communication. The University follows a multimedia approach for instruction. It comprises :

- Print Material :** The printed material of the programme is supplied to the students in batches of blocks for every course (on an average of 5 blocks per course). A block which comes in the form of a booklet generally comprises 3 to 5 units.
- Audio-Visual Material Aids :** The learning package contains audio and video cassettes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the student. A video programme is normally of 25-30 minutes duration. The audio tapes are run and video cassettes are screened at the study centres during the hours of the counselling session. The video programmes in Management Studies are telecast on DD-I (Doordarshan) every Saturday at 6.00 a.m. Some of the selected stations of All India Radio also broadcast the audio programmes. Students can confirm the broadcast schedule for the programmes from their study centres. The information is also provided through the National Newspapers and IGNOU Newsletters sent to the student regularly.

- c) **Counselling Sessions** : Normally, counselling sessions are held as per a schedule drawn before hand by the Study Centre Coordinator. These are held on weekends, that is, Saturday and Sunday. There will be 6 counselling sessions of 2½ hours duration for each course in face-to-face mode, apart from telecounselling sessions at Gyan Darshan-II, as per pre-announced schedule.
- d) **Interactive Radio Counselling** : The University conducts live phone-in-programmes through various stations of All India Radio. Schedule of these phone-in-programmes would be available at study centres.

GYAN DARSHAN AND GYAN VANI EDUCATIONAL CHANNELS

Gyan Darshan

Gyan Darshan is a satellite-based educational TV channel which was started on 26th January, 2000. It carries not only the educational videos of IGNOU, but also those of other major educational organizations like the UGC, CIET-NCERT, NIOS, IITs, TTTIs and also developmental and cultural programmes intended for the public at large. Operating through a C-band transponder on INSAT 3C as a free-to-air channel on a round the clock basis, the channel has been upgraded as a completely digital one with effect from 26th January, 2003.

In its present digital configuration, the Gyan Darshan bouquet offers the following channels:

GD-1 : The main educational channel catering to all sectors of education.

GD-2 : Interactive channel consisting of live teleconferences, telecounselling sessions etc.

GD-3 : Technology education channel consisting of programmes pertaining to engineering topics. The programmes are sourced from various IITs.

GD-4 : The fourth channel in the bouquet of Gyan Darshan Channels, Vyas brings quality education to the students pursuing higher education.

Provision also exists for starting some more channels, planned to be dedicated to agriculture, vocational education and school education respectively.

The Gyan Darshan channels can be accessed through a local cable operator or through a dish antenna equipped for digital reception on C-band from INSAT 3C (downlink frequency: 4165 MHz. Symbol rate: 26000).

Gyan Vani

Conceived as a joint venture between MHRD and IGNOU, the Gyan Vani project comprises a network of 40 FM Educational Radio Stations located in different places across the country. Sixteen of these stations are already operational, viz., Allahabad, Bangalore, Bhopal, Chennai, Coimbatore, Jabalpur, Kolkata, Lucknow, Mumbai, Mysore, New Delhi, Raipur, Rajkot, Varanasi, Guwahati and Vishakhapatnam.

Each Gyan Vani radio station caters to a service area of around 60 km radius and can be received on normal FM radio sets. The programming mainly aims at local educational needs in the local language. The help of local educational institutions and educationists is sought in programme production. Live programmes with phone-in interactivity is a notable feature of Gyan Vani stations, which are particularly popular with the student population.

Interactive Radio Counselling

This is a phone-in programme which is conducted live across the country every sunday between 4 and 5 PM and is relayed by all AIR stations. Resource persons present in the studio explain the topic of the day after which a live question-answer session follows. Students from some select cities in the country can phone in by using a toll free number (16001-12345) and get their doubts cleared in real time. These phone-in counselling sessions are a boon to distance education students as they provide the much needed interactivity and human touch.

POST GRADUATE DIPLOMA IN FINANCIAL MARKETS PRACTICE

Objectives of the Programme

This programme is being offered by the School of Management Studies, Indira Gandhi National Open University in collaboration with the Financial Technologies Knowledge Management Co., Mumbai, with the following objectives:

- Inculcate among students, knowledge of financial markets and also impart skills required in the operations of the financial markets.
- Develop domain knowledge expertise in financial markets practice across different asset classes.
- Analyze inter-linkages of different asset classes including equity, currency, commodity and fixed income securities markets.
- Understand major regulatory framework in different asset class.
- Focus on fundamental factors impacting asset prices.

SCHOOL OF MANAGEMENT STUDIES

Starting its operation in 1987, with the launch of Diploma in Management as the pilot programme of the University, the School of Management Studies (SOMS) today offers ten programmes in Management and 13 programmes in Commerce. The Management Programme offered by the School currently consists of more than 60 Courses. Each of these courses is equal to 6 credits. In terms of the spread and enrolment, the IGNOU's Management Programmes represent one of the largest Management Programmes in the world.

Some of the features of these programmes are:

- Study material developed through the participation of eminent academics and professionals
- Semester System
- Regular counselling through face-to-face mode
- Radio phone-in facility from various stations of AIR throughout the country
- Telecasts on National network
- Amply supported Audio/Video inputs

Besides this PG Diploma Programme, the School of Management Studies offers the following other Management Programmes:

- Ph.D. in Management
- Master of Business Administration (MBA)
- Master of Business Administration (Banking & Finance)
- Diploma in Management (DIM)
- Postgraduate Diploma in Management (PGDIM)
- Postgraduate Diploma in Human Resource Management (PGDHRM)
- Postgraduate Diploma in Financial Management (PGDFM)
- Postgraduate Diploma in Operations Management (PGDOM)
- Postgraduate Diploma in Marketing Management (PGDMM)
- Postgraduate Diploma in Teaching and Research in Management (PGDTRM)
- Certificate in NGO Management
- Certificate in Enterprenurship (CIE)

FINANCIAL TECHNOLOGIES KNOWLEDGE MANAGEMENT CO.

Financial Technologies Knowledge Management Company (FTKMC), a constituent of the Financial Technologies Group, is a leading provider of knowledge solutions and skills in the financial sector. Knowledge for Markets is a major initiative of FTKMC, under which it conducts numerous activities in the realm of financial education and certification, consultancy, research and advisory, reports and studies covering various asset class markets, including equities, commodities, currencies, debt, banking and financial services, etc.

In addition to its own development initiatives, FTKMC derives its strength from its close access with the extensive ecosystem of institutions promoted by Financial Technologies, which include Multi Commodity Exchange of India Limited (MCD), India's No.1 commodity exchange; MCX Stock Exchange Limited (MCX-SX), India's new stock exchange that has leadership in trading in currency futures: National Spot

Exchange Limited (NSEL) for spot trading in agricultural commodities; Indian Energy Exchange Limited (IEX) for trading in electricity; National Bulk Handling Corporation Limited (NBHC) for warehousing; TickerPlant Infovending Limited for financial data distribution; Atom Technologies Limited for mobile payment solutions; and Credit Market Services Limited (CMSL) for designing best practices in credit markets. Its international ventures include Singapore Mercantile Exchange (SMX), Global Board of Trade (GBOT) in Mauritius, Dubai Gold and Commodities Exchange (DGCX), Bourse Africa in Botswana, and Bahrain Financial Exchange (BFX). These relationships give FTKMC a unique leverage and advantage in the realm of knowledge management.

A few major initiatives of FTKMC include financial education, training and certification; The Strategy Dialogue for dialogue and discussion on strategic issues concerning economy, banking, and finance; Financial Markets Review, an annual review on financial markets; Financial Markets Forum that conducts seminars and conferences; Markets in Motion, a senior management briefing service on business opportunities from financial markets; India Leadership Series that profiles aspects of leadership in certain segments of financial services industry, etc.

PROGRAMME STRUCTURE

The programme is of one year duration and shall consist of 5 courses of 6 credits each making a total of 30 credits. The list of courses is as follows:

1. MFP-1: Equity Markets
2. MFP-2: Equity Derivatives
3. MFP-3: Commodity Markets
4. MFP-4: Currency and Debt Markets
5. MFP-5: Professionals in Financial Markets Practice

The first four courses will be offered in the first semester and the fifth course will be offered in the second semester. Student can write the examinations at the end of each semester. The examinations are held twice a year in the months of June and December.

ADMISSIONS AND ELIGIBILITY

The programme is open to all Graduates of any recognised university. There will be no entrance test. University will admit two batches in a year, i.e. in January and July sessions.

DURATION OF THE PROGRAMME

Semester system is followed in this programme. The minimum duration of the programme will be one year (divided into 2 semesters) and the maximum duration will be 2 years.

FEE STRUCTURE

The Programme Fee is Rs. 10,000/- (Rupees ten thousand only) per student. In addition to this the student shall be required to pay the examination fee, etc., to the university as per rules. If a student could not complete the programme within the maximum duration of 2 years, s/he has to seek readmission by paying a pro-rata fee, depending on the number of courses to be completed

Programme fee can be paid through a Bank Draft obtained from any of the scheduled banks in favour of IGNOU and should be payable at the city where your Regional Centre is situated (both at the time of Admission and Re-admission). Examination fee is not included in the course fee. Please write Your Name, Enrolment Number and Address at the back of the Bank Draft to ensure proper credit to your fee account.

Programme fee can also be paid through bank challan (both at the time of admission and Re-admission) at the designated Indian Bank and IDBI Bank branches given in *Appendix-10*. Two copies

of the challan will be returned to you by the bank out of which copy marked as “University’s copy” should be submitted to the Regional Centre along with Admission/Re-registration form.

Fee once paid is not refundable under any circumstances. It is also not adjustable against any other programme of this university.

FOREIGN STUDENTS

Foreign students residing in India are eligible to seek admission in IGNOU programmes who have **valid student visa** for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure of foreign students could be downloaded from the website www.ignou.ac.in). Admission of foreign students residing in India will be processed by the International Division of the University after ensuring their antecedents from the Ministry of External Affairs/Ministry of Human Resource Development. Programmes with fixed number of seats are not opened for foreign students.

RESERVATION

The University provides for reservation of seats for Scheduled Castes, Scheduled Tribes, OBCs and Physically Handicapped learners as per the Government of India rules. There would be some relaxation in qualifying standards for SC/ST categories and female candidates.

SCHOLARSHIPS AND REIMBURSEMENT OF FEE

All students including those belonging to reserved categories *viz.*, Scheduled Castes/Scheduled Tribes, OBC and Physically Handicapped are required **to pay the fee at the time of admission to the University.**

Students belonging to Reserved Categories *viz.* SC, ST & PH admitted to IGNOU are eligible for Government of India scholarships provided it is available for PG level programmes. They are advised to collect scholarship forms from the Directorate of Social Welfare or Office of the Social Welfare Officer of the concerned State Government and submit the filled-in forms to them through the concerned Regional Director of IGNOU. Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDA) for Post Graduate level programmes is available for the students of this university.

CHANGE OF REGION BY STUDENTS

When a student wants a transfer from one Region to another, he/she has to write to the Regional Centre from where s/he is seeking a transfer. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where s/he is seeking transfer regarding number of assignments submitted. The Regional Director of the region from where the student is seeking transfer will transfer all records and the status of the programme fee payment pertaining to the student to the Regional Centre where the student is being transferred under intimation to the student.

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

There is a printed form for change/correction of address and change of Study Centre which is provided in the Annexure-8 of this booklet. In case there is any correction/change in the address, the learners are advised to make use of the proforma, provided in the Prospectus and send it to the Regional Director concerned who will forward the data to **SRD, IGNOU, Maidan Garhi, New Delhi-110068. Requests received directly will not be entertained. The form for change of address can also be downloaded from IGNOU Website www.ignou.ac.in. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to get the mail redirected to the changed address during this period. In case a change of Study Centre is desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Counselling facilities are not available for all Programmes at all the Centres. As such, learners are advised to make sure that counselling facilities are available for the subject she/he has chosen, at the new Centre opted for. Requests for change of Study Centre is normally accepted subject to availability of seat for the programme at the new Centre asked for. Change of address and Study Centre are not permitted until admissions are finalized.**

INCOMPLETE AND LATE APPLICATIONS

Incomplete and late application forms will be summarily rejected without referring to the candidate. The students are, therefore, advised to fill the relevant columns carefully and enclose application form for Admission alongwith the requisite fee in the form of a Bank Draft, copies of testimonials as evidence of experience, educational qualification and other certificates required (*Appendix-9 for checklist of documents to be submitted with application form*). The university will not accept any statement from the students about their ignorance in meeting these requirements.

RE-ADMISSION

- 1) A course once selected for study, **must be successfully completed within two years**. In case of failure to do so, the student will be required to seek **RE-ADMISSION** by paying fee of Rs. 2,000/- per course, if he/she desires to continue his/her studies and to enable him/her to appear for the exams and complete the course.
- 2) A learner must submit **Re-admission form** (*which is also a part of this booklet*) and course fee at their **respective Regional Centres** only. The validity of re-admission is 2 years.
- 3) Mailing of study material is course-wise and material for each course will be despatched in one package along with the assignments. On re-admission the earlier score of qualified assignments and/or term-end examination can be retained and the student will be required to complete the left over requirements of that course.

EVALUATION

The evaluation system of the programme is based on two components:

a) Continuous evaluation in the form of periodic assignments

This component carries a **weightage of 30%**. There will be one assignment per course. Assignments are to be submitted to the Co-ordinator of the Study Centre to which the student is assigned or attached with, for evaluation.

b) Term-end examination with a weightage of 70%

Term-end exams will be held in the months of June and December, every year. The students are at liberty to appear in any of the examinations conducted by the University during the year. A student will be allowed to appear in the Term-End Examination, only after he/she has submitted all the assignments.

For appearing in the Examination, a student has to submit an Examination form before the due dates as given in **the schedule of operations**.

If a student misses any term-end examination of a course for any reason, he/she may appear for any of them or all the papers in the subsequent term-end examinations. This facility will be available until a student secures the minimum pass grade in the courses but upto a maximum period of two years from the date of registration of the programme. Beyond this period he/she may continue for another two years by seeking Re-admission by paying the requisite fee again. In that case the score of qualified assignments and/or term-end examination will be retained and the student will be required to complete the left out requirements of such re-admitted courses.

The following components would comprise the term-end examination for each course:

- Analytical and conceptual comprehension through essay type questions.
- Cases or problem-solving exercises.

Letter grade system is used for assessment of both continuous and term-end examination components. These letter grades are:

A = Excellent	B = Very Good
C = Good	D = Satisfactory
E = Unsatisfactory	

For successfully qualifying a course, a student will have to obtain at least 'D' Grade in both continuous and term-end examination. However, the overall average should be at least 'C' grade for the successful completion of a course.

Following is the system of converting the overall letter grades to percentage equivalents.

A = 80% and Above	B = 60% to 79.9%
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C	=	50% to 59.9%	D	=	40% to 49.9%
E	=	Below 40%			

Modalities of submission of assignments and appearing in term-end examinations are given in *Appendix 6*.

EXAMINATION REFORMS

Early Declaration of Result

In order to facilitate the students, who have got offer of admission for higher study and/or selected for employment etc. who are required to produce statement of marks/grade cards by a specified given date, may apply for early processing of their answer scripts and declaration of result. The students are required to apply in prescribed application form with fee of **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 precessing of answer scripts and declare the result as a special case, possibly within a month's time from the date of conduct of examination.

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

A sample prescribed application form with rules and regulations in detail for this purpose is enclosed in the student handbook & prospectus and also made available at University's website ***www.ignou.ac.in***

Re-evaluation of Answer Script (s)

The students, who are not satisfied with the marks/grade awarded to them in Term-end Examination may apply for re-evaluation before 31st March for result of December term-end examination and 30th September for result of June term-end examination or within one month from the date of declaration of results i.e. the date on which the results are made available on the University's website on payment of **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 enclosed in the student handbook & prospectus and also made available at University's website ***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:

- The students of Bachelor's /Master's degree programme, who fall short of 2% marks to secure 2nd and 1st division.
- 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 @ Rs. 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 enclosed in the student handbook & prospectus and also made available at University's website ***www.ignou.ac.in***

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

SCHEDULE OF OPERATIONS

Activities	Semester-I (January-June)	Semester-II (July-December)
i) Despatch of Study Material	During first half of December of preceding year	During first half of June
ii) Counselling	January-May	July-November
iii) Submission of Assignments	30th April	31st October
(iv) Assignment feedback to Students (TMA)	15th May	15th November
v) Last date for submission of Examination Forms*	Upto 31st March - No late fee 20th April - with Rs. 300 late fee 15th May** - with Rs.500/- late fee 28th May** - with Rs.1000/- late fee	30th September 20th October - with Rs.300/- late fee 15th Nov.** - with Rs.500/- late fee 28th Nov.** - with Rs.1000/- late fee
vi) Term-end Examinations	JUNE	DECEMBER
vii) Last dates for Submission of Re-registration form for next semester (with a late fee of Rs. 200/-) (with a late fee of Rs. 500/-) (with a late fee of Rs. 1000/-)	1st October (31st October) (30th November) (20th December)	31st March (30th April) (31st May) (20th June)
viii) Submission of Requisition for fresh set of assignments, if not attempted earlier	November/December	June/July

(Dates are subject to change due to unforeseen circumstances.)

* Examination Form can also be filled up and submitted through IGNOU website www.ignou.ac.in till March 31st and September 30th for June and December Term-end examinations respectively.

** To be submitted at concerned Regional Centre. Students from Delhi can submit their examination form at the Student Evaluation Division, IGNOU, New Delhi, also in addition to their respective Regional Centres, if they are submitting the form with a late fee of Rs. 500/- or Rs. 1,000/-. Please refer to Examination Form given in Appendix-8.

FACULTY OF MANAGEMENT STUDIES

DIRECTOR

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

PROFESSORS

Prof. B.B. Khanna
M.Sc. (Psy.), Ph.D. (Mgmt.)
Human Resource Management,
Chairperson, Human Resource Management Area

Prof. G. Subbayamma
M.A. (Eco.), Ph.D.
Corporate Management
Chairperson, Corporate Management Area

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

Prof. K. Ravi Sankar
MBA, Ph.D.
Finance
Chairperson, Accounting & Finance Area

Prof. Kamal Yadava
B.Sc. (Engg.), MBA, Ph.D.
Marketing Management
Chairperson, Marketing Management Area

Prof. P.C. Basak
M.Tech, Ph.D. (Ind. Mgmt), FIE, FIIIE
Operations Management
Chairperson, Operations Management Area

Prof. Anurag Saxena
M.Sc. (Stat.), Ph.D., PGDDE
Operations Management
Prof. Tukaram Fulzele
M.A. (Eco.), MBA, M.Phil., Ph.D.
e-Business

Associate Professor

Dr. Neeti Agrawal
MBA, Ph.D.
Corporate Management

Dr. Gopal Jadav
M.B.A., L.L.B., Ph.D.
Human Resource Management

Asstt. Professors

Mr. T.V. Vijay Kumar (Senior Scale)
B.Sc., MBA
Marketing

Ms. Anjali Ramteke (*on study leave*)
B.Sc. (Tech.), MBA
Finance

Dr. Kamal Vagrecha
MBA, Ph.D.
Finance

Dr. Leena Singh
M.A. (Eco.), MBA, Ph.D.
Corporate Management

ADMINISTRATIVE/SECRETARIAL STAFF

Mrs. Neeta Sethi, Asstt. Registrar
Mrs. Sunita Kapoor, S.O.
Mr. S. Swaminathan, SPA
Mr. Mukesh Dutt Gaur, P.A.
Mrs. V. Selvajyoti, Sr. Assistant

Mr. Ravi Kumar, DEO
Mr. Ranjit Kumar, DEO
Mrs. Susheela, Assistant
Mr. Anand Prakash, JAT
Mr. Mukesh Meena, Attendant

Appendix-1

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

Sl. No.	Name of the Programme	Programme Code	Programme Fee	Medium of Instruction
1.	Post Graduate Diploma in Financial Markets Practice	PGDFMP	Rs. 10,000	English

Eligibility: For admission into this programme, a candidate should be a graduate of a recognised University.

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

For January-June 2012 Semester – 30th November, 2011

For July-December 2012 Semester – 31st May, 2012

REGIONWISE LIST OF STUDY CENTRES

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	ADDRESS OF THE IGNOU STUDY CENTRE
1.	AGARTALA	2601	AGARTALA	COORDINATOR IGNOU STUDY CENTRE TRIPURA UNIVERSITY UNIVERSITY CAMPUS AGARTALA 799004 TRIPURA
2.	AHMEDABAD	0901	AHMEDABAD	COORDINATOR IGNOU STUDY CENTRE L.D. ARTS COLLEGE NAVRANGPURA AHMEDABAD 380009 GUJARAT
3.	AHMEDABAD	0902	VADODARA	COORDINATOR IGNOU STUDY CENTRE M.S. UNIVERSITY GENERAL EDUCATION BUILDING VADODARA 390002 GUJARAT
4.	AHMEDABAD	0905	SURAT	COORDINATOR IGNOU STUDY CENTRE MTB ARTS COLLEGE SURAT 395001 GUJARAT
5.	ALIGARH	2702	AGRA	COORDINATOR IGNOU STUDY CENTRE ST. JOHN'S COLLEGE AGRA FORT, AGRA 282002 UTTAR PRADESH
6.	BANGALORE	1301	BANGALORE	COORDINATOR IGNOU STUDY CENTRE BES COLLEGE OF ARTS & SCIENCE IV 'T' BLOCK, JAYANAGAR BANGALORE 560011 KARNATAKA
7.	BANGALORE	1302	MANGALORE	COORDINATOR IGNOU STUDY CENTRE ST. ALOYSIUS COLLEGE KODIALBAIL MANGALORE 575003 KARNATAKA

REGION WISE LIST OF STUDY CENTRES – Contd.

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
8.	BANGALORE	1305	MYSORE	COORDINATOR IGNOU STUDY CENTRE VIDYAVARDHAKA LAW COLLEGE SHESHADRI IYER ROAD MYSORE 570021 KARNATAKA
9.	BHOPAL	1501	BHOPAL	COORDINATOR IGNOU STUDY CENTRE MOTILAL VIGYAN MAHAVIDYALAYA BHOPAL 462008 MADHYA PRADESH
10.	BHOPAL	1506	INDORE	COORDINATOR IGNOU STUDY CENTRE HOLKAR SCIENCE COLLEGE INDORE 452001 MADHYA PRADESH
11.	BHUBANESHWAR	2101	BHUBANESHWAR	COORDINATOR IGNOU STUDY CENTRE KALINGA INSTT OF INDL. TECH PATIA BHUBANESHWAR 751024 ORISSA
12.	BHUBANESHWAR	2102	CUTTACK	COORDINATOR IGNOU STUDY CENTRE RAVENSHAW COLLEGE ARTS BLOCK I FLOOR CUTTACK 753003 ORISSA
13.	CHANDIGARH	0601	CHANDIGARH	COORDINATOR IGNOU STUDY CENTRE PUNJAB UNIVERSITY DEPT. OF CORESSPONDENCE COURSE CHANDIGARH 160017 CHANDIGARH
14.	CHENNAI	2501	CHENNAI	COORDINATOR IGNOU STUDY CENTRE DDGD VAISHNAVA COLLEGE 445, E.V.R. PERIYAR HIGH ROAD ARUMBAKKAM CHENNAI 600106 TAMIL NADU

REGION WISE LIST OF STUDY CENTRES – Contd.

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
15.	CHENNAI	3101	PONDICHERRY	COORDINATOR IGNOU STUDY CENTRE ACADEMIC STAFF COLLEGE CENTRAL UNIVERSITY LAWSPET PONDICHERRY 605008 PONDICHERRY
16.	COCHIN	1402	COCHIN	COORDINATOR IGNOU STUDY CENTRE SACRED HEART COLLEGE THEVARA COCHIN 682013 KERALA
17.	COCHIN	1403	CALICUT	COORDINATOR IGNOU STUDY CENTRE JDT ISLAM MARI KUNNU P.O. CALICUT 673012 KERALA
18.	DEHRADUN	2705	DEHRADUN	COORDINATOR IGNOU STUDY CENTRE D.A.V. PG COLLEGE DAV COLLEGE ROAD DEHRADUN 248001 UTTRANCHAL
19.	DELHI 1	0706	NEW DELHI	COORDINATOR IGNOU STUDY CENTRE SCH OF AVIATION SCIENCE & TECH DELHI FLYING CLUB LIMITED SAFDARJUNG AIRPORT NEW DELHI 110003
20.	DELHI 2	0712	DELHI	COORDINATOR IGNOU STUDY CENTRE VIVEKANAND MAHILA COLLEGE VIVEK VIHAR NEW DELHI 110032
21.	GUWAHATI	0401	GUWAHATI	COORDINATOR IGNOU STUDY CENTRE GUWAHATI UNIVERSITY GUWAHATI 781014 ASSAM
22.	HYDERABAD	0105	WARANGAL	COORDINATOR IGNOU STUDY CENTRE LAL BAHADUR COLLEGE WARANGAL 506007 ANDHRA PRADESH

REGION WISE LIST OF STUDY CENTRES – Contd.

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
23.	HYDERABAD	0157	HYDERABAD	COORDINATOR IGNOU STUDY CENTRE S.D. SIGNODIA COLLEGE OF ARTS & COMMERCE & PG CENTRE 21-2-723/21, RIKAB GANJ HYDERABAD 500002 ANDHRA PRADESH
24.	ITANAGAR	0301	ITANAGAR	COORDINATOR IGNOU STUDY CENTRE D.N. GOVERNMENT COLLEGE ITANAGAR 791113 ARUNACHAL PRADESH
25.	JABALPUR	1502	JABALPUR	COORDINATOR IGNOU STUDY CENTRE RANI DURGAWATI UNIVERSITY JABALPUR 482001 MADHYA PRADESH
26.	JAIPUR	2303	KOTA	COORDINATOR IGNOU STUDY CENTRE KOTA ENGINEERING COLLEGE RAWAT BHATA ROAD KOTA 324010 RAJASTHAN
27.	JAIPUR	2320 D	JAIPUR	COORDINATOR IGNOU SPL STUDY CENTRE-RA INDIA INT. INSTT. OF MGT. SECTOR-12, MAHAVEER MARG MANSAROVAR JAIPUR 302020 RAJASTHAN3
28.	JAMMU	1201	JAMMU	COORDINATOR IGNOU STUDY CENTRE UNIVERSITY OF JAMMU JAMMU TAWI 180001
29.	KARNAL	1008	KARNAL	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE ARTS BLOCK, ROOM NO. 28-29 SECTOR - 14, URBAN ESTATE KARNAL 132001 HARYANA
30.	KHANNA	2205	AMRITSAR	COORDINATOR IGNOU STUDY CENTRE DAV COLLEGE OF EDUCATION AMRITSAR 143001 PUNJAB

REGION WISE LIST OF STUDY CENTRES – Contd.

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
31.	KOLKATA	2802	KOLKATA	COORDINATOR IGNOU STUDY CENTRE ST. XAVIER'S COLLEGE 30 PARK STREET KOLKATA 700016 WEST BENGAL
32.	KOLKATA	2841	KOLKATA	COORDINATOR IGNOU STUDY CENTRE THE INDIAN INST OF PSYCHOMETRY EVERGREEN PLAZA, II TO V FLOOR 117, BARRACKPORE TRUNK ROAD KOLKATA 700035 WEST BENGAL
33.	LUCKNOW	2701	LUCKNOW	COORDINATOR IGNOU STUDY CENTRE JAI NARAIN DEGREE COLLEGE LUCKNOW 226001 UTTAR PRADESH
34.	LUCKNOW	2703	ALLAHABAD	COORDINATOR IGNOU STUDY CENTRE ALLAHABAD DEGREE COLLEGE 15, KYADGANJ ALLAHABAD 211003 UTTAR PRADESH
35.	LUCKNOW	2706	KANPUR	COORDINATOR IGNOU STUDY CENTRE P.P.N. COLLEGE 96/12, MG MARG, KANPUR 208001 UTTAR PRADESH
36.	MADURAI	2502	COIMBATORE	COORDINATOR IGNOU STUDY CENTRE G.R.D. COLLEGE OF ARTS & SCIENCE AVANASHI ROAD CIVIL AERODROME POST COIMBATORE 641014 TAMIL NADU
37.	MADURAI	2503	MADURAI	COORDINATOR IGNOU STUDY CENTRE AMERICAN COLLEGE MADURAI 625002 TAMIL NADU
38.	MADURAI	2504	TIRUCHIRAPALLY	COORDINATOR IGNOU STUDY CENTRE BISHOP HEBER COLLEGE P O BOX 615 TIRUCHIRAPALLY 620017 TAMIL NADU

REGION WISE LIST OF STUDY CENTRES – Contd.

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
39.	MUMBAI	1603	MUMBAI	COORDINATOR IGNOU STUDY CENTRE SATHAYE COLLEGE DIXIT ROAD, VILE PARLE (E) MUMBAI 400057 MAHARASHTRA
40.	MUMBAI	1604	MUMBAI	COORDINATOR IGNOU STUDY CENTRE KET'S VG VAZE COLLEGE MITHAGAR ROAD, MILAND (E) MUMBAI 400081 MAHARASHTRA
41.	NAGPUR	1607	NAGPUR	COORDINATOR IGNOU STUDY CENTRE NAGPUR UNIVERSITY GURU NANAK BHAWAN NAGPUR 440001 MAHARASHTRA
42.	NOIDA	2707	MODI NAGAR	COORDINATOR IGNOU STUDY CENTRE M.M.P.G. COLLEGE MODI NAGAR GHAZIABAD 201204 UTTAR ORADESH
43.	NOIDA	2739	NOIDA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE SECTOR - 39, NOIDA UTTAR PRADESH
44.	PANAJI	0801	COMBA	COORDINATOR IGNOU STUDY CENTRE SH. DAMODAR COLL. OF COM & ECO P.B. NO. 347 TANSOR, COMBA GOA-MARGAON 403601 GOA
45.	PATNA	0501	PATNA	COORDINATOR IGNOU STUDY CENTRE VANIJYA MAHAVIDYALAYA PATNA COLLEGE CAMPUS PATNA 800005 BIHAR
46.	PUNE	1602	PUNE	COORDINATOR IGNOU STUDY CENTRE SYMBIOSIS INTERNATL. CUL & CEN SENAPATI BAPAT ROAD PUNE 411004 MAHARASHTRA

REGION WISE LIST OF STUDY CENTRES – Contd.

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
47.	PUNE	1610	AURANGABAD	COORDINATOR IGNOU STUDY CENTRE VIVEKANAND ARTS & SDS COM. COL SAMRAT NAGAR AURANGABAD 431001 MAHARASHTRA
48.	RAIPUR	1503	DURG	COORDINATOR IGNOU STUDY CENTRE GOVT. ARTS & SCI. COLLEGE DURG 491002 CHHATTISGARH
49.	RAJKOT	0903	RAJKOT	COORDINATOR IGNOU STUDY CENTRE ATMIYA INSTITUTE OF TECHNOLOGY & SCIENCE KALWAD ROAD RAJKOT 360005 GUJARAT
50.	RANCHI	0502	JAMSHEDPUR	COORDINATOR IGNOU STUDY CENTRE JAMSHEDPUR COOPERATIVE COLLEGE JAMSHEDPUR JHARKHAND
51.	RANCHI	0514 R	RANCHI	COORDINATOR IGNOU RECOG. STUDY CENTRE INDIAN INSTT. OF COAL MGT. KANKE RANCHI 834006 JHARKHAND
52.	SHILLONG	1801	SHILLONG	COORDINATOR IGNOU STUDY CENTRE NORTH EASTERN HILL UNIVERSITY BIJNI COMPLEX LAITUMKHAH SHILLONG 793003 MEGHALAYA
53.	SHIMLA	1103	SOLAN	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE SOLAN 173212 HIMACHAL PRADESH
54.	SHIMLA	1105	DHARAMSHALA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE DEPT. OF CHEMISTRY DHARAMSHALA 176215 HIMACHAL PRADESH

REGION WISE LIST OF STUDY CENTRES – Contd.

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
55.	SHIMLA	1114 P	SHIMLA	PROGRAMME-IN-CHARGE IGNOU PROG. STUDY CENTRE H.P. UNIVERSITY ACADEMIC STAFF COLLEGE, IV FLOOR LIBRARY BLD, SUMMER HILL SHIMLA 171005 HIMACHAL PRADESH
56.	SILIGURI	2805	SILIGURI	COORDINATOR IGNOU STUDY CENTRE ADARSH MAHAVIDYALAYA SEVOKE ROAD SILIGURI 734401 WEST BENGAL
57.	SRINAGAR	1209	SRINAGAR	COORDINATOR IGNOU STUDY CENTRE SHRI PRATAP SINGH COLLEGE MAULANA AZAD ROAD SRI NAGAR 190001 JAMMU & KASHMIR
58.	TRIVANDRUM	1401	THIRUVANTHAPURAM	COORDINATOR IGNOUR STUDY CENTRE INSTITUTE OF MANAGEMENT VIKASH BHAWAN TRIVANDRUM 695033 KERALA
59.	VIJAYAWADA	0103	VIJAYAWADA	COORDINATOR IGNOU STUDY CENTRE KBN COLLEGE KOTHAPETA VIJAYAWADA 520001 ANDHRA PRADESH
60.	VIJAYAWADA	0109	VISAKHAPATNAM	COORDINATOR IGNOU STUDY CENTRE DR. L. BULLAYA COLLEGE VISAKHAPATNAM 530013 ANDHRA PRADESH
61.	VARANASI	2708	VARANASI	COORDINATOR IGNOU STUDY CENTRE UDAI PRATAP PG COLLEGE VARANASI 221002 UTTAR PRADESH

- (R) = Recognised Study Centre
(P) = Programme Study Centre
(D) = Special Study Centre

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
1	26	AGARTALA	REGIONAL DIRECTOR 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	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242975-79 02717-241370 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	REGIONAL DIRECTOR 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	REGIONAL DIRECTOR 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	REGIONAL DIRECTOR 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 & CHIKMAGALURDAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – Contd.

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
6	82	BHAGALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CAMP OFFICE MARWARI COLLEGE PREMISES BHAGALPUR BIHAR 812007	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER)
7	15	BHOPAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH 0755-2578455 / 2578452 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	REGIONAL DIRECTOR 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	REGIONAL DIRECTOR 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	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA 07172-2590208 0172-2590279 rchandigarh@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 CENTRES – Contd.

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
11	25	CHENNAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI - 600 113 TAMILNADU 044-22541919 / 22542727 044-22542121 044-22542828 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	REGIONAL DIRECTOR 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	REGIONAL DIRECTOR 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	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789200 / 2789180 0135-2789205 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARA- KASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE)
15	07	DELHI 1	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044 DELHI 011-26990082 / 26990083 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 CENTRES – Contd.

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
16	29	DELHI 2	REGIONAL DIRECTOR 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	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045 DELHI 011-25088939 / 25088944 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	REGIONAL DIRECTOR 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	REGIONAL DIRECTOR 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)
20	04	GUWAHATI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI ASSAM 0361-2343785 / 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)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – Contd.

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
21	01	HYDERABAD	REGIONAL DIRECTOR 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	REGIONAL DIRECTOR 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	REGIONAL DIRECTOR 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	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 / 2600441 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)
25	23	JAIPUR	REGIONAL DIRECTOR 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 (DIS- TRICT: AJMER, ALWAR, BANSWARA, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARALI, KOTA, PRATAPGARH, SAWAI, SIKAR, SRI GANGANAGAR & TONK)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – Contd.

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
26	12	JAMMU	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2546995 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27	88	JODHPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O ONKAR MALL SUMANI COLLEGE OF COMMERCE JODHPUR RAJASTHAN 342008 0291-2753989	STATE OF RAJASTHAN COVER- ING (DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAI PUR, BIKANER, JALORE, SIROHI NAGOUR, DUNGARPUR & PALI)
28	37	JORHAT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JORHAT ASSAM rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) Note: Currently under Guwahati RC)
29	10	KARNAL	REGIONAL DIRECTOR 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	REGIONAL DIRECTOR 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 (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
31	20	KOHIMA	REGIONAL DIRECTOR 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 (DIS- TRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – Contd.

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
32	28	KOLKATA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 / 23589323 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	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020 ORISSA 06852-252982 / 251535 06852-251535 06852-252503 rckorapat@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	REGIONAL DIRECTOR 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)
35	43	MADURAI	REGIONAL DIRECTOR 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, THIRUVARUR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
36	49	MUMBAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI - 400 081	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – Contd.

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
37	36	NAGPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 0712-2022000 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	REGIONAL DIRECTOR 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 BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
39	08	PANAJI	REGIONAL DIRECTOR 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 (DIS- TRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGHDHURG)
40	05	PATNA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR 0612-2219539 / 2219541 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA & VAISHALI)
41	02	PORT BLAIR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR - 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 rportblair@ignou.ac.in	ANDAMAN & NICOBAR IS- LANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42	16	PUNE	REGIONAL DIRECTOR 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)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – Contd.

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
43	50	RAGHUNATHGANJ	REGIONAL DIRECTOR 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	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR - 1 SHANKAR NAGAR RAIPUR - 492 007 CHATTISGARH 0771-2428285 / 4056508 0771-2445839 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
45	42	RAJKOT	REGIONAL DIRECTOR 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	REGIONAL DIRECTOR 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 (DIS- TRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA, SARAIKELA, KHARASAWAN, EAST SINGBHUM, HAZARI- BAGH, CHATRA, KODERMA, KHUNTI & RAMGARH)
47	86	SAHARSA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O MLC COLLEGE SAHARSA BIHAR 582201 06478-228779 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR,ARARIYA, KISHANGANJ & PURNIA)
48	18	SHILLONG	REGIONAL DIRECTOR 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 (DIS- TRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI- BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – Contd.

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
49	11	SHIMLA	REGIONAL DIRECTOR 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	REGIONAL DIRECTOR 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	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 / 2311258 0194-2311258 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52	40	TRIVANDRUM	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI SHOPPING COMPLEX OPP PRS HOSPITAL KILLIPPALAM KARAMANA PO TRIVANDRUM - 695 002 0471-2344113 0471-2344115 0471-2344121 rcrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DIS- TRICT: KANYAKUMARI)
53	48	VARANASI	REGIONAL DIRECTOR 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)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES – Contd.

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
54	83	VATAKARA	REGIONAL DIRECTOR 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	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.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	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR MVP SECTOR 12 COMPLEX USHODAYA JUNCTION VISAKHAPATNAM ANDHRA PRADESH rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES

(For ARMY Personnel Only)

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
1	51	IAEP-KOLKATA	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO, KOLKATA - 908 542 WEST BENGAL 033-22222668 / 033-22222668 rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
2	52	IAEP-CHANDI-MANDIR	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ WESTERN COMMAND C/O 56 APO CHANDIMANDIR -908 543 HARYANA 0172-2589355 / 2589423(CIVIL); 2668(MIL) 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
3	53	IAEP - LUCKNOW	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ.CENTRAL COMMAND- GS (EDN) LUCKNOW - 908 554 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) iaeprc53@yahoo.co.in	CENTRAL COMMAND AREA
4	54	IAEP - PUNE	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND C/O 56 APO - 908 795 020-26616592(CIVIL); 3019(MIL) 020-26102670 armypunerc54@yahoo.com	SOUTH WESTERN COMMAND
5	55	IAEP-UDHAMPUR	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992-242486 01992-242486 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA
6	56	IAEP - JAIPUR	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH C/O 56 APO 908546 JAIPUR (RAJASTHAN) 0141-6640 (ARMY) swciaep@gmail.com	SOUTHERN COMMAND AREA

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES
(For NAVY Personnel Only)

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
1	71	INEP-NEW DELHI	REGIONAL DIRECTOR 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 - 110 066 DELHI 011-26194686 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
2	72	INEP-MUMBAI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023 MAHARASHTRA 022-22752245 022-22665458 inepm@rediffmail.com	HQ SOUTHERN NAVAL COMMAND
3	73	INEP-VISAKHA-PATNAM	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530 014 ANDHRA PRADESH 0891-2812669 / 0891-2515834 rc73@ignou.ac.in inepv@hotmail.com	HQ SOUTHERN NAVAL COMMAND
4	74	INEP - KOCHI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682 004 KERALA 0484-2667434 / 0484-2666194 inepkochi_10@rediffmail.com	HQ WESTERN NAVAL COMMAND

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES
(For ASSAM RIFLES Personnel Only)

SL. NO.	RC CODE	REGIONAL CENTRE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
1	81	IAREP-SHILLONG	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA 0364-2705181 / 0364-2705184 iarrc_81@yahoo.com	COMMAND AREA

LIST OF STATE CODES

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

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

QUALIFICATION CODE

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

MARITAL STATUS CODE

Code	Description
A1	Married
B2	Unmarried

RELIGION CODE

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

SOCIAL STATUS CODE

Code	Description
A1	Ex-Service Man
B2	War-Widow
C3	Not Applicable

TERRITORY CODE

Code	Description
A1	Urban
B2	Rural
C3	Tribal

CATEGORY CODE

Code	Description
A1	General
B2	SC
C3	ST
D4	OBC

SEX CODE

Code	Description
A1	Male
B2	Female

MODALITIES OF SUBMISSION OF ASSIGNMENTS AND APPEARING IN TERM-END EXAMINATIONS

ASSIGNMENTS

Assignments constitute the continuous evaluation. The submission of assignments is compulsory. The Grade that you get in your assignments will be counted in your final result. Assignments of a course carry 30% weightage while 70% weightage is given to the term-end examinations. Therefore, you are advised to take your assignments seriously. You will not be allowed to appear for the term-end examination for any course if you do not submit the specified number of assignments in time for that course.

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

Whenever you receive a set of material and assignment, check them immediately and ask for missing material, if any, from Material Production & Distribution Division, IGNOU, Maidan Garhi, New Delhi-110 068.

The assignment responses should be complete in all respects. For the tutor marked assignments, you have to submit your response sheets to the Coordinator of the Study Centre assigned to you. After evaluation these tutor marked assignments will be sent back to you with comments and grade.

The University/Co-ordinator of the Study Centre has the right not to entertain or even reject the assignments submitted after the due date. You are, therefore, advised to submit the assignments before the due date.

Do not forget to get back from your Study Centre your duly evaluated assignments alongwith a copy of the assessment sheet containing comments of the evaluator on your performance. This may help you to improve future assignments and in preparing for term-end examination.

For your own record retain a copy of all assignment responses which you submit. If you do not get back your duly evaluated tutor marked assignments alongwith copy of assessment sheet containing comments of evaluator on your assignment within a month after submission, please try to get it personally from your Study Centre. This may help you to improve upon future assignments. Also maintain an account of all these corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises.

If you do not get pass grade in any assignment, you have to submit it again. For this, you have to ask for/obtain a fresh set of assignments for that course, applicable to that particular semester. However, once you get the pass grade in an assignment, **you cannot re-submit it for improvement of grade.** Assignments are not subject to re-evaluation except for factual errors, if any, committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the coordinator of the Study Centre, so that the correct score is forwarded by him to the Student Registration & Evaluation Division at Headquarters.

In case you find that the score indicated in the assessment sheet of your assignments has not been correctly reflected or is not entered in your grade cards; you are advised to contact the coordinator of your Study Centre with a request to forward correct award list to the SR & E Division at the Headquarters.

Do not enclose or express doubt for clarification, if any, alongwith the assignment. Send your doubts in a separate cover. Give your complete enrolment number, name, address, title of the course and the number of the unit or the assignment, etc. on top of your letter. If you want to draw our attention to something of an urgent/important nature, write to us separately.

INSTRUCTIONS FOR ASSIGNMENTS

1. Write your Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.
2. Write the Programme Title, Course Code, Course Title, Assignment Code and Name of your Study Centre on the left hand corner of the first page of your response sheet.

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

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

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

3. Read the assignments carefully and follow the specific instructions, if any, given on the assignment itself about the subject matter or its presentation.
4. Go through the units on which assignments are based. Make some points regarding the question and then rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question, give adequate attention to introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to the question. Make sure that the answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasise. While solving numericals, use proper format and give working notes wherever necessary.
5. Use only fool scap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margins at appropriate places.
6. Write the responses in your hand. Do not print or type the answers. Do not copy your answer from the units/blocks sent to you by the University. If you copy, you will get zero marks for the respective question.
7. Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
8. Write each assignment separately. All the assignments should not be written in continuity. Write the question number with each answer.
9. The completed assignment should be sent to the Coordinator of the Study Centre allotted to you. Under any circumstances do not send the response sheets to the SR & E Division at Headquarters for evaluation.
10. After submitting the assignment at the Study Centre get the acknowledgment from the coordinator on the prescribed assignment remittance-cum-acknowledgment card.
11. In case you have requested for a change of Study Centre, you should submit your assignments only to the original Study Centre until the change of Study Centre is notified by the University.
12. The Assignments can be obtained from the Study Centre/Regional Centre or may be downloaded from **IGNOU Website www.ignou.ac.in**.

TERM-END EXAMINATION

As stated earlier, term-end examination is another component of the evaluation system. Term-end examination carries 70% weightage in the final result.

The University conducts term-end examinations twice a year i.e., in June and in December. You can take the examination after the completion of the course.

In case you fail to get 'D' Grade in the Term-end Examination, you will be eligible to reappear in the next Term-end Examination for the course. In case you have secured Grade 'D' in an assignment and term-end examination of a course, but fail to secure overall qualifying grade 'C' you have an option either to re-do assignment for the course or re-appear in term-end examination.

To be eligible to appear at the term-end examination in any course, you are required to fulfil the following four conditions:

- 1. You should have paid the course fee. Also ensure that your registration of the course is valid.**
- 2. You should have opted and pursued the prescribed course.**
- 3. You should have submitted all the assignment for the respective course.**
- 4. You should have submitted the examination form in time (which is explained later).**

Examination date sheet (schedule which indicates the date and time of examination for each course) is sent to all the study centres approximately 5 months in advance. The same is also notified through IGNOU News Letter from time to time. Normally, the date sheet for June examinations are sent in the month of January and those for December examinations in the month of July. The date sheet is also available on the IGNOU website www.ignou.ac.in.

It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. Copies of the examination forms are available at Study Centers/Regional Centres/Evaluation Division at Headquarters. A copy is also enclosed here in this prospectus. You can take photocopy of this form and use it. Only one form is to be submitted for all the courses in one term-end examination.

After receiving the examination form from you, the University will send Intimation Slip to you before the commencement of examinations. If you do not receive the intimation slip 10 days before the commencement of examinations, you may contact your Study Centre or Regional Centre or SE Division at the Headquarters. If your name is registered for examinations in the list sent to the study centre, you can take the examination by showing your Identify Card (Student Card) to the examination centre superintendent, even if you have not received intimation slip or misplaced the intimation slip.

Your study centre is normally your examination centre. Change of examination centre is permissible in exceptional cases for which you have to make a request to the Registrar, SE Division atleast one month before the commencement of examinations, against payment of prescribed fee.

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

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

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

The students can apply in the prescribed form for re-evaluation of term-end examination script against payment of Rs. 500/- by means of demand draft drawn in favour of IGNOU, New Delhi within 45 days of the date of declaration of result. Requests received after 45 days from the date of declaration of result will not be entertained. Study Centre is the contact point for you. The University cannot send communications to all the students individually. All the important communications are sent to the coordinators of the study centres and Regional Directors. The coordinators would display a copy of such important circular/notification on the notice board of

the study centre for the benefit of all the students. You are, therefore, advised to get in touch with your Coordinator for day-to-day information about assignments.

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

Early Declaration of Result

In order to facilitate the students, who have got offer of admission for higher study and or selected for employment etc. are required to produce statement of marks/ grade cards by a specified given date, may apply for early processing of their answer scripts and declaration of result. The students are required to apply in prescribed application form with fee of 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. The student 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.

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

A sample prescribed application form with rules and regulations in detail for this purpose is enclosed in the student hand book & prospectus and also made available at University's website www.ignou.ac.in

Re-evaluation of Answer Script(s)

The students, who are not satisfied with the marks/ grade awarded to them in Term-end Examination may apply for re-evaluation before 31st March for result of December term-end examination and 30th September for result of June term-end examination or within one month from the date of declaration of results i.e. the date on which the results are made available on the University's website on payment of 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 enclosed in the student hand book & prospectus and also made available at University's website 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 @ Rs. 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 enclosed in the student hand book & prospectus and also made available at University's website www.ignou.ac.in

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/ CLASS

1. **The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:**
 - a) The students of Bachelor's/Master's degree programmes who fall short of 2% marks to secure 2nd and 1st division.
 - b) The students of Master's degree programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement. However, the students who have completed the programme as on the date of issue of this notification, wishing to improve can apply for improvement in the Term-end Examination as per following criteria:
 - a) The students mentioned at 1 (a) above in June 2008.
 - b) The students mentioned at 1(b) above in June 2008 or December 2008.
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. Students wishing to improve their performance should submit the application in the prescribed format alongwith fee @ Rs. 500/- per course by means of Demand Draft drawn in favour of IGNOU payable at New Delhi and send within the prescribed dates to the following address:

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

11. On the top of the envelope containing the prescribed application form, please mention 'APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS'.

Term-end Examination

The University conducts Term-end Examination twice a year in the month of June and in December every year. Students will be permitted to appear in Term-end Examination subject to the condition that registration for the courses in which they wish to appear is valid. Maximum time to pursue the programme is not elapsed and they have also submitted the required number of assignment(s), if any, in those courses by the due date.

● Examination Fee

Examination fee of Rs. 50/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in

● **Examination Centre**

Normally the study centre is the examination centre. However, a student is required to fill the exam centre code in the examination form. For the purpose you are advised to go through the list of study centres available in the Student Handbook and Prospectus/Programme Guide. In case any student wish to take examination at a particular centre, the code of the chosen centre be filled up as examination centre code. However, if examination centre chosen by a student is not activated, the university will allot another examination centre under the same Region.

● **Date of Submission of Examination Forms**

JUNE, TEE	DECEMBER, TEE	LATE FEE	WHERE TO SUBMIT THE FORM
1st March to 31st March 1st April to 20th April	1st Sept to 30th Sept 1st Oct to 20th Oct	NIL Rs. 300/-	IGNOU, Maidan Garhi, New Delhi-110068 or at the concerned Regional Centre
21st April to 15th May 16th May to 28th May	21st Oct to 15th Nov. 16th Nov. to 28th Nov.	Rs.500/- Rs.1000/-	For outside Delhi students (Concerned Regional Centre) For Delhi students (IGNOU, Maidan Garhi, New Delh i- 110068 or concerned Regional Centre)

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

1. remain in touch with your Study Centre/Regional Centre/SE Division for change in schedule of submission of examination form fee if any;
2. fill up the examination form for next term-end examination without waiting for the result of the previous term-end examination and also filling up the courses, for which result is awaited;
3. fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
4. retain proof of mailing/submission of examination form till you receive examination hall ticket.

● **Issue of Examination Hall Ticket**

University issues Examination Hall Ticket to the student’s atleast two weeks before the commencement of Term-end Examination the same could also be downloaded from the University’s website **www.ignou.ac.in**. In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination the students can download the hall ticket from the website and approach the exam centre for appearing in the exam.

PLEASE DO NOT MISTAKE ADMISSION/RE-REGISTRATION FORM FOR EXAMINATION FORM

Filling up of re-registration form and the examination form are two separate activities: one may not be taken for the other. While the re-registration form is required to be sent to the concerned Regional Director along with requisite fee for pursuing the courses in the next semester, the examination form is to be sent only to Registrar, SE Division at the Headquarters (Students are advised to retain a photocopy of the form).

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

In case a student wants to have assignments, she/he can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website, **www.ignou.ac.in**.

The students are specifically instructed to send Examination Forms to Registrar (SE Division), only and to no other place and are also advised to submit the Registration/Re-registration Forms only at the respective Regional Centres and nowhere else. If any student sends the Registration/Re-registration Forms, Examination Forms at wrong places and thereby misses the scheduled date and consequently a semester/year, s/he will have no claim on the University for regularization.

COURSE COMPONENTS

MFP-1 : EQUITY MARKETS

BLOCK 1 INTRODUCTION TO FINANCIAL MARKETS

- Unit 1 Evolution and Significance of Financial Markets
- Unit 2 Concepts and Cases
- Unit 3 Types of Markets
- Unit 4 Market Institutions and Intermediaries

BLOCK 2 PRIMARY MARKETS

- Unit 5 Sources and Methods of Raising Capital
- Unit 6 Pre-Issuance Activities
- Unit 7 Issuance and Post Issuance Activities
- Unit 8 Regulatory Framework

BLOCK 3 SECONDARY MARKETS

- Unit 9 Trading
- Unit 10 Securities Settlement and Payment Systems
- Unit 11 Market Surveillance and Risk Management
- Unit 12 Dematerialization and Depositories
- Unit 13 Investor Grievances and Dispute Resolution

BLOCK 4 VALUATION

- Unit 14 Financial Statements and Analysis
- Unit 15 Time Value of Money
- Unit 16 Valuation Models
- Unit 17 Fundamental Analysis
- Unit 18 Technical Analysis

BLOCK 5 SPECIAL ISSUES

- Unit 19 Investment Styles and Trading Strategies
 - Unit 20 Portfolio Management
 - Unit 21 Corporate Actions
-

MFP-2 : EQUITY DERIVATIVES

1 BLOCK INTRODUCTION TO DERIVATIVES

- Unit 1 Evolution and Significance of Derivatives Markets
 - Unit 2 Basic Derivative Products
 - Unit 3 Spot and Derivative Markets
 - Unit 4 Policy and Regulation
-

BLOCK 2 EQUITY FUTURES & OPTION BASICS

- Unit 5 Index and Stock Futures
 - Unit 6 Index and Stock options
 - Unit 7 Trading Strategies with Futures
 - Unit 8 Factors Affecting Future Prices
-

BLOCK 3 EQUITY OPTIONS

- Unit 9 Option Framework
 - Unit 10 Option Pricing
 - Unit 11 Trading Strategies using Options
-

BLOCK 4 TRADING, RISK MANAGEMENT AND SUPPORT SYSTEMS

- Unit 12 Market Indicators, Challenges in Derivative Trading and Option Greeks
 - Unit 13 Margining and Value at Risk
 - Unit 14 Clearing and Settlement
 - Unit 15 Accounting and Taxation
-

MFP-3 : COMMODITY MARKETS

BLOCK 1 INTRODUCTION TO COMMODITY MARKETS

- Unit 1 Evolution and Significance of Commodity Markets
 - Unit 2 Introduction to Commodity Derivatives
 - Unit 3 International Commodity Markets
 - Unit 4 Regulatory Framework
-

BLOCK 2 EXCHANGE MARKET OPERATIONS

- Unit 5 Exchange Risk Management
 - Unit 6 Clearing and Settlement Systems
 - Unit 7 Technology in Derivatives Trading
-

BLOCK 3 FUNDAMENTAL ANALYSIS OF COMMODITIES

- Unit 8 Bullion
 - Unit 9 Base Metals
 - Unit 10 Energy
 - Unit 11 Major Agricultural Commodities
 - Unit 12 Exotics
 - Unit 13 Technical Analysis
-

BLOCK 4 COMMODITY DERIVATIVES

- Unit 14 Commodity Futures
 - Unit 15 Risk Management using Commodity Futures
 - Unit 16 Options on Commodity Futures
 - Unit 17 Investing in Commodities
 - Unit 18 Case Studies in Commodity Price Risk Management
-

MFP-4 : CURRENCY AND DEBT MARKETS

BLOCK 1 INTRODUCTION TO CURRENCY MARKETS

- Unit 1 Evolution and Significance of Currency Markets
 - Unit 2 Structure of Currency Markets in India
 - Unit 3 Currency Quotation Conventions: Exchange Arithmetic
 - Unit 4 Economic variables impacting Exchange Rates
-

BLOCK 2 CURRENCY DERIVATIVES AND RISK MANAGEMENT

- Unit 5 OTC and Exchange Traded Products
 - Unit 6 Forward Contracts
 - Unit 7 Currency Futures Trading
 - Unit 8 Currency Options
-

BLOCK 3 INTRODUCTION TO DEBT MARKETS

- Unit 9 Debt Markets in India
 - Unit 10 Money Markets in India
 - Unit 11 Debt Products
 - Unit 12 Primary and Secondary Markets for Debt Instruments
-

BLOCK 4 BOND MATHEMATICS AND DERIVATIVES

- Unit 13 Bond Valuation and Conventions
 - Unit 14 Interest Rate Risk Management
 - Unit 15 Interest Rate Futures
 - Unit 16 Interest Rate Derivatives
-

MFP-5 : PROFESSIONALS IN FINANCIAL MARKETS PRACTICE

BLOCK 1 INTERMEDIARIES IN FINANCIAL MARKETS

- Unit 1 Brokerage Houses
 - Unit 2 Trading Infrastructure in Markets
 - Unit 3 Depositories and Depository Participants
 - Unit 4 Custodian and Clearing Houses
 - Unit 5 Registrars and Transfer Agents
-

BLOCK 2 INVESTMENT AND MERCHANT BANKING

- Unit 6 Preparing Prospectus
 - Unit 7 Due Diligence and Road Shows
 - Unit 8 Issue Process and Post Issue Compliances
 - Unit 9 Venture Capital and Private Equity
 - Unit 10 Mergers and Takeovers
-

BLOCK 3 MARKETING AND DISTRIBUTION OF FINANCIAL PRODUCTS

- Unit 11 Products, Consumers and Pricing
 - Unit 12 Distribution and Sales Promotion Processes
 - Unit 13 Sector Specific Strategies
 - Unit 14 Cases from Banking, Insurance and Mutual Funds
-

BLOCK 4 REGULATION AND COMPLIANCES

- Unit 15 Regulation and Compliances: An Introduction
 - Unit 16 Compliances for Market Intermediaries
 - Unit 17 Compliances for Specific Purposes and Mechanisms
 - Unit 18 Compliances for Specific Processes
-

BLOCK 5 RESEARCH AND ANALYSIS

- Unit 19 Organising a Research Firm
 - Unit 20 Research in Financial Markets
 - Unit 21 Case Studies in Market Research
 - Unit 22 Portfolio Management Services
-

BLOCK 6 SELF EMPLOYMENT OPPORTUNITIES IN MARKETS

- Unit 23 Sub Broker, Remisiers and Authorised Persons
 - Unit 24 Financial Planning
 - Unit 25 Financial Advisory
 - Unit 26 Other Employment Opportunities
-

Appendix 8

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
RE-ADMISSION FORM
Post Graduate Diploma in Financial Markets Practice
Session: July _____ / Jan. _____

Send this filled-in form along with fee to:
 The Regional Director of your Regional Centre

* as per schedule

I opt for the following courses and enclose a Demand Draft towards the course fee as per details given below

1. Name of Student : _____

2. Enrolment No. :

3. Region Code :

4. Programme Code :

5. Details of course(s) opted:

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

Sl.No.	Course Title	Course Code	Rs. 2,000/- Per Course
1.			Rs.
2.			Rs.
3.			Rs.
4.			Rs.
5.			Rs.
Total Fee			Rs.

Note :

1. A course once selected for study, **must be completed during the maximum period of completion i.e. 2 years.** In case of failure to do so, the student will be required to seek **RE-ADMISSION** by paying fees of **Rs. 2,000/- per course.**

Signature of the Student _____

Address : _____

Phone No. & E-mail Id: _____

S.No.	July Session	January Session	Late Fee
1.	1st February to 31st March	1st August to 1st October	Nil
2.	1st April to 30th April	3rd October to 31st October	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/-

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

1. Name of Student:

2. Enrolment No.

3. Programme Code:

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

General SC ST OBC

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

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

7. Whether minority: (Cross (X) if applicable)

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

Ex-service man War-widow Not applicable

9. 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 Other
(Please specify _____)

11. Details of Scholarship being received, if any

(a) Amount (annually) (b) Govt./Deptt. (c) Family income (yearly)
Rs. Rs. Rs.

(Please use the photocopy of this proforma)



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
NEW DELHI**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment Number Study Centre Code

Write in BLOCK CAPITAL LETTERS only.

Name : Shri/Smt./Km.

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

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

Complete Address _____

Signature _____

Date _____

_____ PIN _____

Please mail this form to :

**Registrar (MPDD)
Indira Gandhi National Open University
Maidan Garhi, New Delhi - 110 069**

(For Official Use Only)

Date of Despatch of Assignments to the Student

(Please use the photocopy of this proforma)

INSTRUCTIONS FOR DOING ASSIGNMENTS

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

Please mail this form to :

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110068
TERM-END EXAM JUNE / DECEMBER - 20 _____

EXAM FORM

Serial No.

Control No.

INSTRUCTIONS

1. Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals.
2. Do not staple. Only **Clip** the documents along with it.
3. 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

Programme Code

Study Centre Code

Enrolment No.

Exam Centre Code
(Where you wish to appear in exam)

Name of the Candidate (Leave one box empty between First Name, Middle Name and Sumame)

Address for correspondence (Do not give Post Box No. address. Leave a blank box between each unit of address like house No., Name, P.O., etc.)

City

District

State

Pin Code

COURSE OPTION:

Course codes for which appearing for the First time OR failed in the earlier Tees including Practical Courses for BCA, MCA, BIT / ADIT/ PGDLAN / BLIS Programmes
FEE @ Rs. 50/- PER Course

Course Codes (Exam already taken in last TEE but result awaited on the date of submission of the exam form) (For result please visit IGNOU site www.ignou.ac.in) NO EXAM FEE TO BE PAID

S.No.	Course Code	S. No.	Course Code	S.No.	Course Code
1.	<input type="text"/>	9.	<input type="text"/>	1.	<input type="text"/>
2.	<input type="text"/>	10.	<input type="text"/>	2.	<input type="text"/>
3.	<input type="text"/>	11.	<input type="text"/>	3.	<input type="text"/>
4.	<input type="text"/>	12.	<input type="text"/>	4.	<input type="text"/>
5.	<input type="text"/>	13.	<input type="text"/>	5.	<input type="text"/>
6.	<input type="text"/>	14.	<input type="text"/>	6.	<input type="text"/>
7.	<input type="text"/>	15.	<input type="text"/>	7.	<input type="text"/>
8.	<input type="text"/>	16.	<input type="text"/>	8.	<input type="text"/>

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

Total No. of		Total Amt.
Courses	X 50	<input type="text"/>
Practical Courses	X 50	<input type="text"/>
Late Fee		<input type="text"/>
TOTAL		<input type="text"/>

SIGNATURE OF THE STUDENT (within the Box only)

ISSUING BANK

1. Draft No.	<input type="text"/>
Amount	<input type="text"/>
2. Draft No.	<input type="text"/>
Amount	<input type="text"/>
Date	<input type="text"/>
Issuing Branch	<input type="text"/>
Payable at	N E W D E L H I

Declaration

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation, I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date: _____

(Signature of the Student)

Dates for Submission of Exam Forms

For June TEE	Late Fee	For Dec TEE	Late Fee
1 March to 31 March	Nil	1 Sept to 30 Sept.	Nil
1 April to 20 April	Rs. 300/-	1 Oct. to 20 Oct.	Rs. 300/-
21 April to 15 May*	Rs. 500/-	21 Oct. to 15 Nov.*	Rs. 500/-
16 May to 28 May*	Rs. 1000/-	16 Nov. to 28 Nov.*	Rs. 1000/-

* During these dates submit the examination form with late fee to concerned Regional Centre (For outside Delhi), For Delhi, submit to the Registrar (SED),
Exam for these students will be conducted at Regional Centre city only.

Examination form without late fee can be submitted by Regd. Post/Speed Post alongwith the requisite fee (in the form of demand draft) at SED division, IGNOU, Maidan Garhi, New Delhi - 110068 or at the concerned Regional Centre within the stipulated dates.

INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end examination.
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favor of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.
5. Term-end Examination result is also available on the university website i.e., www.ignou.ac.in. Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website www.ignou.ac.in and download Hall Ticket and report to Examination Centre with your Identity Card.
7. 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.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. 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)
10. 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.
11. Students are advised to enclose/forward only the Examination fee alongwith this form. Any other fee forwarded with the Exam fee will result in rejection of the Examination Form.
12. Student of BA/B.Com/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
13. Examination Form can also be submitted with the requisite fee (with or without late fee) within the stipulated dates at the respective Regional Centres.
14. Examination fee once paid will not be refunded/adjusted.



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 this purpose is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi.)

No. of Course(s)..... × Rs. 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 the Bachelor's/Master's Degree Programmes, who have complete 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. However, the students who have completed the programme as on the date of issue of this notification, wishing to improve can apply for improvement in the Term-end Examination as per following criteria:
 - a) The students mentioned at 1 (a) above in June 2008.
 - b) The students mentioned at 1(b) above in June 2008 or December 2008.
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 changed to the Term-end examination, in which students appeared for I mprovement.
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. Students wishing to improve their performance should submit the application in the prescribed format alongwith fee @ Rs. 500/- per course by means of Demand Draft drawn in favour of IGNOU payable at New Delhi and send within the prescribed dates to the following address:

Registrar,
Student Evaluation Division
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110068
12. On the top of the envelope containing the prescribed application form, Please mention 'APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS'



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Evaluation Division

APPLICATION FORM FOR EARLY DECLARATION OF RESULT OF TERM-END EXAMINATION

1. Name

2. Programme: Enrolment No.

3. Reason for early declaration of result:
.....

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

4. Course(s) detail for early evaluation:

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

5. Exam. Centre details, from where you have to appear/appeared at Term-end examination:

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

6. Total Amount paid Rs.:..... Bank DD No..... Date:.....
(Rs. 700/- per course)

Issuing Bank.....

Signature.....

Name & Address.....

Date:.....

of the Student.....

Note:

- Request for early declaration of result will be entertained for final semester/year or maximum of 4 backlog courses only.
- Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
- Application form must reach at the following address before the date of the examination for the course(s) for which early evaluation is sought:

Registrar (SED)

Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068

- The prescribed fee for early declaration of result is Rs. 700/- per course in form of demand draft issued in favour of 'IGNOU' and payable at 'New Delhi'.

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

SUB. : NON-RECEIPT OF STUDY MATERIAL / ASSIGNMENTS

Enrolment No.

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

Programme

 Medium of Study

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

Sl.No.	Course Code	Blocks	Assignments
--------	-------------	--------	-------------

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

Name and Address _____ Signature : _____

Date : _____

(For Office Use only)

Date of despatch of study material/assignments to students _____

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted to the concerned Regional Director)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

- Name
- Father's Name
- Address PIN.....
- Particulars of last examination

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

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

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

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

Date _____ Signatute of the Applicant _____

(To be filled-in by the Regional Centre)

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

Dated _____ Dealing Assistant _____ Section Officer _____

INSTRUCTIONS

1. A fee of Rs. 300/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the city of the Regional Centre or New Delhi, as the case may be.
2. At the time of submission of the application for the issue of Migration Certificate the applicant should attach xerox copy of consolidated Statement of Marks or Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 300/- only in case the same has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 2/- to be sworn before a Magistrate on the following format.

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



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

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

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

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

New Address

Town	
State	Pin <input type="text"/>
State Code	<input type="text"/>

(See Appendix-4)

Medium Study

Programme of Study

New Study Centre Code

(See Appendix-2)

Signature _____

Date _____

The filled-up form should be mailed to :

The Regional Director concerned
(The Regional Director will send thro' data on fortnight basis to SR Division).

(You may use the photocopy of this proforma)



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

Name

Enrolment No.

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

Address

.....

.....

Pin

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

Programme Month and Year of the Exam.

Name of Exam. Centre Name of Exam. Centre

Centre Code Centre Code

Courses in which Re-evaluation is sought	Course Code	Name of the Course
.....
.....
.....
.....

Total amount paid Rs.:
 (Rs 500/- per course/paper)

Bank Draft No. (Issuing Bank).....

Date:.....

.....
Signature

Note : The request for re-evaluation by the students 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. The date of declaration of results will be calculated from the date on which the results are placed on the IGNOU website.

After re-evaluation, the better of the two scores of original marks/grade and re-evaluated marks will be considered.

The revised marks after the re-evaluation shall be incorporated in the students record and the revised Grade card/Mark sheet shall be sent to the students within one month from the receipt of the application. Re-evaluation is not permissible for the Projects, Practicals, Assignments, Seminar etc.

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

Deputy Registrar (Exam. III)
(SED)
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 DUPLICATE GRADE CARD/MARK SHEET

Name of the Candidate

Enrolment No.

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

Address
.....
.....
.....

Pin

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

Programme

Month and Year of the Exam.

Centre from where appeared at the last examination

Bank Draft / IPO No.dated
for Rs. 150/- in favour of IGNOU, New Delhi

Signature

Date :

Note: Fee for duplicate grade card is Rs 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 :

The 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)

INSTRUCTION FOR FILLING APPLICATION FORM FOR ADMISSION TO PG DIPLOMA IN FINANCIAL MARKETS PRACTICE

Application Form for admission to PG Diploma in Financial Markets Practice is to be sent to the Regional Director, with required testimonials, Identity Card and fee as listed in **Checklist** given below. You can refer *Appendices 2,3* for 'codes' of Study Centres and Regional Centres. **It may please be noted that no request for change of your address will be entertained, till admissions are finalised.**

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

PLEASE FILL UP THE FORM AND MAIL OR SEND IN PERSON alongwith the documents to the Regional Director concerned, so as to reach on or before the last date. Incomplete applications/applications received after the last date, as notified, are summarily rejected without giving any information to the candidate thereof.

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

1. For Item No. 2, Demand Draft should be drawn in favour of IGNOU and payable at the city where your Regional Centre is located.
2. At Item Nos. 3,4 and 5 please fill up the code of the Study Centre from where you would like to take counselling, the Regional Centre Code under which it falls and the state code to which you belong (*see Appendices 2,3,4*).
3. For Item No. 7, if your name has initials, e.g. A.K. SHARMA, then write as A K S H A R M A leaving one box blank in between.
4. For Item No. 10, write 5 June 1956 as 0 5 0 6 1 9 5 6
5. For Item No. 11, write only the highest qualification details. (*see Appendix 5*)
6. For Items No. 15 to 19 see *Appendix-5*.
7. In Item No.21 indicate the 4 courses which you want to select for the first time and also indicate for which semester you are opting these courses by putting [✓] mark in boxes provided. (*see Appendix-8 for course outlines*)

Attention is drawn to the sections regarding eligibility to the programme. Please submit attested copies of relevant documents to establish your eligibility.

You should be careful in selecting courses for study in each semester . A course once opted should not be repeated. Though change of option of a course is permissible within one month of the date of receipt of material, it should be avoided as far as possible.

CHECKLIST : Please check before sending the Form to the Regional Director whether you have :

- a) Affixed your photograph and signed over it.
- b) Enclosed the following certificates,
 - i) Attested copies of Certificates in support of your educational qualification.
 - ii) Identity card duly filled up
- c) Enclose Demand Draft for programme fee @ Rs 10,000/- . Please ensure that you have written your name, programme code and address on the back of the demand draft.

The fee is to be paid only by way of Demand Draft drawn in the name of IGNOU and payable at the city where your Regional Centre is situated or by a Bank challon as mentioned earlier.

ENROLMENT NO.

FORM NO.

(for office use)



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI - 110 068
APPLICATION FORM FOR ADMISSION TO
PG DIPLOMA IN FINANCIAL MARKETS PRACTICE

Affix your latest passport size photograph duly attested by you

Completed Form with copies of certificates, and the prescribed fee should be sent to the Regional Director concerned so as to reach on or before the last date for submission.
The last dates are:
For January - June 2012 semester : 30-11-2011
For July - December 2012 Semester : 31-5-2012

1. Programme Code

2. Fee particulars

DD No.	Date	Total D.D. Amount

Name of the Bank Issuing Branch

3. Regional Centre Code

4. Study Centre Code

5. State Code

6. If already registered in IGNOU for any other programme indicate

Enrolment No.

Programme Code

7. Name Mr/Ms.

8. Father's/Guardian's Name

9. Postal Address
(Use capital letters):

Pin Code :

Phone No. (if any)

Fax No. (if any)

E-mail (if any) _____

10. Date of Birth

11a. Highest Qualifications details:

Highest Qualification		Year of Passing	% age Marks	University
Name	Code			

11b. Stream: Science Arts Commerce Engineering Others

12. Work Experience: (if any) Years Months

13. Employed in: (if employed) Govt./Pub. Sector Semi Govt. Pvt. Sector

14. Nationality : (for Foreigners residing in India)

15. Sex: Male Female

16. Category Code 17. Territory Code

18. Marital Status Code 19. Social Status Code

20. Semester in which admission is being sought January-June July-December

Declaration by Applicant

I hereby declare that I have read and understood the conditions of eligibility for the Programme for which I seek admission. I fulfil the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University.

I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in future over the same rules.

Date :

Signature of the Candidate

**BANKS DESIGNATED TO COLLECT THE ADMISSION/REGISTRATION FEE*
IN CASH FROM IGNOU STUDENTS**

A) INDIAN BANK

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

* These Banks are designated for collection of Admission/Registration fee only and not for examination fee. The Examination fee should be paid as per the instructions contained in the Examination Application form.

B) IDBI BANK

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

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**Bahadur Shah Zafar Marg
New Delhi-110002**

No. F.a-52/2000(CPP-II)

5th May, 2004

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

Sub: Recognition of Degree Awarded By Open University

Sir/Madam

There are a number of Open University in the country offering various degrees/diploma through the mode of non-formal education. The Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of section 22(I) of the UGC Act, 1956.

A circular was earlier issued vide UGC letter N.F.1-8/92(CPP) dated February, 1992 mentioning that the Certificate, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Attention is further invited to UGC circular No. F.1-25/93(CPP-II) dated 28th July, 1993 (copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by candidates between the two types of Universities so that the mobility of candidates from Open University stream to traditional Universities is ensured without any difficulty.

The UGC has specified the nomenclature of degrees under section 22(3) of the UGC Act, 1956 to ensure mandatory requirements viz. minimum essential academic inputs required for awarding such degrees. A copy of gazette Notification regarding specification of degrees issued vide No. 1-52/97(CPP-II) dated 31st January, 2004 is enclosed. The details are also given in UGC website: www.ugc.ac.in

May, I therefore request you to treat the Degrees/diploma/Certificates awarded by the Open universities in conformity with the UGC notification on specification of Degrees as equivalent to the corresponding awards of the traditional University in the country.

Yours faithfully
Sd/-
(Dr. (Mrs.) Pankaj Mittal)
Joint Secretary

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