

PROGRAMME GUIDE

Bachelor of Business Administration (BBA)

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

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

September, 2023

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Further information about the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068.

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Dear Learner,

Welcome to IGNOU and the degree programme in Bachelor of Business Administration (BBA). As you have joined one of the world's largest University imparting education through Open and Distance mode, it is necessary that you need to be aware about the functions of the University. You will also be keen to know some detail about the programme you have joined and the way in which the university imparts instruction. This Programme Guide gives you the necessary information that will help you in knowing the university and pursuing the programme. We therefore advise you to **keep this Programme Guide safely till you complete the Programme.**

This programme guide comprises of two parts:

Part-I of this programme guide provides brief about the University, BBA programme structure, plan of study, schedule of payment of fee, instructional and evaluation system and other useful information.

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

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

Prof. Rashmi Bansal & Dr. N. Rajendraparasad

Programme Coordinators

Bachelor of Business Administration (BBA)

PART I
PROGRAMME DETAILS

1. THE UNIVERSITY

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

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

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

IGNOU offers its academic programmes through its 21 Schools of Studies and a network of 67 Regional Centres (including 11 Recognised Regional Centres for the Indian Army, Navy and Assam Rifles), and about 3500 Study Centres (SCs). The University also has a network of 12 Overseas Study Centres (OSC).

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

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

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

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

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

Currently, the emphasis is being laid by the University on developing an interactive multimedia supported online learning as well as adding value to the traditional distance education delivery mode with modern technology-enabled education within the framework of blended learning. The recent initiatives of the University include: SWAYAM based Massive Open Online Courses (MOOCs), Shodhganga (UGC INFLIBNET Project), 24x7 SWAYAMPRAKASH, National Digital Library (MHRD Project), e-Gyankosh and IGNOU e-Content App for digital study material.

2. BACHELOR OF BUSINESS ADMINISTRATION (BBA)

The Bachelor of Business Administration (BBA) Programme launched by The School of Management Studies, Commerce Discipline, IGNOU w.e.f. July 2023 has been designed and developed especially for the young aspiring students who want to pursue a bright career in ever growing competitive sectors of business. The programme attempts to create overall knowledge on the business operations and provide the skill based education. It is proposed as a modular programme in lines of NEP 2020. The course will be adopted from the available bucket of UG programmes of the University.

The exit options are: **Certificate in Business Administration** on successful completion of 2nd Semester and **Diploma in Business Administration** on successful completion of 4th Semester and finally the **BBA Degree** on successful completion of 6th semester.

As out of the total 24 courses, 19 courses will be adopted / adapted from the existing BCOMG/BBARIL Programme, only 5 new courses (in IVth, Vth and VIth Semester) will be developed.

The Bachelor of Business Administration (BBA) programme is a broad based programme with a mix of multidisciplinary and skill based courses. It is designed to provide the learners with the information and skills necessary to understand and analyse the main themes related to commerce and retailing.

Besides, English and Hindi literature courses have also been included to impart communication skills.

The Bachelor of Business Administration (BBA) programme is a 120 credits programme consisting of the following categories of courses:

- i) Core Courses
- ii) Ability Enhancement Courses (AECs)
- iii) Skill Enhancement Courses (SECs)
- iv) Multidisciplinary Course
- v) Value Addition Course

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

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

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

Table 2.1 Bachelor of Business Administration (BBA) Programme Structure

Course No	Course Title	Nature of Course (Core / Ability–Enhancement/ Skill Enhancement/ Multidisciplinary/Practical/ Project)	Final Codes Approved From Planning	Credit Hours
SEMESTER-I				
1	Environmental Studies	Ability Enhancement	BEVAE-181	4
2	English at Work Place Or Hindi Bhasha: Lekhan Kaushal	Multidisciplinary	BEGLA-136 OR BHDLA-136	6
3	Business Organisation and Management	Core	BCOC-132	6
4	Computer Application in Business	Skill Enhancement	BCOS-183	4

		SEMESTER-II		
5	Financial Accounting	Core	BCOC-131	6
6	Business Law	Core	BCOC-133	6
7	Elements of Statistics	Core	ECO-07	4
8	Business Ethics	Value Addition	BRL-113	4
		SEMESTER-III		
9	Principles of Marketing	Core	BCOE-141	6
10	Principles of Microeconomics	Core	BCOG-171	6
11	Managing Human Resources	Core	BRL-106	4
12	E-Commerce	Skill Enhancement	BCOS-184	4
		SEMESTER-IV		
13	Fundamentals of Financial Management	Core	BCOE-143	6
14	Office Management and Secretarial Practice	Core	BCOE-144	6
15	Business Environment	Core	ECO-13	4
16	Business Research	Ability Enhancement	BMP-001	4
		SEMESTER-V		
17	Management Accounting	Core	BCOE-142	6
18	Operations Management	Core	BMP-002	6
19	Project	Project	BMPP-001	8
		SEMESTER-VI		
20	Management of International Business	Core	BMP-003	4
21	Strategic Management	Core	BMP-004	4
22	Organisational Behaviour	Core	BMP-005	4
23	Personal Selling and Salesmanship	Core	BCOS-186	4
24	Entrepreneurship	Multidisciplinary	BCOS-185	4

After knowing how the Bachelor of Business Administration (BBA) programme is structured, let us get to know the specific components of the programme, i.e. the Core, Ability and skill Enhancement courses.

Core Courses (CC)

The programme has sixteen core courses. These courses which are spread over the six semesters of the programme are aimed at building a strong foundation.

The core course are of six or four credits.

Table 2.2 Core Courses (CCs)

Semester I	Semester II
BCOC-132: Business Organisation and Management	BCOC-131: Financial Accounting
	BCOC-133: Business Law
	ECO-7: Elements of Statistics
Semester III	Semester IV
BCOE:141 Principles of Marketing	BCOE-143: Fundamentals of Financial Management
BCOG-171: Principles of Microeconomics	BCOE-144: Office Management and Secretarial Practice
BRL-106: Managing Human Resources	ECO-13: Business Environment
Semester V	Semester VI
BCOE-142: Management Accounting	BMP-003: Management of International Business
BMP-002: Operations Management	BMP-004: Strategic Management
	BMP-005: Organisational Behaviour
	BCOS-186: Personal Selling and Salemanship

Ability Enhancement Courses (AECs)

Ability Enhancement Courses (AEC) are of four credits each. There are two AECs on offer. The first AEC is an awareness course which is intended to sensitise the learners with environmental issues and introduce them to the policies and practices put in place to address environmental concerns at the local, national and global levels. The second AEC, available in the fourth semester, is BMP-001 Business Research. This course introduces the learners to the theory, fundamentals and tools of Business Research.

Table 2.4: Ability Enhancement Courses (AECs)

Semester I	Semester IV
BEVAE-181: Environmental Studies	BMP: 001 Business Research

Skill Enhancement Courses (SECs)

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

Table 2.5: Skill Enhancement Courses (SECs)

Semester III	Semester IV
BCOS-183: Computer Application in Business	BCOS-184: E-Commerce

Multidisciplinary Courses (MDCs)

Multidisciplinary Courses (MDCs) are on offer in the first and sixth semesters of the programme. MDCs in the first semester are inter-disciplinary in nature aimed at enhancing communication skills of the learner. The MDC in the sixth semester is intended to hone business skills.

Table 2.6: Multidisciplinary Courses (MDCs)

Semester I	Semester VI
BEGLA -136: English at Work Place Or BHDLA -136: हिंदी भाषा : लेखन कौशल	BCOS -185: Entrepreneurship

Value Addition Course (VAC)

The Value Addition Course (VAC) has been developed to acquaint the learners with the new evolving concept of Business ethics.

Table 2.7: Value Addition Course (VAC)

Semester II	
BRL-113: Business Ethics	

After having known structure of the Bachelor of Business Administration programme and its components, let us now focus on choosing the best way to go through the programme.

3. PLANNING YOUR STUDIES

The Bachelor of Business Administration programme offers flexibility and openness in the courses and duration for the completion of programmes. You should take full advantage of this flexibility. A little bit of systematic planning is all that is required to realize your goal of completing 120 credits of this programme within the minimum period of three years. If, for any reason, you are unable to complete the programme within three years, please note that your registration for the programme is valid for six years and you can get additional two years by applying for readmission.

As already mentioned, each credit of this programme is equivalent to 30 hours of learner study comprising all learning activities (i.e. reading and comprehending the print material, listening to audios, watching videos, attending counselling sessions, teleconferencing and writing assignment responses). This means that you will have to devote approximately 180 hours of study for a six-credit course and 120 study hours for a four credit course. You have to adjust your reading schedule keeping this workload in view. With this schedule, you will be able to complete all courses of the First year. Likewise, in the Second and Third year of the programme, you have an equal number of credits to complete each semester. To complete the programme in the minimum period of three years, you need to be focused. It is therefore helpful to study consistently throughout the year and not plan to speed up before the examinations.

If you are not able to fully devote yourself to the programme, you should set your targets for a particular semester/year. Do the assignments of only those courses for which you plan to appear in the Term End Examination (TEE). Carry over the rest to next year. Again next year, decide your goals for the two semesters of that year so that you could complete your BBA programme within the minimum prescribed period of three years. Whenever you decide to complete the previous semesters/years course and have not submitted the Assignments for evaluation, make sure that you attempt the current year's assignment (s) for that course and submit them according to the schedule to be eligible to appear in the TEE (For details see Section 6.1 of this Programme Guide). Through a proper planning, you can complete this programme as per your convenience.

4. FEE STRUCTURE AND SCHEDULE OF PAYMENT

Fee Structure: A sum of ₹30,000/- is to be paid for the Bachelor of Business Administration Programme, @ ₹10,000/year. In the First year, in addition to ₹10,000/-, a Registration fee of ₹200/- also has to be paid. The programme fee should be paid only by means of Debit Card/Credit Card through online mode only <http://ignouadmission.samarth.edu.in>. Fee once paid is not refundable.

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

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

Schedule for Re-Registration

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

The programme fee has to be paid at the beginning of each year by online mode only by means of Debit Card/Credit Card through the portal <http://ignouadmission.samarth.edu.in>

Timely payment of the programme fees is the responsibility of the learner. The learner is expected to remit the fees as early as possible without waiting for the last date. Non-payment of fee would result in the withdrawal of access to study material and permission to write the examinations. It may also result in the cancellation of admission. In case any learner willfully appears in an examination without proper registration for a course, disciplinary action may be taken against him or her as per rules of the University.

5. INSTRUCTIONAL SYSTEM

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

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

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

5.1 Course Material

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

The course material prepared by the University is self-learning in nature. Each course is printed in the form of a single book or e-book. The course is divided into a number of **Blocks**. A four credit course generally has four to five Blocks. Each Block consists of Units (three to five units), approximately 14 to 20 units in total for a 4 credits course. Similarly a six credits course has 5-6 blocks having approximately 20 to 24 units. Normally, the **Units** covered in a Block have a thematic unity. The introduction section of the book provides an overview of the course, its objectives, guidelines for studying the material, etc. The Block introduction explains the coverage of the Block as a whole as well as the coverage of each Unit in that Block.

Each Unit is structured in a way to facilitate self-study by you and begins with learning **Objectives** which give you an idea what is expected to learn from the Unit. The **Introduction** provides an overview of the major theme of the unit. An attempt is made to forge a link of the

present Unit with the topics of the previous Units. This is followed by the main text, which is divided into various sections and subsections. At the end of each section, the questions for self-evaluation have been provided under the heading of **Check Your Progress**. You should attempt this part, as it will help you in assessing the immediate understanding of the topic. Questions in Check Your Progress are for your practice only and you should not submit answers to these questions to the University for assessment. You should try to write the answers in your own words and not just copy from the course material.

The section **Let Us Sum Up/Summary/Conclusion** gives a brief account of what has been discussed in the Unit. This summary enables you to recall the main points covered in the Unit. Each unit ends with **References** which gives the list of books and articles that have been consulted to prepare the unit. In addition, at the end of each Block/Course, a list of **Suggested Readings** is given. Some of these books listed in this section will be available in the Study Centre library.

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

Despatch of Study Material

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

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

5.2 Academic Counselling

In distance education, face-to-face contact between the learners and their academic tutors/counsellors is an important activity. The purpose of such an interaction is to answer your questions and clarify your doubts, which may not be possible through any other means of communication. It is also intended to provide you an opportunity to meet fellow learners.

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

Face-to-face counselling will be provided to you at the Study Centre assigned to you. You should note that the academic counselling sessions will be very different from the usual classroom teaching or lectures. Academic counsellors are not supposed to deliver lectures in the conventional form,

instead they try to help you to overcome difficulties, which you face while studying the courses. In these sessions, you must look into the subject-based difficulties and any other issues arising out of such difficulties. Besides, some of the audio and video material that is available at that time will be played in the counselling sessions. The University normally organizes six to seven academic counselling sessions for a 4-credits and nine to ten sessions for a 6 credits course. In case there are less than 10 students in a Study Centre, then intensive counselling sessions will be held which essentially means that 40 per cent of the prescribed counselling sessions will be conducted within a week's time.

Before you go to attend the academic counselling sessions, it will be helpful if before hand you go through your course material and note down the points to be discussed. Unless you have gone through the Units, counseling may not be of much help. Try to concentrate on relevant and important issues. Try to understand each other's points of view. You may also establish personal contact with your fellow participants to get mutual help for academic purposes. Try to get the maximum possible help from your academic counsellors.

5.3 Study Centres

To provide effective student support, IGNOU has set up a number of Study Centres all over the country. You will be allotted one of these Study Centres taking into consideration your place of residence or work. However, each Study Centre can handle only a limited number of students and despite our best efforts, it may not always be possible to allot the Study Centre of your choice. The particulars regarding the Study Centre to which you are assigned will be communicated to you.

Every Study Centre will have:

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

A Study Centre will have six major functions:

Counselling: Face-to-face counselling for the courses will be provided at the Study Centres. As mentioned earlier, there will be nine to ten academic counselling sessions for a 6-credits course and six to seven sessions for a 4-credits course.

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

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

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

Information and Advice: At the Study Centre, you will get relevant information regarding the courses offered by the University, academic counselling schedules, examination schedule, etc.

You will also get guidance in choosing your elective and application oriented courses.

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

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

Study Centre is the contact point for you. The University cannot send all the communication to all the students individually. All important information is communicated 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 IGNOU learners. You are, therefore, advised to get in touch with your Study Centre for day-to-day information about assignments, submission of examination forms, TEE date-sheet, declaration of result, etc.

5.4 Interactive Radio Counselling

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

5.5 Gyan Darshan

IGNOU in collaboration with Doordarshan now has an exclusive Educational TV Channel called Gyan Darshan. It is available through cable TV network. The channel telecasts educational programmes for 24 hours every day. Live telecast is from 3-5 p.m. and repeat from 8-10 p.m. Apart from programmes of IGNOU, it will have educational programmes produced by various national educational institutions. You can try to get access to it through your cable operator. The schedule of programmes and live sessions is available at the study centres one month in advance. You can also get the schedule of programmes and live sessions from the University website

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

S.No.	DTH Platform	TV Channel No
1.	Airtel	442
2.	Tata Sky	755
3.	SunDirect	596
4.	Den	526
5.	In Digital	297
6.	Hathway	473
7	Independent TV	566

5.6 Gyan Vani

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

5.7 Teleconference/EDUSAT

To reach our learners spread in different parts of the country, we take the help of teleconferencing. These sessions are conducted from Delhi. The students can attend these sessions at the regional centres and specified study centres of IGNOU. It is a one way video and two way audio facility. The teleconferencing is available on Gyan Darshan-2 and Edusat. The time-slot for BBA programmes will be as per Electronic Media Production Centre (EMPC) schedule. The faculty members from Delhi and other experts as resource persons participate in these sessions. You can put your problems and questions to these experts through the telephone available at receiving centres. These will help in resolving your queries related to courses and other general information pertaining to the Bachelor of Business Administration (BBA) programme.

6. EVALUATION

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

- Self-assessment exercises within each unit of study.
- Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/ workshops/extended contact programmes, etc. depending on the nature of the course opted for.
- The Term End Examinations.
- Project/Practical work depending upon the requirement of the course.

The evaluation consists of two parts: i) continuous evaluation through assignments, and ii) term end examination. In the final result, all the assignments of a course carry 30% weightage while 70% weightage is given to the Term End Examination (TEE). University follows a grading system for continuous evaluation as well as term-end examination. It is done on a ten point scale using the letter grades as given below: The University has decided to provide numerical marking also in the grade card and award of division for the BBA Degree.

Letter Grade	Numerical Grade	Percentage
O (Outstanding)	10	≥ 85
A+ (Excellent)	9	≥ 75 to < 85
A (Very Good)	8	≥ 65 to < 75
B+ (Good)	7	≥ 55 to < 65
B (Above Average)	6	≥ 50 to < 55
C (Average)	5	≥ 40 to < 50

D (Pass)	4	≥ 35 to < 40
F (Fail)	0	< 35
Ab (Absent)	0	Absent

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

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

6.1 Assignments

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

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

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

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

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

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

You have to submit your assignment response sheets to the Coordinator of the Study Centre assigned to you or at <https://webservice.ignou.ac.in/assignments>. For your own record, retain a copy of all the assignment responses which you submit to the Coordinator. If you do not get back your duly evaluated tutor marked assignments along with a copy of the assessment sheet containing comments of the evaluator on your assignment within a month after submission,

please try to get it personally from your Study Centre. This may help you to improve upon future assignments.

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

If you do not get a pass grade in any assignment, you have to submit it again. Get fresh assignments from the Student Zone tab of the University website. 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/her to the Student Evaluation Division at Headquarters.

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

Do not enclose or express doubts for clarification, if any, about study material or assignment along with the assignment. **Send your doubts in a separate cover to the Director of the concerned School at IGNOU, Maidan Garhi, New Delhi - 110068** giving your complete enrolment number, name, address, title of the Course, and the number of the Unit or the assignment, etc. on top of your letter.

SPECIFIC INSTRUCTIONS FOR TUTOR MARKED ASSIGNMENTS (TMA)

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

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

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

ENROLMENT NO.:

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

- 3) Read the assignments carefully and follow the specific instructions, if any, given on the assignment itself about the subject matter or its presentation.
- 4) Go through the Units on which the 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 provide a brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to the question. Make sure that the answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasise. While solving numerical problems, use proper format and give working notes wherever necessary.
- 5) Use only fool-scrap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.
- 6) Write the responses in your own hand. Do not print or type the answers. Do not copy your answers from the Units/Blocks sent to you by the University. It is advised to write your answers in your own words as it will help in grasping the study material.
- 7) Do not copy from the response sheets of other students. If copying is noticed, the assignment may be rejected.
- 8) Write each assignment separately. All the assignments should not be written in continuity.
- 9) Write the question number with each answer.
- 10) The completed assignment should be submitted to the Coordinator of the Study Centre allotted to you. TMAs submitted at any other place will not be evaluated.
- 11) After submitting the TMA, get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.
- 12) In case you have requested for a change of Study Centre, you should submit your TMA only to the original Study Centre until the change of Study Centre is notified by the University.
- 13) If you find that there is any factual error in evaluation of your assignments e.g. any portion of your assignment response has not been evaluated or the total of score recorded on your assignment response is incorrect, you should approach the Coordinator of your study centre for correction and transmission of correct score to the headquarters.

6.2 Term End Examination

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

You must fill in the Term End Examination form online <http://exam.ignou.ac.in> before the last dates i.e. 31st March for June exam and 30th September for December exam.

The University conducts term end examinations twice a year i.e., in June and December. You can take the term-end examination (TEE) only after completing one year of study. The TEE for the 1st, 2nd and 3rd year will be conducted at the end of each year. The TEE for semesters 1 and 2 will be held together at the end of the first year. Similarly, in the second and third years of the

programme, the TEE for the third and fourth semesters (second year course) and for fifth and sixth semesters (third year course) will be conducted together. If you are unable to appear in any TEE, you may appear in the next December or June examination.

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

- Registration for the courses is valid and not time barred.
- Required number of assignments in the course has been submitted by the due date.
- Minimum time to pursue these courses as per the provision of the programme has been completed.
- Examination fee is paid for all the courses in which the learner is writing the examination.

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

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

Submission of Online Examination Form

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

- 1) Remain in touch with the Study Centre/ Regional Centre/Student Evaluation Division for change in schedule of submission of examination form.
- 2) Fill up all the particulars carefully and properly in the examination form to avoid rejection/ delay in processing of the form.
- 3) Retain proof of submission of the examination form till you download your Hall Ticket.

Examination Fee and Mode of Payment

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

Examination Fee

₹150/- per theory course

₹150/- per practical course

Mode of Payment

Credit Card/Debit Card/Net Banking

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

Hall Ticket for the Term End Examination

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

Students are advised to take the print out of the Hall Ticket from the University website <http://www.ignou.ac.in/ignou/studentzone/result/6> after entering the enrolment number and name of the

programme of study, and report at the examination centre along with the Identity Card issued by the University attested by the Director of the Regional Centre. Without a valid IGNOU Student ID Card issued by the Regional Centre/University, examinees will not be permitted to appear in the examination.

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

Examination Date Sheet

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

Declaration of the Result

It is your duty to check whether you are registered for a course and whether you are eligible to appear for that examination. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

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

Early Declaration of the Result

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

Re-Evaluation of Examination Scripts

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

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

Improvement in Division/Class

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

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

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

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

Obtaining Photocopy of the Answer Scripts: After declaration of the result, if the learner is not satisfied with the marks awarded, he or she can request the University for obtaining Photocopy of the Answer Scripts on payment of ₹100/- per course. The request for obtaining Photocopy of the Answer Scripts by the student must be made within 45 days from the date of declaration of the result to the Student Evaluation Division, IGNOU, New Delhi in the prescribed format along with a fee of ₹100/- per course to be paid online.

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

7. OTHER USEFUL INFORMATION

Scholarships and Reimbursement of Fees

Reserved categories, viz. scheduled castes/scheduled tribes and learners with physical disability, have to pay the fees at the time of admission to the University along with other students.

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

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

Change of Medium is permitted within 30 days from the receipt of the first set of course material in the first semester/year ONLY, on payment of ₹350/- plus ₹350/- per 4 credit course and ₹700/- per 6 credit course for BBA programme. Payment should be made by way of a Demand Draft drawn in favour of "IGNOU" payable at the place of concerned Regional Centre.

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

Change or Correction of Address

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

Change of Study Centre

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

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

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

Change of Regional Centre

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

Issue of Duplicate Grade Card/Mark sheet

A duplicate Grade Card is issued after a request is made on the prescribed form along with a draft of ₹200/- to be paid in favour of IGNOU, New Delhi. The form for the purpose is available on the IGNOU website.

Issue of Duplicate Degree Certificate

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

- 1) Affidavit on non-judicial stamp paper of ₹10/- .
- 2) Copy of FIR lodged with the police station regarding loss of Degree Certificate.
- 3) Demand Draft/IPO for requisite fee.

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

Re-admission

If you are not able to complete the programme in a maximum of 6 years, the University has made a special provision for re-admission. You have to take the following two steps for re-admission:

- a) Take admission afresh in the Programme like other students by fulfilling the admission criteria and paying requisite fee for the Programme.
- b) Apply to the University for the transfer of credits you have earned under the old enrolment with applicable fee.

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

Simultaneous Registration

A learner is permitted to register for only one programme in the given academic session. You are, therefore, advised to seek admission to only one programme in the given academic session. However, you are allowed to take a certificate programme of 6 months duration along with other programmes. Violation of this rule will result in cancellation of admission to all the programmes and forfeiture of the programme fees.

Migration Certificate

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

- 1) Application (can be obtained from the IGNOU website)
- 2) Attested copy of the marksheet.
- 3) Fee of ₹500/- in the form of demand draft drawn in favour of IGNOU payable at the city where the Regional Centre is located.

Refund of Fees

The refund request will be considered as under:

- a) Before the last date for submission of admission form Programme fee will be refunded after deduction of ₹200/-
- b) Within 15 days from the last date for submission of admission form-Programme fee will be refunded after deduction of ₹500/-
- c) Within 30 days from the last date for submission of admission form-Programme fee will be refunded after deduction of ₹1,000/-.
- d) After 30 days from the closure of the last date- No refund will be allowed.
- e) The last dates for submission of admission form will be considered separately i.e. last date

without late fee and last date with late fee. However, late fee, if any, will not be refunded.

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

Disputes on Admission and other University Matters

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

8. SOME USEFUL ADDRESSES

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

1	Identity Card, Fee receipt, Bonafide Certificate, Migration, Scholarship forms	Concerned Regional Centre
2	Non-receipt of study material	Material Production and Distribution Division
3	Schedule/information regarding Exam form, Entrance test, Date-sheet, IGNOU Hall ticket	Asst. Registrar (Exam-II), SED, Block-12, IGNOU, Maidan Garhi, New Delhi-110068 E-mail: evaluationised@ignou.ac.in , Ph. 29536743, 29535924-32 / Extn-2202, 2209
4	Result, Re-evaluation, Grade Card, Provisional Certificate, Early declaration of Result, Transcript	Dy. Registrar (Exam.III), SED, Block-12, IGNOU, Maidan Garhi, New Delhi-110068 E-mail sedgrievance@ignou.ac.in Ph. 29536103,29535924-32/Extn. 2201, 2211, 1316
5	Non- reflection of Assignment Grades/Marks	Asst. Registrar (Assignment), SED, Block-3, Room No-12, IGNOU, Maidan Garhi, New Delhi-110068 E-mail : assignments@ignou.ac.in Ph. 29535924, Extn-1312, 1319, 1325
6	Original Degree/ Diploma/ Verification of Degree/Diploma	Dy. Registrar (Exam.I), SED, Block-9, IGNOU, Maidan Garhi, New Delhi-110068 E-mail evaluationised@ignou.ac.in Ph.29535438, 29535924-32/Extn-2224, 2213
7	Student Grievances related to evaluation	Asst. Registrar (Student Grievance), SED, Block-3, IGNOU, Maidan Garhi, New Delhi-110068 E-mail sedgrievance@ignou.ac.in Ph. 29532294, 29535924-32/Extn-1313
8	Academic Content	Director of the School concerned
9	Student Support Services and Student Grievances, Pre-admission inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110068 E-mail ssc@ignou.ac.in Ph. 29535714,29533869, 2953380Fax-29533129

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

PART II
SYLLABI OF COURSES

DETAILS OF COURSES

SEMESTER-I

1. BEVAE-181: ENVIRONMENTAL STUDIES

(Ability Enhancement Course - 4 Credit)

BLOCK 1 AN INTRODUCTION TO ENVIRONMENT AND ENVIRONMENTAL ISSUES

- Unit 1 Our Environment
- Unit 2 Ecosystems
- Unit 3 Major Ecosystems

BLOCK 2 NATURAL RESOURCES

- Unit 4 Land and Water
- Unit 5 Forest Resources
- Unit 6 Biodiversity: Value And Services
- Unit 7 Energy Resources

BLOCK 3 ENVIRONMENTAL ISSUES AND CONCERNS

- Unit 8 Biodiversity: Threats and Conservation
- Unit 9 Environmental Pollution and Hazard Unit
- 10 Waste Management
- Unit 11 Global Environmental Issues

BLOCK 4 PROTECTING OUR ENVIRONMENT: POLICIES AND PRACTICES

- Unit 12 Environmental Legislation
- Unit 13 Human Communities and Environment
- Unit 14 Environmental Ethics

BEGLA-136: ENGLISH AT THE WORK PLACE

(Multidisciplinary Course - 6 Credit)

BLOCK 1 EXPLORING THE JOB MARKET

- Unit 1 Profiling Oneself for the Job
- Unit 2 Searching for a Job
- Unit 3 Responding to Job Advertisements
- Unit 4 Preparing for the Job

BLOCK 2 PREPARING FOR JOB INTERVIEWS

- Unit 5 Using Body Language Effectively
- Unit 6 Portfolio Making
- Unit 7 Writing Your Curriculum Vitae (CV)
- Unit 8 Preparing to Face an Interview

BLOCK 3 SKILLS FOR THE WORKPLACE-I

- Unit 9 Etiquette, Cultural Awareness and Gender Perceptions
- Unit 10 Understanding Customers
- Unit 11 Essentials of Customer Service
- Unit 12 Work Ethics

BLOCK 4 SKILLS FOR THE WORKPLACE-II

- Unit 13 Participating in Discussions
- Unit 14 Making Presentations
- Unit 15 Writing Business Letters
- Unit 16 Writing Business E-mails

OR

BHDLA-136: हिंदी भाषा लेखन कौशल **(Multidisciplinary Course-6 Credit)**

- खंड 1 व्यावहारिक हिंदी और लेखन**
- इकाई 1 शब्द सम्पदा, लोकोक्तियाँ
- इकाई 2 संवाद शैली, वाक्यगत संरचनाएं और शैली अशुद्धियाँ एवं शोधन
- इकाई 3 सरकारी प्रत्राचार तथा टिप्पण और प्रारूपण
- इकाई 4 समाचार लेखन और संपादकीय
- इकाई 5 अनुवाद : सिद्धांत और व्यवहार
- खंड 2 लेखन कौशल**
- इकाई 6 प्रभावी लेखन के गुण
- इकाई 7 रचना (कम्पोजीशन) की तैयारी
- इकाई 8 पुनर्रचना (संक्षेपण, भाव पल्लवन आदि)
- इकाई 9 वर्णात्मक लेखन
- इकाई 10 आख्यानपरक लेखन
- इकाई 11 तार्किक लेखन

BCOC-132: BUSINESS ORGANISATION AND MANAGEMENT

(Core Course – 6 Credit)

BLOCK 1 FOUNDATION OF INDIAN BUSINESS

- Unit 1 Introduction to Business
- Unit 2 Technological Innovation and Skill Development
- Unit 3 Social Responsibility & Business Ethics
- Unit 4 Emerging Opportunities in Business

BLOCK 2 BUSINESS ENTERPRISES

- Unit 5 Forms of Business Organisation-I
- Unit 6 Forms of Business Organisation-II
- Unit 7 Public Enterprises
- Unit 8 International Business: Multinational Corporation

Block 3 MANAGEMENT, ORGANISATION AND CONTROL

- Unit 9 Planning and Decision Making
- Unit 10 Organising
- Unit 11 Departmentation and Forms of Authority Relationships
- Unit 12 Delegation of Authority and Decentralisation
- Unit 13 Control

Block 4 COMMUNICATION, MOTIVATION AND LEADERSHIP

- Unit 14 Communication and Coordination
- Unit 15 Motivation
- Unit 16 Leadership
- Unit 17 Team Building

Block 5 FUNCTIONAL AREAS OF MANAGEMENT

- Unit 18 Marketing Management
- Unit 19 Financial Management
- Unit 20 Human Resource Management

BCOS-183: COMPUTER APPLICATION IN BUSINESS
(Skill Enhancement – 4 Credits)

BLOCK 1 FUNDAMENTALS OF COMPUTERS

- Unit 1 Introduction to Computers
- Unit 2 Application of Computers
- Unit 3 Web – Applications
- Unit 4 Basics of Computer Software

BLOCK 2 DATA HANDLING

- Unit 5 Business Information System
- Unit 6 IT Security Measures in Business
- Unit 7 Internet Services & Email Configuration
- Unit 8 Plastic Money, E-Wallet and Online Payment

BLOCK 3 WORD PROCESSING

- Unit 9 Basics of Word Processing
- Unit 10 Working with word Processing
- Unit 11 Advanced Tools using Word Processing

BLOCK 4 POWER POINT

- Unit 12 Creating Business Document Using Word Processing
- Unit 13 Working with Power Point
- Unit 14 Multimedia, Video Making & YouTube
- Unit 15 Creating Business Presentation

BLOCK 5 SPREADSHEETS & BUSINESS APPLICATIONS

- Unit 16 Spreadsheets Concepts
- Unit 17 Formulas & Functions
- Unit 18 Graphical Presentation of Data
- Unit 19 Advanced Options in Spreadsheets
- Unit 20 Creating Business Spreadsheets

SEMESTER-II

BCOC-131: FINANCIAL ACCOUNTING

(Core Course – 6 Credit)

BLOCK 1 THEORETICAL FRAMEWORK

- Unit 1 Nature and Scope of Accounting
- Unit 2 Accounting Process and Rules
- Unit 3 Accounting Principles
- Unit 4 Accounting Standards

BLOCK 2 ACCOUNTING PROCESS

- Unit 5 Journal and Ledger
- Unit 6 Subsidiary Books
- Unit 7 Trial Balance and Rectification of Errors

BLOCK 3 FINAL ACCOUNTS

- Unit 8 Depreciation
- Unit 9 Final Accounts-I
- Unit 10 Final Accounts-II

BLOCK 4 HIRE PURCHASE AND INLAND BRANCHES

- Unit 11 Hire Purchase-I
- Unit 12 Hire Purchase-II
- Unit 13 Branch Accounts-I
- Unit 14 Branch Accounts-II

BLOCK 5 CONSIGNMENTS AND JOINT VENTURES

- Unit 15 Consignments-I
- Unit 16 Consignments-II
- Unit 17 Joint Venture

BLOCK 6 COMPUTERISED ACCOUNTING

- Unit 18 Introduction to Computer Accounting and Creation of Company
- Unit 19 Creating Masters
- Unit 20 Voucher Entries and Invoicing
- Unit 21 Preparation of Reports

BCOC-133 : BUSINESS LAW

(Core Course – 6 Credit)

BLOCK 1 GENERAL LAW OF CONTRACT-I

- Unit 1 Essentials of a Contract
- Unit 2 Offer and Acceptance
- Unit 3 Capacity of Parties
- Unit 4 Free Consent

BLOCK 2 GENERAL LAW OF CONTRACT-II

- Unit 5 Consideration and Legality of Object
- Unit 6 Void Agreements and Contingent Contracts
- Unit 7 Performance and Distance
- Unit 8 Remedies for Breach and Quasi Contacts

BLOCK 3 SPECIFIC CONTRACT

- Unit 9 Indemnity and Guarantee
- Unit 10 Bailment and Pledge
- Unit 11 Contract of Agency

BLOCK 4 PARTNERSHIP

- Unit 12 Definition and Registration of Partnership
- Unit 13 Rights, Duties and Liabilities of Partners
- Unit 14 Dissolution of Partnership Firm
- Unit 15 Limited Liability Partnership

BLOCK 5 SALE OF GOODS

- Unit 16 Nature of Contract of Sale
- Unit 17 Conditions and Warranties
- Unit 18 Transfer of Ownership and Delivery
- Unit 19 Rights of an Unpaid Seller

BLOCK 6 NEGOTIABLE INSTRUMENT ACT

- Unit 20 Negotiable Instrument and its Parties
- Unit 21 Promissory Notes, Bill of Exchange, Cheque
- Unit 22 Negotiation
- Unit 23 Presentment and Discharge

ECO-07 : ELEMENTS OF STATISTICS
(Core Course – 4 Credit)

BLOCK 1 BASIC STATISTICAL CONCEPTS

- Unit 1 Meaning and Scope of Statistics
- Unit 2 Organising a Statistical Survey
- Unit 3 Accuracy, Approximation and Errors
- Unit 4 Ratios, Percentages and Rates

BLOCK 2 COLLECTION, CLASSIFICATION AND PRESENTATION OF DATA

- Unit 5 Collection of Data
- Unit 6 Classification of Data
- Unit 7 Tabular Presentation

BLOCK 3 MEASURES OF CENTRAL TENDENCY

- Unit 8 Diagrammatic Presentation
- Unit 9 Graphic Presentation
- Unit 10 Concept of Central Tendency and Mean
- Unit 11 Median
- Unit 12 Mode

BLOCK 4 MEASURES OF DISPERSION AND SKEWNESS

- Unit 13 Geometric, Harmonic and Moving Averages
- Unit 14 Measures of Dispersion – I
- Unit 15 Measures of Dispersion – II
- Unit 16 Measures of Skewness

BRL-113 BUSINESS ETHICS

(Value Addition Course - 4 credit)

- Unit 1 Introduction to Business Ethics
- Unit 2 Fair Trade Practices in Retail Business
- Unit 3 Consumer Privacy and Data Protection in Retail: Ethical Considerations
- Unit 4 Ethical Practices in Products – I
- Unit 5 Ethical Practices in Products – II
- Unit 6 Ethical Practices in Pricing
- Unit 7 Ethical Practices in Promotion in the Retail Sector
- Unit 8 Ethical Practices in Managing Distribution
- Unit 9 Ethical Practices for Employees

- Unit 10 Ethical Practices in Social and Environmental Responsibilities in Retail Business
- Unit 11 Ethical Practices in Consumer Service and Grievance Resolution in Retail
- Unit 12 Ethical Practices in Managing Health, Safety and Occupational Hazards in the Retail Industry

SEMESTER-III

BCOE-141: PRINCIPLES OF MARKETING (Core Course- 6 Credit)

BLOCK-1 BASIC CONCEPTS OF MARKETING

- Unit 1 Nature of Scope of Marketing
- Unit 2 Marketing Environment
- Unit 3 Markets and Market Segmentation
- Unit 4 Consumer Behaviour

BLOCK 2 PRODUCT

- Unit 5 Product Concepts and Classification
- Unit 6 New Product Development and Product Life Cycle
- Unit 7 Branding and Packaging

BLOCK 3 PRICING

- Unit 8 Objectives and Methods
- Unit 9 Discounts and Allowances
- Unit 10 Regulation of Prices

BLOCK 4 DISTRIBUTION

- Unit 11 Channels of Distribution-I
- Unit 12 Channels of Distribution-II
- Unit 13 Physical Distribution

BLOCK 5 PROMOTION

- Unit 14 Promotion Mix
- Unit 15 Personal Selling and Sales Promotion
- Unit 16 Advertising and Publicity

BLOCK 6 SERVICES MARKETING AND EMERGING ISSUES

- Unit 17 Services Marketing
- Unit 18 Current Issues in Marketing - 1
- Unit 19 Current Issues in Marketing – 2

BCOG-171: PRINCIPLES OF MICROECONOMICS

(Core Course – 6 Credit)

BLOCK 1 FUNDAMENTAL PROBLEMS OF ECONOMIC SYSTEMS AND BASIC CONCEPTS

- Unit 1 Fundamental Problems of an Economy
- Unit 2 Basic Concepts and Frame work

BLOCK 2 CONSUMER BEHAVIOUR

- Unit 3 Consumer Demand
- Unit 4 Elasticity of Demand
- Unit 5 Law of Supply and Elasticity of Supply
- Unit 6 Applications of Demand and Supply
- Unit 7 Law of Diminishing Marginal Utility and Equi-marginal Utility
- Unit 8 Indifference Curve Analysis

BLOCK -3 PRODUCER BEHAVIOUR

- Unit 9 Production Function-I
- Unit 10 Production Function-II
- Unit 11 Theory of Costs and Cost Curves

BLOCK 4 MARKET STRUCTURE

- Unit 12 Equilibrium: Concept and Conditions
- Unit 13 Perfect Competition
- Unit 14 Monopoly
- Unit 15 Monopolistic Competition
- Unit 16 Oligopoly

BLOCK 5 INCOME DISTRIBUTION AND FACTOR PRICING

- Unit 17 Factor Market
- Unit 18 Functional Distribution of Income
- Unit 19 Distribution of Income-I
- Unit 20 Distribution of Income-II

BRL-106: MANAGING HUMAN RESOURCES

(Core Course – 6 Credit)

- Unit 1 Human Resource Management : An Overview
- Unit 2 Job Analysis, Job Design & Job Description
- Unit 3 Manpower Planning
- Unit 4 Recruitment

Unit 5	Selection and Induction
Unit 6	Training & Development
Unit 7	Communication
Unit 8	Motivation & Rewards System
Unit 9	Performance Appraisal
Unit 10	Employee Grievance and Discipline
Unit 11	HR Records & Information Systems
Unit 12	Retention

BCOS-184: E-COMMERCE **(Core Course – 4 Credit)**

BLOCK 1 BASICS OF E-COMMERCE

Unit 1	Introduction to E-Commerce
Unit 2	E-Commerce: Business Models
Unit 3	Technology used in E-Commerce
Unit 4	Electronic Governance

BLOCK 2 E-PAYMENT SYSTEM

Unit 5	Electronic Payment
Unit 6	E-Banking

BLOCK 3 WEBSITE DEVELOPMENT AND HOSTING

Unit 7	Website Development
Unit 8	Electronic Commerce Software
Unit 9	Web Server Hardware and Software

BLOCK 4 CYBER SECURITY & INFORMATION ACT

Unit 10	Cyber Security
Unit 11	Cyber Security Measures
Unit 12	IT Act 2000

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

Unit 13	Online Shopping / E-Tailing
Unit 14	Online Services
Unit 15	App Based Commerce

SEMESTER-IV

BCOE-143: FUNDAMENTALS OF FINANCIAL MANAGEMENT

(Core Course – 6 Credit)

BLOCK 1 INTRODUCTION TO FINANCIAL MANAGEMENT

Unit 1 Financial Management: An Overview

Unit 2 Time value of Money

Unit 3 Sources of Finance

Unit 4 Risk and Return

BLOCK 2 INVESTMENT DECISIONS

Unit 5 Capital Budgeting – An Introduction

Unit 6 Techniques of Capital Budgeting –I

Unit 7 Techniques of Capital Budgeting –II

Unit 8 Capital Budgeting under Risk and Uncertainty

BLOCK 3 FINANCING DECISIONS

Unit-9 Cost of Capital

Unit-10 Valuation of Securities Unit-11

Capital Structure Decisions

Unit-12 Leverages: Operating, Financial and Combined

BLOCK-4 DIVIDEND DECISIONS

Unit-13 Dividend: An Overview

Unit-14 Dividend Theories-I

Unit-15 Dividend Theories-II

Unit-16 Dividend Policy Decisions

BLOCK 5 WORKING CAPITAL DECISIONS

Unit-17 Working Capital: An Introduction

Unit-18 Cash Management

Unit-19 Receivables Management

Unit-20 Inventory Management

BCOE-144: OFFICE MANAGEMENT AND SECRETARIAL PRACTICE **(Core Course – 6 Credit)**

BLOCK 1 INTRODUCTION TO OFFICE

- Unit 1 About the Office
- Unit:2 Office Space & Virtual Space
- Unit-3 Office Etiquette

BLOCK 2 OFFICE ORGANISATION AND MANAGEMENT

- Unit 4 Organising an office
- Unit 5 Office Management
- Unit 6 Duties and Responsibilities of Office Manager

BLOCK 3 FILING, INDEXING AND PUBLISHING

- Unit 7 Filing Documents
- Unit 8 Indexing Documents
- Unit 9 Publishing Documents

BLOCK 4 MAILING PROCEDURES AND FORMS USED IN OFFICE

- Unit 10 Office Forms
- Unit 11 Office Stationery
- Unit 12 Mailing Procedures

BLOCK 5 MODERN OFFICE EQUIPMENTS AND SYSTEMS

- Unit 13 Modern Office Equipments
- Unit 14 Modern Office System
- Unit 15 Banking Facilities and Modes of Payment

BLOCK 6 BUDGET, AUDIT AND SECRETARIAL PRACTICE

- Unit 16 Budget
- Unit 17 Audit
- Unit 18 Nature and Scope of Secretarial Work
- Unit 19 Secretarial Function in Organisation
- Unit 20 General principles of Meeting
- Unit 21 Conduct of Meeting

ECO-13: BUSINESS ENVIRONMENT

(4 Credit Course)

Block-1 Introduction to Business Environment

- Unit-1 Nature and Dimensions of Business Environment
- Unit-2 Economic Environment: An Overview
- Unit-3 Structure of Indian Economy
- Unit-4 Social and Cultural Environment

Block-2 Business and Government

- Unit-5 Role of Government in Business
- Unit-6 Macro Economic Policies
- Unit-7 Consumer Protection

Block 3 Economic Policy and Framework

- Unit-8 Industrial Policy
- Unit-9 Industrial Sickness
- Unit-10 Industrial Relations
- Unit-11 Small Scale Sector

Block-4 External Sector and Economic Reforms

- Unit-12 Foreign Investment and MNCs
- Unit-13 India's Foreign Trade
- Unit-14 Balance of Payment and EXIM Policy
- Unit-15 International Trade Relations

BMP-001: BUSINESS RESEARCH ABILITY ENHANCEMENT COURSE (UNDER DEVELOPMENT)

(4 Credit Course)

SEMESTER-V

1. BCOE-142: MANAGEMENT ACCOUNTING (Core Course – 6 Credit)

BLOCK-1 MANAGEMENT ACCOUNTING : INTRODUCTION AND BASIC TECHNIQUES

- Unit 1 Management Accounting : Introduction
- Unit 2 Cost Control, Cost Reduction and Cost Management
- Unit 3 Understanding, Financial Statements
- Unit 4 Techniques of Financial Analysis

BLOCK 2 BUDGETING AND BUDGETARY CONTROL

- Unit 5 Budgeting: An Overview
- Unit 6 Preparation of Budgets
- Unit 7 Approaches to Budgeting
- Unit 8 Budgetary Control

BLOCK 3 STANDARD COSTING AND VARIANCE ANALYSIS

- Unit 9 Standard Costing: An Overview
- Unit 10 Material Variances
- Unit 11 Labour Variances
- Unit 12 Overhead Variances

BLOCK 4 MARGINAL COSTING AND COST-VOLUME-PROFIT ANALYSIS

- Unit 13 Marginal Costing
- Unit 14 Break –Even Analysis
- Unit 15 Cost Volume Profit Analysis

BLOCK 5 DECISION MAKING

- Unit 16 Relevant Costs for Decision Making
- Unit 17 Pricing Decisions
- Unit 18 Responsibility Accounting
- Unit 19 Contemporary Issues in Management Accounting-I
- Unit 20 Contemporary Issues in Management Accounting-II

BMP-002 : OPERATIONS MANAGEMENT (UNDER DEVELOPMENT)
(Core course – 6 Credit)

**BMPP-001: PROJECT GUIDELINES UNDER DEVELOPMENT)
(8 Credit)**

SEMESTER-VI

**BMP-003 MANAGEMENT OF INTERNATIONAL BUSINESS (Under Development)
(Core Course – 4 Credit)**

BMP-004 : Strategic Management (Under Development)
(Core Course – 4 Credit)

BMP-005: ORGANIZATIONAL BEHAVIOUR (Under Development)
(Core Course – 4 Credit)

BCOS-186: PERSONAL SELLING AND SALESMANSHIP

(Core Course – 4 Credit)

BLOCK 1 PERSONAL SELLING AND SALES MANAGEMENT

Unit 1 Introduction to Personal Selling

Unit 2 Salesmanship

Unit 3 Sales Management

Unit 4 Sales Force Management

BLOCK 2 BUYING MOTIVES AND SALES FORCE MOTIVATION

Unit 5 Buying Motives

Unit 6 Buyer Behaviour

Unit 7 Sales Force Motivation

BLOCK 3 SELLING PROCESS

Unit 8 Sales process

Unit 9 Sales Presentation and Demonstration

Unit 10 Concluding Sales

BLOCK 4 SALES REPORT, ETHICS AND CAREER OPPORTUNITIES

Unit 11 Report and Documents in Sales

Unit 12 Ethics in Selling

Unit 13 Skills for Salesperson

Unit 14 Career Opportunities in Personal Selling

2. BCOS-185: ENTREPRENEURSHIP **(Multidisciplinary Course – 4 Credit)**

BLOCK 1 ENTREPRENEURSHIP: A PERSPECTIVE

- Unit 1 An Introduction to Entrepreneurship
- Unit 2 Entrepreneurial Eco-system
- Unit 3 Dimensions of Entrepreneurship
- Unit 4 Entrepreneurs Competencies

BLOCK 2 BUSINESS IDEA SELECTION AND FEASIBILITY

- Unit 5 Business Opportunity Identification and Selection
- Unit 6 Market survey
- Unit 7 Business Plan preparation-I
- Unit 8 Business Plan Feasibility : I
- Unit 9 Business Plan : Implementation

BLOCK 3 MOBILISING RESOURCES AND START-UP

- Unit 10 Start-up initiatives
- Unit 11 Mobilising Financial Resources
- Unit 12 Mobilising Non-financial Resources

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

- Unit 13 Entrepreneurship Development and MSMEs
- Unit 14 Family Businesses in India
- Unit 15 Success Stories

SOME FORMS FOR YOUR USE

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

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

Enrolment No. <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Proramme: <input style="width: 40px; height: 20px;" type="text"/> BBA	
Name:		
Course Code:		Medium: <input style="width: 40px; height: 20px;" type="text"/>
Sl. No.	Assignment No.	For Office Use Only
		Sl. No.:
		Date of Receipt:
		Name of Receipt:
		Date of despatch to the Evaluator:
Sig. of dealing Accountant		Date of receipt from Evaluator:
Date:		

INDIRA GANDHI NATIONAL OPEN UNIVERSITY	
ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM	
Enrolment No. <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Proramme: <input style="width: 40px; height: 20px;" type="text"/> BBA
Name:	
Course Code:	
Medium: <input style="width: 40px; height: 20px;" type="text"/>	
Sl. No. Assignment No.	FOR OFFICE USE ONLY
	Sl. No.:
	Signature of the receiver
	Date:
Signature of the Student	
Date:	Seat

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



along with fee to:
The regional Director,
IGNOU REGIONAL
CENTRE

Indira Gandhi National Open University
COURSE REGISTRATION FORM FOR BBA II YEAR
JULY 2024 SESSION

Enrolment Number

Regional Centre Code Study Centre Code

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

2. Complete Address _____

Details of fee paid: Draft is to be made from any Scheduled Bank in the name of IGNOU payable at the city of the Regional Centre.

a. Name of the Bank _____ Place _____

b. Bank Draft No. _____ Dated _____

c. Amount (Rs. 10,000/-) _____

I hereby register for the following courses for II year Bachelor of Business Administration Commencing July 2024.

Semester	Core Courses (6/4 credit each) & Course Title	Skill Enhancement/Ability Enhancement Courses (4 credits each) and Course Title	Total Credits
iii	Select on of the following courses (Write the course code in the box) BCOE-141 (Principles of Marketing) BCOG-171 (Principles of Micro-economics) BRL-106 (Managing Human Resources)	BCOS-184 (E-Commerce)	20 Credits
iv	BCOE-143 (Fundamentals of Financial Management) BCOE-144 (Office Management and Secretarial Practice) ECO-13 (Business Environment)	BMP-001 (Business Research)	20 Credits

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

Yours faithfully,

Signature of student _____

E-Mail ID _____

Mobile/Ph.No. _____

Date:



**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment Number

Study Centre Code

Write in BLOCK CAPITAL LETTERS only.

Name : Shri/Smt./Kum	
----------------------	--

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

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

Complete Address

.....

.....

.....

..... Pin

Signature

Date

For Official Use Only:

Date of Despatch of Assignments to the student

(Please use the photocopy of this proforma)

INSTRUCTIONS FOR DOING ASSIGNMENTS

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

Mail this Form to: The Regional Director (Concerned)

GUIDELINES AND INSTRUCTIONS FOR SUBMISSION OF ON-LINE EXAMINATION FORM FOR BBA

<https://exam.ignou.ac.in>

Prerequisite for the submission of the Term End Examination Form:

- You can opt for only those courses for which you are eligible to appear in the Term End Examination.
- For details of the course(s) registered, click here
(<https://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp>)
- Students are advised to ensure that they have already submitted the assignments as applicable for the courses for which they are submitting Examination Form. Hall Tickets will NOT be uploaded/issued for the courses for which they are not eligible and for which assignments have not been submitted by student.
- Examination results of Term End Examination (TEE) December, 2023 are available on University website (www.ignou.ac.in). Please click here
(<https://ignouhall.ignou.ac.in/TEResult/TermEndJUNE19/TermEndJUN19.asp>) to see result status of December, 2023 before filling Examination Form. Students whose TEE December, 2023 results are not declared yet, they need not to wait for results. They are advised to fill the Examination Form for TEE June, 2024 on or before last date of submission of Exam form as per schedule above.
- | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| In case you are eligible to appear in a course but the course is not available in the option, please write to registrarsrd@ignou.ac.in or contact at 011-29571301 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
- Examination Fee once paid will not be refunded.

Process to submit Term End Examination Form

- Select and Enter Programme Code from the options list available.
- Select Examination Centre Code from the options available on the website. List of Regional Centre wise Examination centres for Term-End Examination June-2024 is available for information. Click here to view. ([SelectExamList.asp](#))
- If the Examination Centre opted by the student is not activated as Examination Centre or not allotted for administrative reasons, alternative Examination Centre will be allotted to the student.
- Select course(s) carefully while filling the Examination Form as per your valid registration details available in IGNOU website. Courses for theory as well as practical needs to be selected separately from the list appearing on the screen for filling the Exam form.
- After successful submission of Examination Form, you will receive an acknowledgement with Control Number on the screen. Please retain the auto generated Control Number for your reference and record. For checking Examination Form status please visit SEARCH OPTION after 72 hours of submitting the Form. Details regarding examination form submission are not available, you may submit the form again only after following the due procedure as listed above.
- Delhi & NCR - The student may please select the location and exam centre will be allotted accordingly (change of exam centre will not be permitted in any case)

Examination fee and Mode of Payment

(Note: Students may select any one of the HDFC or IDBI Bank option to make payment from any of their credit/debit card/Net banking of any bank)

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

In case, examination fee needs to be returned to student due to technical reasons, the fee will be refunded to the same account (Credit card/ Debit card/ Net Banking) from which the payment was made.

Students are advised that they must ensure they are exercising adequate caution and care while filling the form and opting mode of payment.

Un-successful Submission of Exam Form

Step 1: Payment deducted through Credit Card / Debit Card /Net Banking, however the student is not able to get acknowledgement successfully in the first stage. In such cases it is advised that the student may wait for 72 hours for checking the Examination Form status submitted by him/her through SEARCH OPTION.

Step 2: Re-submit the Examination Form after following the advice given above (Step 1).

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

Related to Refund excess Examination Fee

- Students who fill Exam Form online through Cyber Cafe/ Other Agency, must ensure receipt of the Examination Fee and that their Fee is reached IGNOU through SEARCH Option at IGNOU website
- Students are required to submit chargeback case(s) in bank only after the publication of Hall Ticket on IGNOU website.
- If a student gets back refund of all the Examination Fee through Chargeback process and still appeared in Examination, his/her Exam result will be withheld and will be released after paying the requisite Examination Fee.

Hall Ticket for Term End Examination

- Hall Ticket will be uploaded on the University Website 10 days before the commencement of the Term-end examinations. Please take print out of Hall Ticket from University website (www.ignou.ac.in) and report at the Examination Centre along with the Identity Card issued by the Regional Centre/University.
- Students will be allowed to appear in Term-end Examination for the course(s) for which registration is valid and not time-barred and assignment(s) is/are submitted. Examination Fee once submitted will not be refunded.
- Students must carry IGNOU Identity-Card in the Examination Hall for writing Examination. In case, students do not have IGNOU Identity card due to various reasons, they must get it issued (i.e. duplicate copy of IGNOU Identity card) from Regional Centre concerned well before the start of the Examination. Students are required to contact the RC in person (by post) and get the duplicate Identity card for attending Examination.

Contact Details

In case of non-receipt of Control number or any query pertaining to Examination Form please contact Phone No.(s) : 011-29572209 or send us email at termendexam@ignou.ac.in

NOTE: INTERNATIONAL STUDENTS are required to submit their examination form through International Division only. Examination fee for International students applicable as per International Division's norms.

Declaration:

I hereby declare that I have read and understood the instructions given above. I also affirm that I have to follow due procedure and rules while filling online exam for regulations and submitted all the required number of assignments as applicable for the course(s) filled in the Examination Form and my registration for the course(s) is valid and not time barred and I have checked the registration validity from Programme Guide and Prospectus. If any of my statement is found to be untrue, I will have no claim for taking examination, declaration of results and refund of Examination Fee. I undertake that I shall abide by the rules and regulations of the University.

Proceed to Fill Online Examination Form ([ENOApply.asp](#)) Check for Status, if already
registered ([Search.asp](#))



BBA

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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

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

1. Name

2. Programme: Enrolment No.

3. Address:.....
.....
..... Pin

4. Month and Year of the Examination:.....

5. Examination Cente Code:

6. Address of the Examination Centre:.....
.....

7. Courses, in Which re-evaluation is sought	Course Code	Marks/Grade Obtained
.....
.....
.....
.....
.....

8. Fee detail:

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

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

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

Issuing Bank

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

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
2. The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also be made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
6. On the top of the envelope containing the prescribed application form, please mention '**Application Form For Re-Evaluation of Answer Scripts**'
7. Application form must reach within the prescribed dates at the following address:

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Director)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

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

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

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

DRAFT DETAILS: Amount ₹ D.D. No..... Date Bank Name & Place of Issue

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

(To be filled in by the Admissions Division)

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

Date Dealing Assistant Section Officer

INSTRUCTIONS

1. A fee of Rs. 500 should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the city of the Regional Centre or New Delhi, as the case may be.
2. At the time of submission of the application for issue Migration Certificate the applicant should attach zerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 500/- only in case has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of 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 I did not join any other University of the basis of the same nor have I submitted the same for joining any other University”.



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

**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK SHEET
for the Programme BBA**

Name

Enrolment No.

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

Address

.....

.....

.....

Pin

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

Programme

Month and Year of the Exam

Centre from where appeared at
last examination

Bank Draft/IPO No. Dated

for ₹250 in favour of IGNOU, New Delhi

.....
Signature

Date :

Note : Fee for duplicate grade card is ₹250. The duplicate grade card/mark sheet will be sent by Registered post.

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

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

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



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

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

Enrolment Number

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

Date of Change effective from

--	--	--	--

Write in BLOCK LETTERS only

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

New Address

Town											
State	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>										
State Code	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>										

Medium of Study

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Programme of Study

--

New Study Centre Code

--	--	--	--	--

Date _____

Signature _____

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



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

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

RE-ADMISSION FORM

1. Name & Address of the Student:

.....

.....

2. Programme Code:

3. Enrol. No:

4. Regional Centre Code:

5. Study Centre Code

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

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

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

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

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

Date Amount

Name of Bank

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

Dated: _____

.....
 Signature of the student

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

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

GUIDELINES FOR RE-ADMISSION

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



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

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

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

1. Name

2. Programme: Enrolment No.

3. Address:.....
.....
..... Pin

4. Reason for early declaration of result:

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

5. Course(s) detail for early evaluation:

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

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

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

7. Fee detail:

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

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

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

Issuing Bank

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

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

1. Request for early declaration of results will be entertained for final semester/year or maximum of 4 backlog courses only, subject to the following conditions:
 - (i) The student has been selected for higher study/employment and statement of marks/grade card is required to be produced to the institute by a particular date, which is before the prescribed date of declaration of the University's results.
 - (ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.
2. Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.
3. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
4. Application form must reach at the following address before the date of the examination for the course(s) for which early evaluation is sought:

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



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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

1. Name

2. Programme: Enrolment No.

3. Address

.....

..... Pin Code:

4. Detail of the course(s), for which photocopy of the answer script(s) is/are required:

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

(b) Exam Centre Code:

(c) Exam Centre Address:

.....

.....

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

5. Fee details:

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

No. of Course(s)..... × ₹250/- = Total Amount:.....

Demand Draft No..... Date

Issuing Bank.....

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

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

Date:.....

Signature:.....

Place:.....

Name:.....

RULES & REGULATION FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2023 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be ₹250/- (Rupees One Hundreded Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever your later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. Application form must reach within the prescribed dates at the following address except the answer scripts of CPE & DPE programmes:

The Registrar,
Student Evaluation Division,
Indira Gandhi National Open University
Maidan Garhi, New Delhi-II 0068.
8. For the photocopy(ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.

To
The Regional Director (concerned)

SUBJECT : NON-RECEIPT OF STUDY MATERIAL / ASSIGNMENT

Enrolment No.

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

Programme

--

Medium of Study

--

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

Sl.No.	Course Code	Blocks	Assignments

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

Name and Address _____

Signature : _____

Date : _____

For Office Use

Date of despatch of study material/assignments to students _____

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

BBA

Change of Medium:
₹350 per 6 credit course plus
₹350 per 4 credit course

To
The Regional Director (Concerned)

SUB: CHANGE OF MEDIUM/ELECTIVE/PROGRAMME OF STUDY

Enrolment No.

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

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

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

Fee Details

Demand Draft No. Date

Amount Rs. Drawn on

Signature :

Name

Address

.....
.....



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

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.:

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

Programme Title:

Regional Centre:

Name:

Father's Name:

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

Mailing address:

.....

.....

.....

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

Filled in application Form should be sent to:

**Registrar (SED)
IGNOU
Maidan Garhi
New Delhi-110 068**

Date:.....

.....
Signature



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION**

Application Form For Issue Of Official Transcript

IMPORTANT:- FOR INSTRUCTIONS: PLEASE SEE REVERSE

1. Name :

2. Programme: Enrolment No:

3. Address:

..... Pin

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

5. Purpose for which, transcript is required :

.....

6. FEE FOR THE OFFICIAL TRANSCRIPT:- (Please note: Per transcript means one photocopy of one certificate, hence, each photocopy, which is required to be attested by the University will be charged on the following prescribed rates):

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

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

Rs. 600/- per transcript for SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and Rs. 1200/- per transcript for the same students, if transcripts is required to be sent to the outside India.

iv) \$60 per transcript for Non-SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and \$120 per transcript for the same students, if transcript is required to be sent to the outside India.

**(THE REQUISITE FEE IS REQUIRED TO BE PAID THROUGH DEMAND DRAFT DRAWN
IN FAVOUR OF 'IGNOU' PAYABLE AT NEW DELHI')**

7. **No. of Transcript(s) required:** × Rs.300/- or Rs.500/- or = **Total Amount:** Rs.....

Demand Draft No.: Date: Issuing Bank:

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

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

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

10. **If, the Transcript is required to collect Personally :** Name

Mobile No.....(Please see Instructions in back-side at Point-C)

Date:.....

(Signature of the student)

P.T.O.

INSTRUCTIONS FOR “OFFICIAL TRANSCRIPT”

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

**The Registrar,
Student Evaluation Division, Indira Gandhi National Open University,
Block-12, Maidan Garhi, New Delhi-110068 (INDIA)**

- B) The students are required to enclose same number of legible photocopies of both sides of the statement of Marks-sheet/Grade Card/Provisional Certificate and Degree Certificate etc. issued to them, as the number of transcripts are required. Each photocopy of the certificate is chargeable as mentioned at prescribed format under Point No.- 6. Incomplete application will be entertained.
- C) If the Student/Applicant has applied for Official Transcript and wants to collect the same **Personally or By-Hand himself/herself from the Section Officer, Exam.-III Section of SED, Block-12, Room No.-10, IGNOU, Maidan Garhi, New Delhi-110068 (India)** then He/She is required to mention such information & Mobile No. under Point No.-10 in prescribed format for calling them provided that He/She has to produce the valid Original Identity Card/ Voter Card/Aadhar Card/PAN Card/Driving License or Passport etc. for signature/photograph/residential Id. Proof. at the time of collecting their Transcripts.

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

- D) The University has been sending/dispatching the “Official-Transcripts” under sealed envelope(s) through Indian Speed Post Services and the normally, the Exam-III Section of SED takes minimum 15 days for the issuance/ dispatching the “Official Transcript(s)” after receiving the Application-Form of the student at this Section but “Dispatching/Issuance time depends on furnishing the Verification Report by another Sections and circumstances surrounding the case.
- E) As per the requirement, the demand draft of requisite fees should be reached to this Division prior to 60 days or earlier from the expiry of the same demand draft for smooth transaction with the bank.
- F) Under the existing procedure, the University issues the “Official Transcripts” on “University Letter-Head” duly signed & verified on current status of each copy of Mark-sheet/Grade-card/PC/ Degree Certificate etc. by the authorized Officer on behalf of the Registrar (SED) or Controller of the Examinations, containing the following information therein:-
- i) Attested copies of Mark-sheet/Grade-card/PC/ Degree Certificate etc. including detailed information about the “Programme” completed by the Student / Details of the Courses/ Scheme of Assessment of Student’s Performance / Minimum Standard for Completion of the Courses and Programme / Scheme of Study / Duration of Programme / Year of Admission & Completion of Programme / Mode of study / Medium of study etc. This information is based on the current status of the Mark-sheet/Grade card.
 - ii) Recognition of the University and authenticity of its Degrees/Diploma etc. It is also clarified in the “Official Transcript” that the University does not issue Year-wise/Semester-wise Mark-sheet/Grade-card but issue a comprehensive Mark-sheet/Grade-card after successful completion of the programme to the students.
- G) The inquiry about status of the “Official Transcript” submitted by the student/applicant can be obtained from **“Official Transcript Counter” Exam.-III Section of SED (Block-12, Room No.-10), IGNOU, Maidan Garhi, New Delhi-110068** personally or on **Telephone No. 011-29572210** between Monday to Friday during Office hours after 15 to 25 days of receiving the Application-Form at this Section.



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

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

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

1. Name

2. Programme: Enrolment No.

3. Address

..... Pin Code:

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

Total marks/Overall point grade obtained Percentage obtained

.....

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

5. Course(s), in which improvement is sought: Course Code Course Code
1. 4.
2. 5.
3.

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

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

Demand Draft No..... Date

Issuing Bank.....

7. Term-end examination, in which you wish to appear: June/December.....

8. Examination centre details, where you wish to appear in term-end examination:

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

.....

UNDERTAKING

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

Date:.....

Signature:.....

Place:.....

Name:.....

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

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

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



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

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

Note: For instructions, please see reverse.

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

Received Rs.
Bank Draft No.
Dealing Assistant IGNOU

Sir,

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

The prescribed fee of **₹500** is submitted herewith.

The required particulars are given below:

Name of Candidate (in Block letters in English

(in Hindi):.....

Father's Name (in Block letters):.....

Programme:

Enrolment Number:

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

Examination Passed in Term End Examination-July/December, 20.....

Result: Grade / Division:.....

Name of the Study Centre:

Name of the Regional Centre:

& other particulars:

Full Permanent Address of Student:

.....

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

Yours faithfully

Signature of the Student
Postal Address.....
.....

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

Signature of Regional Director
With Stamp

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

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

INSTRUCTIONS TO CANDIDATES FOR ISSUE OF DUPLICATE COPY OF UNIVERSITY DEGREE / DIPLOMA / CERTIFICATE

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

FORM FOR AFFIDAVIT TO BE EXECUTED ON A NON-JUDICIAL STAMP PAPER OF THE VALUE OF ₹10/- BEFORE FIRST CLASS MAGISTRATE

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

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

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

Deponent

Signature:

Address:

.....

Verification:

Verified at this day of20 that the contents of my affidavit are true to the best of my knowledge.

Deponent

SWORN BEFORE ME

Signature:

Designation:

Office Seal:

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

Hyderabad Region

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

Itanagar Region

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

Guwahati Region

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

Patna Region

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

Ranchi Region

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

Delhi Region

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

Ahmedabad Region

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

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

Karnal Region

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

Shimla Region

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

Bangalore Region

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

Cochin Region

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

Pune Region

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

Imphal Region

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

Shillong Region

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

Aizwal Region

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

Kohima Region

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

Khanna Region

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

Jaipur Region

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

Gangtok Region

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

14. ANNEXURES

Annexure-I

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
1	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M. B. B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799 004 TRIPURA 0381-2519391, 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICTS: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP NIRMA UNIVERSITY SARKHEJ GANDHINAGAR HIGHWAY, CHHARODI AHMEDABAD: 382481 GUJARAT 02717-242975-242976 02717-241579 02717-241580 rcahmedabad@ignou.ac.in	STATE OF GUJARAT (DISTRICTS: AHMEDABAD, ANAND, ARAVALLI, BANASKANTHA, BHARUCH, CHHOTA UDAIPUR, DANG, DAHOD, GANDHINAGAR, KHEDA, MAHISAGAR, MEHSANA, NARMADA, NAVSARI, PANCHMAHAL, PATAN, SABARKANTHA, SURAT, TAPI, VADODARA, VALSAD, DAMAN, DADARA NAGAR HAVELI)
3	AIZAWL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, H/No. YC-10 ROPHIRABUILDING, CHALTLANG, DAWRKAWN, AIZAWL, MIZORAM-796012 0389-2391692, 0389-2391788 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICTS: AIZAWL, CHAMPHAI, KOLASIB, LAWNGTLAI, LUNGLEI, MAMIT, SAIHA, SERCHHIP)
4	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD, ALIGARH - 202001 UTTAR PRADESH 0571-2700120/2701365 0571-2405471 rcaligarh@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICTS: ALIGARH, AGRA, BUDAUN, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR, SAMBHAL)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
5	BANGALORE	13	IGNOU REGIONAL CENTRE, NSSS KALYANA KENDRA NO. 293, 39TH CROSS, 8TH BLOCK, JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747 / 26657376 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICTS: BANGALORE- URBGAN, BANGALORE - RURAL, CHAMARAJA NAGARA, CHIKBALLAPUR, CHIKMAGALUR, CHITRADURGA, DAKSHINA KANNADA, DAVANGERE, HASSAN, KODAGU, KOLAR, MANDYA, MYSORE, RAMANAGARA, SHIMOGA, TUMKUR, UDUPI)
6	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3RD FLOOR, SUMAN PLAZA CENTRAL JAIL ROAD, TILKAMANJHI BHAGALPUR BIHAR-812001 0641-2610055/2610077 rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICTS: BHAGALPUR, BANKA & MUNGER)
7	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS, BHOPAL - 462 011 MADHYA PRADESH PH.OFF :0755-2578455/ 0755-2578452/2578454/ 0755-2570517 Email : rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICTS: ALIRAJPUR, AGAR- MALWA, ASHOK NAGAR, BADWANI, BETUL, BHIND, BHOPAL, BURHANPUR, DATIA, DEWAS, DHAR, GUNA, GWALIOR, HARDA, HOSHANGABAD, INDORE, JHABUA, KHANDWA, KHARGONE, MANDSAUR, MORENA, NEEMUCH, RAISEN, RAJGARH, RATLAM, SEHORE, SHAJAPUR, SHEOPUR, SHIVPURI, UJJAIN, VIDISHA)
8	BHUBANE SWAR	21	REGIONAL DIRECTOR REGIONAL CENTRE C-1, INSTITUTIONAL AREA, BHUBANESWAR- 751013 0674-2301348, 2301250, 2301352 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORRISSA (DISTRICTS: ANGUL, BALASORE, BARGARH, BHADRAK, BOLANGIR, BOUDH, CUTTACK, DEOGARH, DHENKANAL, GAJAPATI, GANJAM, JAGATSINGHPUR, JAJPUR, JHARSUGUDA, KANDHAMAL, KENDRAPARA, KEONJHAR, KHURDA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SONEPUR, SUNDERGARH)

Annexure-I

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
9	BIJAPUR	85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIJAPUR B.L.D.E.A'S OLD ADMINISTRATIVE BUILDING SMT. BANGARAMMA SAJJAN CAMPUS SOLAPUR ROAD BIJAPUR-586103 KARNATAKA 08352-260006 9482311006 rcbijapur@ignou.ac.in	STATE OF KARNATAKA (DISTRICTS: BAGALKOT, BELGAUM, BELLARY, BIDAR, BIJAPUR, DHARWAD, GADAG, GULBARGA, HAVERI, KOPPAL, RAICHUR & YADAGIRI)
10	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208, SECTOR 14, PANCHKULA - 134109 HARYANA 0172-2590277, 2590278 0172-2590208 0172-2590279 rcchandigarh@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: LATUR & SOLAPUR) CHANDIGARH (U.T.), & STATE OF HARYANA (DISTRICTS: AMBALA, PANCHKULA), & STATE OF PUNJAB: (DISTRICTS: FATEHGARH SAHEB, MOHALI, PATIALA, RUP NAGAR)
11	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, THIRD FLOOR, GR COMPLEX, 407 ANNA SALAI, NANDANAM, CHENNAI - 600 035 TAMILNADU 044-24312766/24312979 rcchennai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICTS: CHENNAI, CUDDALORE, DHARMAPURI, KANCHEEPURAM, KRISHNAGIRI, NAGAPATTINAM, NAMAKKAL, PERAMBALUR, PUDUCHERRY, (U.T.), SALEM, THIRUVALLUR, THIRUVANNAMALI, VELLORE, VILLUPURAM)
12	COCHIN	14	REGIONAL DIRECTOR REGIONAL CENTRE COCHIN, KALOOR PO COCHIN- 682017 ERNAKULAM Ph: +91 484- 2340203,2348189 Fax: +91 484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICTS: ALAPUZHA, ERNAKILAM, IDUKKI, KOTTAYAM, PALAKKAD, THRISSUR, UNION TERRITORY OF LAKSHADWEEP)

*Annexure-I***ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
13	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, LNMU CAMPUS, KAMESHWAR NAGAR, NEAR CENTRAL BANK OF INDIA, DARBHANGA - 846 004 BIHAR 06272-251833, 251862 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICTS: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, MADHUBANI, MUZAFFARPUR, SAMASTIPUR, SHEOHAR, SITAMARHI, WEST CHAMPARAN)
14	DEHRADUN	31	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE NANOORKHERA, TAPOVAN, RAIPUR ROAD, DEHRADUN, UTTARAKHAND-248008 PH. 0135-2789200, FAX. 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICTS: ALMORA, BAGESHWAR, CHAMOLI, CHAMPAWAT, DEHRADUN, HARIDWAR, NAINITAL, PAURI, PITHORAGARH, RUDRAPRAYAG, TEHRI, US NAGAR, UTTARKASHI), STATE OF UTTAR PRADESH (DISTRICT: BIJNORE, MUZAFFAR NAGAR, SAHARANPUR, SHAMLI (PRABUDH NAGAR)
15	DELHI-1	07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DELHI-1, PLOT NO J-2/1 BLOCK - B-1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD, (NEAR MOHAN ESTATE METRO STATION) NEW DELHI-110 044 011-26990082 83 011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF ASHRAM, BADARPUR, BHO GAL, CHANAKYAPURI, FRIENDS COLONY, GREEN PARK, GREATER KAILASH PART- 1 & 2, HAUZ KHAS, LAJPAT NAGAR, MALVIYA NAGAR, MEHRAULI, MUNIRKA, R.K.PURAM, SAKET, SANGAM VIHAR, VASANT KUNJ, OKHLA) & STATE OF HARYANA (DISTRICTS: FARIDABAD, PALWAL)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
16	DELHI-2	29	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT, NEW DELHI-110 002 011-23392374-23392376/ 23392377 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF ASHOK VIHAR, BUDH VIHAR, BURARI, CIVIL LINES, DR. MUKHERJEE NAGAR, GTB NAGAR, JHARODA MAJRA, JAHANGIR PURI, KARALA, LIBASPUR, MANGOLPURI, MODEL TOWN, NAND NAGRI, PRAHLADPUR BANAGAR, PITAMPURA, RAMA VIHAR, RANI BAGH, SULTAN PURI, SHAKURPUR COLONY, SHASTRI NAGAR, YAMUNA VIHAR)
17	DELHI-3	38	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, F-634-636 PALAM EXTENSION, SHAHEED RAMPHAL CHOWK (NEAR SECTOR-7) DWARKA NEW DELHI- 110077 011-25088944 011-25088939 FAX:25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAJAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASHERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN) &
18	DEOGHAR	87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN, BASUWADIH, ROHINI ROAD, JASIDIH, DEOGHAR, JHARKHAND-814142 +91 9234455958 rcdeoghar@ignou.ac.in	STATE OF HARYANA (DISTRICTS: GURUGRAM AND MEWAT) STATE OF JHARKHAND (DISTRICTS: DEOGHAR, DUMKA, GIRIDIH, GODDA, JAMTARA, PAKUR, SAHIBGANJ)
19	GANGTOK	24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5TH MILE TADONG, NH-10, BELOW MANIPAL HOSPITAL, EAST SIKKIM-737102 SIKKIM 03592-231102, 270923 03592-231103 rcgangtok@ignou.ac.in	STATE OF SIKKIM (EAST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM, WEST SIKKIM)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
20	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, MC ROAD CHRISTIAN BASTI GUWAHATI ASSAM 81005 0361-2343771/ 2343785 0361-2343786 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICTS: TINSUKIYA DIBUGARH, IBSAGAR, DHEMAJI, JORHAT, KAKHIMPUR, GOLGHAT, SONITPU, KARBI, ANGLONG, NAGAO MORIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP, METROPOLITAN, BAKSA, UDALGURI, CHIRANG)
21	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS, PHASE-II, NEAR MADHAPUR P.S, UBILEE HILLS (P.O) HYDERABAD - 500 033 TELANGANA STATE 040-23117550/52/53 9492451812, 040-23117554 rchyderabad@ignou.ac.in	STATE OF TELANGANA
22.	IMPHAL	17	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, IMPHAL, ASHA-JINA COMPLEX, NORTH AOC, IMPHAL - 795001, MANIPUR 0385-2421190/ 2421191 / 421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICTS: BISHNUPUR, CHANDEL, CHURCHANDPUR, IMPHAL EAST, IMPHAL WEST, JIRIBAM, KAKCHING, KAMJONG, KANGPOKPI, NONEY, PHERZAWL, SENAPATI, TAMENGLONG, TENGNOUNPAL, THOUBAL, UKHRUL)
23	ITANAGAR	03	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, ORNBILL COMPLEX, C-SECTOR, NAHARLAGUN, R. CENTRAL SCHOOL, PAPUM PARE DISTRICT, ARUNACHAL PRADESH - 791110 0360-2247538/36, 2351705 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH, (DISTRICTS: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KRA DAADI, KRUNG KUMEY, LOHIT, LONGDING, LOWER DIBANG VALLEY, LOWER SUBANSIRI, NAMSAI, PAPUM PARE, SAING, TAWANG, TIRAP, UPPER DIBANG VALLEY, UPPER SIANG, UPPER SUBANSIRI, WEST KAMENG AND WEST SAING)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
24	JABALPUR	41	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAWAN, RANI DURGAWATI UNIVERSITY CAMPUS, PACHPEDHI JABALPUR-482001 (MADHYA PRADESH) 0761-2600219; 2600411; 2609896 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICTS : ANUPPUR, BALAGHAT, CHHINDWARA, CHHATTARPUR, DINDORI, DAMOH, JABALPUR, KATNI, MANDLA, NARSINGHPUR PANNA, REWA, SAGAR, SATNA, SEONI, SHAHDOL, SIDHI, SINGRAULI, TIKAMGARH,UMARIA)
25	JAIPUR	23	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE 70/79, PATEL MARG, SECT-7 MANSAROVER, JAIPUR PIN: 302020, RAJASTHAN 0141-2785730/2396427 0141-27840430 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICTS: JAIPUR, AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTIORGARH, CHURU, DHOLPUR, DOUSA, HANUMANGARH, JHALAWARA, JHUNJHUN, KARALI, KOTA, SAWIMADHEPUR, SIKAR, SRIGANGANAGAR, TONK)
26	JAMMU	12	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, SPMR COLLEGE OF COMMERCE, AUROBINDO BLOCK, IST FLOOR, CANAL ROAD, JAMMU-180001 (J&K) 0191-2579572, 0191-2546529, 0191-2585154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR JAMMU REGION- (DISTRICTS: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27	JODHPUR	88	REGIONAL DIRECTOR IGNOU, REGIONAL CENTRE, PLOT NO.439, PAL LINK ROAD, OPPOSITE KAMLA NAGAR HOSPITAL, JODHPUR - 342 008 RAJASTHAN 0291-2751424, 2756579, 2755424 rcjodhpur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJSAMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH & BANSWARA)

Annexure-I**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
28	JORHAT	37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI BUILDING 1ST FLOOR TULSI NARAYAN SARMAH PATH, NEAR NEHRU PARK JORHAT, ASSAM-785001 0376-2301116(O) rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICTS: BISWANATH, CHARAIDEO, DHEMAJI, DIBRUGARH, GOLAGHAT, HOJAI, JORHAT, LAKHIMPUR, MAJULI, NAGAON, SIBSAGAR, SONITPUR & TINSUKIA)
29	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 6, SUBHASH COLONY, KARNAL-132001 0184-2271514 0184-2255738 0184-2251417 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICTS: BHIWANI, FATEHABAD, HISSAR, JHAJJAR, JIND, KAITHAL, KARNAL KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONEPAT, YAMUNANAGAR)
30	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING, BULEPUR KHANNA, DISTRICT - LUDHIANA PUNJAB - 141401 01628-229993/237361 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICTS: AMRITSAR, BARNALA, BATHINDA, FARIDKOT, FAZILKA, FEROZEPUR, GURDASPUR, HOSHIARPUR, JALANDHAR, KAPURTHALA, LUDHIANA, MANSA, MOGA, MUKTSAR, PATHANKOT, SANGRUR, SBS NAGAR (NAWANSHAHR), TARN TARAN)
31	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL, DON BOSCO HR.SEC.SCHOOL ROAD KENUOZOU KOHIMA-797001 NAGALAND 0370-2260366/2260167 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICTS: DIMAPUR, KOHIMA, KIPHIRE, LONGLENG, MOKOKCHUNG, MON, PEREN, PHEK, TUENSANG, WOKHA, ZUNHEBOTO)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
32	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK, SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850, 033-23592719, 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICTS: BANKURA, BURDWAN, HOOGHLY, HOWRAH, KOLKATA, , NADIA, NORTH 24 PARAGANAS, PASCHIM MEDINIPUR, PURBA MEDINIPUR, PURULIA, SOUTH 24 PAMGANAS)
33	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, DIST. AGRICULTURE OFFICE ROAD, PO. KORAPUT DIST. KORAPUT ODISHA -764020 06852-251535 06852-252503 rckoraput@ignou.ac.in	STATE OF ODISHA (DISTRICTS: KALAHANDI, KORAPUT, MALKANGIRI, NABARANGPUR, NUAPADA, RAYAGADA)
34	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 5-C/INS-1, SECTOR - 5, VRINDAVAN YOJNA, TELIBAGH LUCKNOW 0522-2442832, rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICTS: AMETHI, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKOOT, FAIZABAD, FARRUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN (ORAI), JHANSI, KANNAUJ, KANPUR (RURAL), KANPUR (URBAN) KAUSHAMBI, LAKHIMPUR (KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBARELI, SHAHJAHANPUR, SHRAVASTI, SIDHHARTHANAGAR, SITAPUR & UNNAO)
35	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI-625 018 TAMIL NADU 0452-2380775, 2380733 0452-2380588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICTS: ARIYALUR, COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTIAI, RAMANATHAPURAM, SIVAGANGAI, THANJAVUR, THENI, THIRUVARUR, TRICHY, TIRUPUR & VIRUDHUNAGAR)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
36	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND & 3RD.FLOOR, KAPPEESH BUILDING, M.G.ROAD, OPPOSITE TO MULUND STATION, MULUND WEST, MUMBAI-400080. 022-25923159/25925540 022-25925411 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICTS : MUMBAI, MUMBAI SUBURBAN, PALGHAR, RAIGARH, RATNAGIRI, THANE.)
37	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 'GYAN VATIKA' 14 HINDUSTAN COLONY, AMRAVATI ROAD, NAGPUR - 440 033 MAHARASHTRA 0712-2536999, 2537999 0712-2022000 0712-2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICTS: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, HINGOLI, NAGPUR, NANDED, PARBHANI, WARDHA, WASHIM, YAVATMAL)
38	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NOIDA, C-53, INSTITUTIONAL AREA, SECTOR - 62, NOIDA - 201301 (U.P.) 0120-2405012 / 13/14 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICTS: BAGHPAT, BULANDSHAHAR, GAUTAM BUDH NAGAR, GHAZIABAD, HAPUR, MEERUT & PARTS OF EAST DELHI)
39	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, H.NO 1576, NEAR P&T QUARTERS ALTO PORVORIM PO. 403521 GOA. 0832-2412443, 2412550 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICTS: NORTH GOA, SOUTH GOA) & STATE OF KARNATAKA (DISTRICT: UTTARA KANNADA) & STATE OF MAHARASHTRA (DISTRICT: SINDHUDURG)
40	PATNA	05	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 (DISTRICTS: ARWAL, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPPRA)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
41	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING NEAR SYNDICATE BANK 18, TAGORE ROAD, MOHANPURA PORT BLAIR-744101 03192-230111(FAX) 03192-242888, 211088 reportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICTS: SOUTH ANDAMAN, NORTH & MIDDLE ANDAMAN, CAR NICOBAR)
42	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR, 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 020-25611864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICTS: AHMEDNAGAR, AURANGABAD, BEED, DHULE, JALGAON, JALNA, KOLHAPUR, NANDURBAR, NASHIK, OSMANABAD, PUNE, SANGLI, SATARA)
43	RAGHUNATH GANJ	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK, FULTALA MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 03483-271555/271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICTS: BIRBHUM, MALDA, MURSHIDABAD)
44	RAIPUR	35	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, IGNOU COMPLEX, KACHNA, POST-SADDU, RAIPUR-492014. CHHATTISGARH 0771-2283285, 2971322 2971323 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICTS: BILASPUR, DHAMTARI, DURG, JANJIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, KONDAGAON, BASTAR, BIJAPUR, NARAYANPUR, SUKMA, DANTEWADA)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
45	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360005 GUJARAT 0281-2572988 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICTS: AMRELI, BHAVNAGAR, BOTAD, DEV- BHOOMI DWARKA, GIR- SOMNATH, JAMNAGAR, JUNAGADH, KACHCHH, MORBI, PORBANDAR, RAJKOT, SURENDRANAGAR), DIU (U.T.)
46	RANCHI	32	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 57/A, ASHOK NAGAR, RANCHI-834022, JHARKHAND 0651-2244677, 2244688, 2244699 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICTS: BOKARO, CHATRA, DHANBAD, EAST SINGHBHUM, GARHWA, GUMLA, HAZARIBAGH, KHUNTI, KODERMA, LATEHAR, LOHARDAGA, PALAMAU, RAMGARH, RANCHI, SARAIKELA KHARSAWAN, SIMDEGA WEST SINGHBHUM)
47	SAHARSA	86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, KAUSHALYA MANSION, NAYA BAZAR SAHARSA -85220 1 BIHAR 06478-219014, 219015 06478-219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR (DISTRICTS: ARARIA, KATIHAR, KHAGARIA, KISHANGANJ, MADHEPURA, PURNIA, SAHARSA & SUPAUL)
48	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEHU CAMPUS, UMSHING, MAWKYNROH, SHILLONG- 793022, MEGHALAYA 0364-2550088/2550102/ 2551010/2550015 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICTS: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS RIBHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS)

Annexure-I**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
49	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, CHAUHAN NIWAS BUILDING, KHALINI SHIMLA-171 002 HIMACHAL PRADESH 0177-2624612 & 2624613 1800-180-8055 (TOLL FREE) 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICTS: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHAUL & SPITI, MANDI, SHIMLA, SIRMAUR & SOLAN, UNA)
50	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J.C. BOSE ROAD SUBHAS PALLY SILIGURI - 734 001 WEST BENGAL 0353-252 6818 0353 - 252 6929 resiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICTS : ALIPURDUAR, COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR and DAKSHIN DINAJPUR)
51	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTER, KURSOO, RAJBAGH, NEAR LAWRENCE VIDYA BHAWAN, SRINAGAR J&K 190008. 0194-2311251/2311258 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU AND KASHMIR (DISTRICTS: ANANTNAG, BANDIPORA, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL KILLIPALAM KARAMANA P O TRIVANDRUM-695 002 KERALA 0471-2344113/2344120 0417-2344121 rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICTS: KOLLAM, PATHANAMTHITTA, TRIVANDRUM) STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI, TIRUNELVELI, TUTICORIN)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
53	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, GANDHI BHAWAN, BHU CAMPUS, VARANASI-221005 UTTAR PRADESH 0542-2368022/2368622/ 2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICTS: ALLAHABAD, AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, PRAPGARH, SULTANPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
54	VATAKARA	83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NUT STREET (PO) VATAKARA KOZHIKODE.673104 KERALA 0496-2525281 0496-2515413 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICTS: KANNUR, KASARGOD, KOZHIKODE, WAYANAD, MALAPPURAM, & MAHE OF UT OF PONDICHERY)
55	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SKPVV HINDU HIGH SCHOOL PREMISES # 9-76-18, KOTHAPET, VIJAYAWADA - 520 001 0866-2565253, 2565959 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICTS: ANANTAPUR, CHITTOOR, GUNTUR, KADAPA, KRISHNA, KURNOOL, NELLORE, PRAKASAM)
56	VISAKHA-PATNAM	84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM-530 017 0891-2511200 0891-2511300 0891-2511400 rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICTS: EAST GODAVARI, WEST GODAVARI, SRIKAKULAM VISHAKHAPATNAM, VIZIANAGARAM & YANAM OF UNION TERRITORY - PUDHUCHERRY)

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

Annexure-II

SL. NO.	RC CODE	REGIONAL NAME	NAME & ADDRESS	OPERATIONAL AREA
1	52	CHANDIMANDIR	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, G S (EDUCATION) BRANCH HQ WESTERN COMMAND CHANDIMANDIR - 134107 HARYANA PH. OFF: 0172-2589355 (CIVIL) 2670 (MILITARY) FAX: 0172-28935 Email: iaeprc52@rediffmail.com	WESTERN COMMAND AREA
2	56	JAIPUR	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH C/O 56 APO-908 546 JAIPUR RAJASTHAN PH. OFF: 0141-6640 (MILITARY) FAX: Email: swciaep@gmail.com	SOUTH WESTERN COMMAND
3	51	KOLKATA	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE COL. EDUCATION FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA-908 542 WEST BENGAL PH. OFF: 033-2222668 (CIVIL) 2670 (MILITARY) FAX: 033-2222668 Email: rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
4	53	LUCKNOW	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ. CENTRAL COMMAND GS (EDN) LUCKNOW-908 554 UTTAR PRADESH PH. OFF: 0522-2482968 (CIVIL) 2670 (MILITARY) FAX: Email: iaepcc53@yahoo.co.in	CENTRAL COMMAND AREA
5	54	PUNE	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ. SOUTHERN COMMD HRDC-1 BEG & CENTRE PH. OFF: 020-26616592 (CIVIL) 3019 (MILITARY) FAX: 020-26102670 Email: armypunerc54@yahoo.com	SOUTHERN COMMAND AREA

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

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

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

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

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

SL. No	Name of RCs	CODE	ADDRESSE OF IGNOU-ASSAM RIFLES RECOGNIZED REGIONAL CENTRE	OPERATIONAL AREA
1.	SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (D GAR) LAITUMUKHRAH SHILLONG - 11 MEGHALAYA 0364-2705181, 0364-2705184 iarre_81@yahoo.co.in	COMMAND AREA

ADDRESSES OF STUDY CENTRES OF BBA

Sl. No.	Centre Code	Centre Address	Sl. No.	Centre Code	Centre Address
		AGARTALA			
1.	2601	Tripura university, University campus Agartala, Tripura-799004	19.	0907	Ssks & som arts college College campus, Sabarkantha dist. Modasa, Gujarat-383315
2.	2606	R.k. mahavidyalaya, Po kailashahar North tripura, Tripura-799277	20.	0901S	Central prison, Sabarmati Ahmedabad, Gujarat-380026
3.	2607	Belonia college, Po belonia South tripura, Tripura-799155	21.	0940D	Nootan bharati, Madana-gadh Palanpur taluk, Banaskantha Gujarat-385519
4.	2602	Government degree college North tripura, Dharam nagar Tripura-799250	22.	0910	Sardar patel university, University health centre Vallabh vidyanagar, Anand Gujarat-388120
5.	2635 D	Govt degree college, Kamalpur Dist dhalai, Dhalai, Tripura-799285	23.	0902	M.S. university General education building, Vadodara Gujarat-390002
6.	2608	M.b.b. college, College tilla po agartala col, Agartala West tripura, Tripura-799004	24.	0913	Anjuman-e-talime-idara, Court road Opposite treasury, Bharuch Gujarat-392001
7.	2647	Netaji subhas mahavidyalaya Udaipur, Govt of tripura po r k pur Distt gomoti, Tripura-799120	25.	0905	Mtb arts college, Surat Gujarat-395001
AHMEDABAD			26.	0922R	Ankleshwar ind. Dev. Society Plot no. 910, Gidc estate, Ankleshwar Gujarat-390002
8.	0977	Sardar vallabhbhai arts coll. Patherkuva,Ahmedabad, Gujarat-380001	27.	0943	Hemchandracharya north Gujrat university, Patan, Gujarat
9.	0986 D	Adivasi arts &commerce college Narsingpur po, Taluk santarampur Dist panchmahal, Gujarat-389260	28.	0953R	R.r. mehta college of science C.l. parikh college of commerc Opp.s.t. workshop, near highway Palanpur, distt.banskantha Gujarat-385001
10.	0929 D	Rastriya swabhiman (regd.) Inderprastha, vill.new dudhai, Kutch Distt. Kutch, Gujarat	29.	09120D	Muslim vidyarthipragati mandal Nepa talpad ta borsad Dist. Anand-388560
11.	0925D	Vishwamangalam - anera, Via himmatnagar, Sabarkantha district Gujarat-383001	AIZWAL		
12.	0901	L.d. arts college, Navrangpura Ahmedabad, Gujarat-380009	30.	1923	Pachhunga university college Dist. Aizwal, Aizawl, Mizoram-796001
13.	0912	Navjivan arts & comm. College Dahod, Gujarat-389151	31.	1914	Government serchhip college Spo serchhip, Mizoram
14.	0920	L.j. commerce college, Vastrapur Ahmedabad, Gujarat-380015	32.	1902	Lunglei government college, Lunglei Mizoram-796701
15.	0924D	Blind people's association Dr. Vikram sarabhai road, Vastrapur Ahmedabad, Gujarat-380015	33.		1905D, Mamit college, Mamit Mamit district, Mizoram
16.	0909	New progresive education trust Above homeopathy college, Mehsana Gujarat-384002	34.		1906D Central jail, Aizawl Mizoram-796001
17.	0928R	N.i.m.i.t., C/o parag ad., Jansatta press Rajkot. Gujarat-360005	35.	1903	Government kolasib college Kolasib, Mizoram-796081
18.	2901	Daman government arts college Daman & diu, Daman & diu-396210			

ADDRESSES OF STUDY CENTRES OF BBA

Sl. No.	Centre Code	Centre Address
36.	1907	Govt. Hrangbana college, Chandmary Aizawl, Mizoram-796007
37	1910	Govt. Champhai college Champhai, Mizoram-796321
38.	1911	Aizawl west college Dawrpui vengthar, Aizawl Mizoram-796001
39.	1901	Government aizawl college Aizawl, Mizoram-796001
40.	1927	Govt J buana college Lunglei, Dist lunglei, Mizoram-796701
ALIGARH		
41.	2719D	Faiz-e-aam degree college 72, civil lines, Abdul ghani nagar Mathura, Uttar pradesh-281001
42.	2702	St. John's college Agra fort, Agra, Uttar pradesh-282002
43.	2714	Hindu college, Station road Moradabad, Uttar pradesh-244001
44.	2713	Aligarh muslim university Aligarh, Uttar pradesh-202002
45.	47022D	Central jail agra, Mathura road Agra, Uttar pradesh-282002
46.	47026	D n pg college, Gulaothi Dist bulandshahr Uttar pradesh-245808
47.	47027D	Aligarh district jail Aligarh, Uttar pradesh-202001
BANGALORE		
48	1306	Dvs evening college Shimoga, Karnataka-577201
49.	1311	Bapuji instt. Of engg & tech. Shamanur road, Davangere Karnataka-577004
50	1319	Sri siddartha instt. Of tech Tumkur, Karnataka-572105
51.	1301	Bes college of arts & science Iv 't' block, Jayanagar, Bangalore Karnataka-560011
52.	1310	Veera saiva college, Cantonment Bellary, Karnataka-583101
53	1302	St. Aloysius college, Kodialbail Mangalore, Karnataka-575003

Sl. No.	Centre Code	Centre Address
54.	1305	Vidyavardhaka law college Sheshadri iyer road, Mysore Karnataka-570021
55.	1309	Al-ameen arts sci. & com. Col. Hosur road, Near lal bagh main gate Bangalore, Karnataka-560002
56.	1344R	Cmr instt. Of mngmt.studies 2079, 2nd cross, 3rd block Hennr bnsqli layout, kalyangr Bangalore, Karnataka
57.	13113	O p jindal centre, Opp to police quarters Vidyannagar po, tornagaiiu Bellary, Karnataka-583275
BHAGALPUR		
58.	0571	Rd & dj college Munger, Bihar-811201
59.	0505	Marwari college (t.m. bhagalpur university) Bhagalpur, Bihar-812007
60.	0576	Pbs college Banka, Bihar-813102
61.	82001D	District jail Po banka, Dist banka, Bihar-813102
62.	82002	Deep naryan singh college Tehsil rajoun, Distt banka, Bihar
63.	82004D	Special central jail, Bhagalpur Distt bhagalpur, Bihar-812002
64.	82005D	Central jail, Bhagalpur Distt bhagalpur, Bihar-812002
BHOPAL		
65	15156D	Shree sai institute of tech. Near rto office, Jaora road Ratlam, Madhya pradesh-457001
66	15132D	Rajiv gandhi college, Vill. Sherganj Distt satna, Madhya pradesh-485001
67.	1569D	Rajiv gandhi govt. Pg college Mhow-neemuch road, Mandsaur Madhya pradesh-458001
68.	1570B	Govt. Post graduate college Neemuch, Dt. Neemuch Madhya pradesh-458441
69.	1501	Motilal vigyan mahavidyalaya Bhopal, Madhya pradesh-462008

ADDRESSES OF STUDY CENTRES OF BBA

Sl. No.	Centre Code	Centre Address
70.	1508	A.p. singh university Business & eco. Deptt., Rewa Madhya pradesh-486003
71.	1512	Govt. P.g. college Satna, Madhya pradesh-485005
72.	1507	Dr. H.s. gour vishwavidyalaya Sagar, Madhya pradesh-470003
73.	15113D	Mook badhir sangathan scheme No 71, behind ranjeet Hanuman temple Indore, Madhya pradesh
74.	1526	Government p.g. college Jhabua, Madhya pradesh-457661
75.	1506	Holkar science college Indore, Madhya pradesh-452001
76	1516	Vikram university Ujjain, Madhya pradesh-456010
77	1519	Government boys pg college Rajgarh, Madhya pradesh-465661
78.	1504	Jiwaji university Gwalior, Madhya pradesh-474011
79.	1554D	Central jail Bhopal, Madhya pradesh-462038
80.	1511	Govt. J.h. pg college, Betul Madhya pradesh-460001
81.	1581D	Govt. Post graduate college Tikamgarh, Madhya pradesh-472001
82	15158D	Poonamchand gupta voc.college Civil lines, Khandwa Madhya pradesh-450001
83	15209D	Central jail, Indore city, Indore Madhya pradesh
84	15219	Indian institute of management Prabandh shikhar, Rau-pithmpur road Indore, MP-453556
BHUBANESHWAR		
85	21133	B b mahavidyalaya, Harichandan pur Dist keonjhar, Orissa-758028
86	21111B	Bamra trust fund college At/po bamra, Dist. Sambalpur Orissa-768221
87	2104	Khalikote college, Ganjam Berhampur, Orissa-760001
88	2135	K.s.u.b. college, Bhanjanagar Ganjam district, Orissa-761126

Sl. No.	Centre Code	Centre Address
89	2192D	Talcher college, At/po talcher Dt. Angul, Orissa-759107
90	21105B	Olaver college, At/post olaver Dist. Kendrapada, Orissa-754227
91	21107B	Barasahi p.s. college, At post barsahi Distt. Mayurbhanj, Bihar-757030
92	2121	S.k.c.g. college P.o. paralakhemundi, Gajapati Orissa-761200
93	21106B	Baba bhairabannda mahavidyalay Chandikhole, Jajpur, Orissa-755044
94	21117	Kuchinda college Po kuchinda, Dist sambalpur Orissa-768222
95	21109B	Dina krushna college At/po dhansimulia Jaleswar, Dist. Baleswar, Orissa-756084
96	21127 D	Circle jail cuttack At choudwar po charbatia Ps choudwar, Cuttack, Orissa-754071
97	21134D	District jail balasore District jail (zilla karagar) Balasore, Orissa-756001
98	2153D	Sahaya, At: panchumu Via: godipada, District nayagarh Orissa-752092
99	2146D	Viswa yuva kendra, At: baninali Po:luhamunda / via kishoreganj Dist.: angul, Orissa-759127
100	2109	Government college Phulbani, Orissa-762001
101	2186D	Council ntrgrtd tribal research & awareness prog. At-amlapada po-phulbani Distt. Kandhamal, Orissa-762001
102	21100	Bapujee college Saraswata nagar At/po chhendipada, Dist. Angul Orissa-759124
103	2111	B.J.B. College Arts block, Bhubaneshwar Orissa-751014
104	2105	Government college P.o. hakimpada, Angul, Orissa-759143
105	2106	Fakir mohan college Balasore, Orissa-756001

ADDRESSES OF STUDY CENTRES OF BBA

Sl. No.	Centre Code	Centre Address
106	2114	Mpc college Mayurbhanj, Baripada., Orissa-757001
107	2108	Gangadhar meher college Sambalpur, Orissa-768004
108.	2122D	Indian instt of youth develop. Kalinga, Kandhamal, Orissa-762022
109	2119	S.C.S. college Puri, Orissa-752001
110	2118	Bhadrak autonomous college Bhadrak, Orissa-756100
111	2112	D.d. college College road Keonjhar, Orissa-758001
112	2103	Government college Rourkela, Orissa-796004
113	2134	Panchayat college Po bargarh Bargarh district, Orissa-768028
114	2138	N.c. college (autonomous) Jajpur p.o., Jajpur, Orissa
115	21182	U n (autonomous) college of Science & technology At& po adaspur Distt cuttack, Orissa-754011
116	21185	J k b k college, O m p square Cuuttack, Orissa-753003
117	21189	Belpahar college At/po belpahara (r.s), Dist jharsuguda Orissa
118	21190	Prananth autonomous college Dist khordha, Orissa-752057
BIJAPUR		
119	1379D	Svm art & commerce college Ilkal Dist bagalkot Karnataka-587125
120	1385D	Global womens college of edu Muslim chowk, mominpura Gulbarga, Karnataka-585104
121	1307	Blde jss college of edu. Ss junior college campus, Bijapur Karnataka-586101
122	1324	Basaveshwar science college Bagalkot, Karnataka-587101
123	1304	Gulbarga university Gulbarga university campus Gulbarga, Karnataka-585106

Sl. No.	Centre Code	Centre Address
		CHANDIGARH
124	0606D	Model jail Burail, Chandigarh, Chandigarh
125	1036	M.d.s.d. girls college Ambala city, Haryana-134002
126	2203	Punjabi university, Arts block - iii Top floor, Patiala, Punjab 147002 Patiala2203@gmail.com
127	2221D	Central jail Patiala, Punjab
128	06002D	Central jail ambala, Central jain civil lines Ambala city, Haryana-134003
129	06007	Shri guru gobind singh college Sector - 26, Chandigarh Haryana-160019
CHENNAI		
130	2543D	C.R.S.T.C., 4/38, dr. Sankaran road Gandhi nagar, Namakkal Tamilnadu-637001
131	2534	Er. Perumal manimekalai p'nic Krishnagiri highways, Koneripalli Hosur, Tamilnadu-635117
132	25193D	Valluvar gurukulam, 220 g s t road Tambaram west, Chennai Tamilnadu-600045
133	2509	Sacred heart college Tirupattur, Tamilnadu-635601
134	2505	Ramakrishna mission vidyapith Vivekanand college, 45, oliver rd, Mylapore, Chennai, Tamilnadu-600004
135	2508	A.v.c college, Mannampandal Mayiladuthurai, Tamilnadu-609305
136	2552D	Central prison Vellore, Tamilnadu
137	2564	K.s. rangasamy college of tech Ksr kalvi nagar, Thokkavadi post (namakkal dt.) Thiruchengode, Tamilnadu-637209
138	2510R	Scs kothari academy for women 17, venkatapathi street, Kilpauk, Chennai, Tamilnadu-600010
139	2506	Thyagarajar polytechnic P b no. 523, Salem, Tamilnadu-636005

ADDRESSES OF STUDY CENTRES OF BBA

Sl. No.	Centre Code	Centre Address
140	2501	Ddgd vaishnava college 445, e.v.r. periyar high road, Arumbakkam, Chennai Tamilnadu-600106
141	3101	Academic staff college Central university Lawspet, Puducherry Puduchery-605008
142	2532	Jaya college of arts & science Mth road, Tiruninravur Thiruvellore, Tamilnadu-602024
143	2512R	Aecs premises, Sadras, dae township Kalpakkam, Chennai Tamilnadu-603102
144	2535D	Amar seva sangam 7-4-104 b, tenkasi road Sulochana gardens (p.b.no.001) Ayikudy, Tamilnadu-627852
145	2538D	P.obul reddy voc.trng. Instt. 109, luz church road, Mylapore Chennai, Tamilnadu-600004
146	2554	Saint joseph col.of arts & sci Manjai nagar, Distt.cuddalore Cuddalore, Tamilnadu-607001
147	2513	Government arts college Dharmapuri, Tamilnadu-636705
COCHIN		
148	14122	Jamia nadwiyya trainingcollege Salah nagar, Po edavanna, Distt malappuram, Kerala-676541
149	1480	Bishop vayalil memorial Holy cross college cherpunkal, Po pala Dist kottayam, Kerala-686584
150	1465	Pragathi international centre Higher education pmc vi/290 Nr sastha temple harihar iyer Rd,perumbavoor ernakulam dist Kerala
151	1445P	Unity women's college Manjeri, Narukara, District mallapuram Kerala-676122
152	1448P	Sree k.v.t. chattathiripad col Mannampatta, District palakadd Kerala-679517
153	1449P	Nehru arts & sci. College Kanhagar, Padanekat, District kasaragod, Kerala-671328

Sl. No.	Centre Code	Centre Address
154	1450P	W.m.o. arts & sci. College Muttil, Kalpetta District wayanad, Kerala-673122
155	1442P	Farook college, Calicut District kozhikode, Kerala-673672
156	1446P	Sree narayana college S.n. puram(po), Cherthala District allapuzha, Kerala-688582
157	1447P	Sree krishna college Ariyannur, Guruvayur, District thrissure, Kerala-680102
COCHIN		
158	1486P	Deva matha college, Po kuravilangad Dist kottayam, Kerala-686633
159	1444P	St. Thomas college, Pala, Arunapuram District kottayam, Kerala-686574
160	1412	St. Albert's college Ernakulam, Kerala-682018
161	1409	Psmo college Mallapuram, Tirurangadi, Kerala-676306
162	1408	Newman college Idukki, Thoduphuzha, Kerala-685585
163	3001	Govt senior secondary school Kavarati, Lakshwadeep, Kerala-682555
164	1406	Cmc college Kottayam, Kerala-686001
165	1402	Sacred heart college Thevara, Cochin, Kerala-682013
166	1443P	S.s.v. college, Valayanchirangara p.o. Perumbavoor, District ernakulam Kerala-683556
167	1407	Sree kerala verma college Trichur, Kerala-680001
168	14119	De paul inst.of sci. & tech. De paul nagar angamaly south Dist ernakulam, Kerala-683573
169	14102 D	Chair for gandhian studies, And research, University of calicut Po calicut, Kerala, 373635 Blank
170	1468D	Jan shikshan sansthan Kaigattil building, Nedumkandam po Idukki, Kerala-685553
171	14127	Nirmala college, Muvattupuzha Po muvattupuzha, Dist ernakulam, Kerala-686661

ADDRESSES OF STUDY CENTRES OF BBA

Sl. No.	Centre Code	Centre Address	Sl. No.	Centre Code	Centre Address
172	1481	Rajagiri college of management Applied science, Rajagiri valley PO kakkand, Cochin, Kerala-682039	189	2748	Government p.g. college Uttarkashi, Uttranchal-249193
173	14134D	Ideal training college, Karumanamkurussi Cherpulassery palakad, Cochin,Kerala	190	3705D	L.b. shastri tech. Edn. Instt. Halduchaur, Nainital, Uttranchal Abeyance
174	14157	R.M.A.S 3rd floor gcda shoppin complex Marine drive, Kochi, Kerala-682031	191	2772D	Guru nanak shiksha samiti Guru nanak inter college Preet vihar rampur road Rudrapur, Uttranchal-263153
175	14161W	Pravasi community college Mankada po, Malappuram Kerala-679324	DEHRADUN		
176	14164D	Sullamussalam science college Areacode ugrapuram po Malappuram-673639	192	2717	Kumaon university Almora, Uttranchal-263601
DARBHANGA			193	2726	Government p.g. college Pithoragarh, Uttranchal-262501
177	0504S	Parcham, Shukla road,hafizee chowk Ward no 40, Muzaffarpur, Bihar-842001	194	2715	Government pg college Gopeshwar, Uttranchal-246401
178	0581B	Yadunandan college Dighwara, Dist. Saran, Bihar-841207	195	2773D	C.t. kanya mahavidyalaya Kashipur, Udhamsingh nagar, Uttranchal-244713
179	0522	C.m. college, Kila ghat Darbhanga, Bihar-846004	196	2758D	Modern school 78, jivanimai road, Rishikesh Uttranchal-249201
180	0509	Rajendra college Chapra, Bihar-841301	197	2752	Hnb garhwal university Dept. Of economics, Srinagar (garhwal) Uttranchal-246174
181	0550B	Ganesh dutt college Begusarai, Bihar-851101	198	3708	Govt. Degree college, Champawat Dt. Champawat, Uttranchal-262523
182	0559	M s college Motihar, Bihar-845401	199	2711	Mb government pg college Haldwani, Uttranchal-263141
183	0504	Bra bihar university, Library campus Muzaffarpur, Bihar-842001	200	3717D	District jail, Rathanabad Haridwar, Dehradun, Uttarakhand
184	0551	Samastipur college Samastipur, Bihar-848101	201	47001D	Helpage home india Abul barkat deoband, Dist saharanpur Uttar pradesh-247554
185	0557	Ramkrishna college Madhubani, Bihar-847211	202	3702	Maharaj singh college Saharanpur,Uttar pradesh-247001
DEHRADUN			203	31011D	District jail, Sudhowalal Dehradun, Uttarkhand
186	2749	S.d. college, Bhopa road Muzaffar nagar, Uttar pradesh-251001	204	2705	D.a.v. pg college, D A V college road Dehradun, Uttranchal-248001
187	2754	Dr. P.d.b. govt. P.g. college, Kotdwara Pauri district (garhwal) Uttranchal-246149	205	27140	Rani bhagyawati devi Mahila mahavidalya Bijnor, Uttar pradesh-800010
188	2762	Kumaon university D.S.B. Campus, Nainital Uttranchal-263001			

ADDRESSES OF STUDY CENTRES OF BBA

Sl. No.	Centre Code	Centre Address	Sl. No.	Centre Code	Centre Address
		DELHI 1			
206	07102	Vocational training college Old inst. Of home eco. Buildng J-block south ext. Part-i New delhi, Delhi-110049	221	07111	Dot com academia n r convent School premises nangloi, Nilothi main nangloi Najafgarh road new delhi-110041
207	1042	Govt college for women Sector 16-17, Faridabad, Haryana	222	0731	Pc training institute Pcti house, uu-11, North pitampura New delhi, Delhi-110034
208	07153	Modi academic international Insitute, 24-a lajpat nagar iv, Ring road New delhi-110024	223	0772	Acharya inst of prof. Studies 2647, hudson lane, North campus Delhi, Delhi-110009
209	0742D	Al ameen ednl & welfare trust (north india), new horizon Sch. Complex, nizammuddin east New delhi, Delhi-110013	224	0784	Bitcom services (p) ltd. Plot not 366, 3rd floor, Kohat enclave Delhi, Delhi-110034
210	0707	Jamia millia islamia univ Dept of psychology, Jamia nagar Delhi, Delhi-110025	225	0745P	School of professional Development (spd) Ag 22 shailimar bagh ring road New delhi, Delhi-110088
211	0710	Deshbandhu college University of delhi, Kalkaji New delhi, Delhi-110019	226	0730	C.C.I.T., 527, patparganj indl. Estate Patparganj, New delhi, Delhi-110092
212	0743D	National association for blind Sector - v, R.k. puram, New delhi Delhi-110022	227	07107	Maharaja agrasen college Vasundara enclave Near chilla sports complex, Delhi Delhi-110096
213	1007	Pt. J.I. nehru govt. College Sector-16a, Faridabad, Haryana-121001	228	0712	Vivekanand mahila college Vivek vihar, New delhi, Delhi 110032 Revival on 10032010
214	0713	Jesus & mary college University of delhi, Chanakyapuri New delhi, Delhi-110021	229	0734D	Amar jyoti rehbn. & res centre Amar jyoti charitable trust Vikas mark, karkardooma, New delhi Delhi-110092
215	07164D	District jail, Po neemka Faridabad, Haryana-121001	230	29019	Vivekananda inst.comp.edu. B 3/45 a main road, Yamuna vihar Delhi-110053
216	07171	Balaji college of education Adarsh nagar, Ballabgarh, Faridabad Haryana-121004	231	29020	Vivekananda inst.prof.studies (vips) g-1-12 g t karnal road New azadpur metro station New delhi-110033
DELHI 2			232	29035D	Krishna education centre C/o greenfields public school Dilshad garden, Ned delhi-110093
217	0769	Shyam lal college G.t. road, Shahdara, Delhi Delhi-110032	233	29038	Govindam business school 514, industrial estate, Patparganj Delhi-110092
218	0729	Swami shradhanand college Alipur, New delhi, Delhi-110036	DELHI 3		
219	0718	Bhim rao ambedkar college Fc-vii, wazirabad road Loni road, yamuna vihar, New delhi Delhi-110053	234	07124	V d institute of technology Krishan vihar New delhi-110086
220	0708	Research foundation edn centre Shiksha bhawan csc-5, sector 9 Rohini, New delhi, Delhi-110085			

ADDRESSES OF STUDY CENTRES OF BBA

Sl. No.	Centre Code	Centre Address
235	1045	Govt girls college Sector 14, Gurgaon, Haryana
236	07127D	Inst. Of vocational studies C/o baswa international school Setcor 23 dwarka, New delhi-110075
237	0701	Shyama prasad mukherjee coll. For women, Punjabi bagh (west) New delhi, Delhi-110026
238	0719	Tihar central jail, No. 3, tihar jail Hari nagar (only for inmates) New delhi, Delhi-110064
239	0709	Ramlal anand college Benito juarez road, New delhi Delhi-110021
240	1006	Dronacharya government college Gurgaon, Haryana-122001
241	38014W	Dr br ambedkar community coll. Sarla sadan mehchana road Near govt coll.jataulihaily Mandi teh.pataudi gurgaon, Haryana
242	38015D	District jail, Bhondsi Gurgaon, Haryana-122002
DEOGHAR		
243	3605	Sahibganj college Sahibganj, Jharkhand-816109
244	0503	P.k. roy memorial college Seraidhela, Dhanbad Jharkhand-826001
245	0521	Sindri college, P.o. sindri Dhanbad, Jharkhand-828122
246	3609	A.s. college, Deoghar Jharkhand-814112
247	3604	S.p. college Dumka, Jharkhand-814101
248	3607	Giridih college Giridih, Jharkhand-815301
249	0526D	Adithi, At/po: jarmundi Dumka, Jharkhand
250	3601	Godda college, P.o. godda Godda, Jharkhand-814133
251	3615D	Badlao foundation Po mihijam, Dt. Jamtaara Jharkhand-815354
252	3627	Kkm college, Po & distt.pakur Pakur, Jharkhand-816106

Sl. No.	Centre Code	Centre Address
253	0507	Edn. & research trust (nipm) New admn. Building iii/b School bokaro steel city,Bokaro Jharkhand-827006
254	3603	Guru nanak college, Post box - 93 Dhanbad,Jharkhand, 826001
255	32011	Mahuda mahavidyalaya Mahuda Dhanbad, Jharkhand
GANGTOK		
256	2401	Sikkim government college Tadong, Gangtok, Sikkim,737102
257	2402D	Govt. Sr. Secondary school Mangan, North sikkim, Sikkim
258	2404	Namchi government college Namchi, South sikkim, Sikkim-737126
259	2411	Paljor namgyal girls Higher secondry school P n g road gantok, Dist east sikkim Sikkim-737101
GUWAHATI		
260	0448	Diphu govt.college Distt. Karbi anglong, Assam-782462
261	0435	Jagiroad college Jagiroad, Morigaon, Assam-782410
262	0411	Bajali college, Pethsala Pethsala p.o., Barpeta, Assam-781325
263	0421D	Chaiduar college, Gohpur po Sonitpur, Assam-784168
264	0408	Handique girls college Dept. Of history, Pan bazar Guwahati, Assam-781001
265	0455	Darrang college Tezpur district sonitpur, Assam-784001
266	0403	Women's college, Durgabari po Tinsukia, Assam-786125
267	0420D	Gram vikas parishad, Village-rangaloo, Po jumarmur via kathiatali, Nagaon, Assam
268	0413	Lakhimpur commerce college North lakhimpur, Assam-787001
269	0417D	District jail, Fancy bazar Guwahati, Assam-781001
270	0416D	Debraj roy college, Golaghat p.o. Golaghat, Assam-785621

ADDRESSES OF STUDY CENTRES OF BBA

Sl. No.	Centre Code	Centre Address
271	0414	Kokrajhar college Kokrajhar, Assam-783370
272	0418D	B.k. aru samaj kalyan samity Noor nagar, Herapati p.o., Nagaon Assam-782002
273	0405	Gurucharan college Silchar, Assam-788004
274	0402	D.k.d. college Dergaon, Assam-785614
275	0404	Birjhora mahavidyalaya Bongaigaon, Assam-783380
276	0410	C.k.b. commerce college Jorhat, Assam-785001
277	0415D	Dr. Shashi bhushan inst of edn Lakshmirbond, Hailakandi Assam-788155
278	0431	Sibsagar girl's college Sivasagar po, Sivasagar, Assam-785640
279	04171	Nowgoan college Nagaon, Dist nagaon, Assam-782001
280	04177	Arya vidyapeeth college Gopinath nagar, Guwahati-781016
HYDERABAD		
281	0155	Indira priyadarshini govt. Degree colege for women, Nampally Hyderabad, Andhra pradesh
282	0184	Loyola polytechnic (ysrr) Pulivendula, Kadapa distt. Andhra pradesh-516390
283	0177	Vishnu vidya peeth C/o st.francis xavier deg.col. 3-4-809-ia, st. No.1,barkatp, Hyderabad Andhra pradesh
284	0111	Aurora's degree & p g college H no 16-11-210 krishna tulsi Nagar moosarambagh, Hyderabad Andhra pradesh-500036
285	0105	Lal bahadur college Warangal, Andhra pradesh-506007
286	0108	Osmania college Kurnool, Andhra pradesh-518001
287	0106	Shri saibaba nat. Degree coll. Anantapur, Andhra pradesh-515001
288	0179	Vivekanada degree & pg college Jagityal road, Karimnagar Andhra pradesh-505001

Sl. No.	Centre Code	Centre Address
289	0157	S.d. signodia college of arts & commerce & pg centre 21-2-723/21, rikab ganj, Hyderabad Andhra pradesh-500002
290	01132D	Mesco institue of management & Computer sciences, Mustaidpura karwan, Hyderabad, Andhra pradesh-500006
IAEP - CHANDIMANDIR		
291	5201	Western command hrdc C/o hq western command (edn) Chandimandir
292	5202	Hq 2 corps hrdc C/o 56 apo
293	5204	Hq 11 corps hrdc C/o 56 apo
294	5502	29 inf div hrdc C/o 56 apo
IAEP-JAIPUR		
295	5203	Hq 10 corps hrdc C/o 56 apo
296	5303	Hq i corps hrdc C/o 56 apo
IAEP-KOLKATA		
297	5102	Hq 3 corps hrdc C/o 99 apo
298	5103	Hq 4 corps hrdc C/o 99 apo
299	5101	Eastern command hrdc C/o 101 area, C/o 99 apo
300	5104	Hq 33 corps hrdc C/o 56 apo
IAEP - LUCKNOW		
301	5301	Central command hrdc-1 C/o hq central command (edn) Lucknow-226002
302	5302	1, signal training centre Jabalpur, 482001
303	5305	Hrdc headquarters Bengal engineer group & centre Roorkee cantt, Uttarakhand-247667

ADDRESSES OF STUDY CENTRES OF BBA

Sl. No.	Centre Code	Centre Address	Sl. No.	Centre Code	Centre Address
		IAEP - PUNE			
304	5405	H q 108 mountain brigade C/o 56 apo, 908108	322	8105	29 Assam Rifles C/o 29 Assam Rifles, C/o 99 apo
305	5402	Hq 12 corps hrdc C/o 56 apo, 908512	323	8106	26 Assam Rifles C/o 26 Assam Rifles, C/o 99 apo
306	5403	Hq 21 corps gs (edn) C/o 56 apo, 908521	324	8107	27 Assam Rifles C/o 27 Assam Rifles, C/o 99 apo
307	5401	Southern command hrdc-ii C/o meg and centre, Bangalore-560042	325	8108	31 Assam Rifles C/o 31 Assam Rifles, C/o 99 apo
308	5404	Southern command, hrdc-1 C/o beg & centre, kirkee, Pune-411003	326	8109	2 Assam Rifles C/o 2 Assam Rifles, C/o 99 apo
309	5406	Hq 31, Armoured division C/o 56 apo, 908431	327	8110	14 Assam Rifles C/o 14 Assam Rifles, C/o 99 apo
		IAEP - UDHAMPUR	328	8111	34 Assam Rifles C/o 34 Assam Rifles, C/o 99 apo
310	5501	Northern command hrdc C/o hq northern command (edn) C/o 56 apo	329	8112	9 Assam Rifles C/o 9 Assam Rifles, C/o 99 apo
311	5503	Hq 15 corps hrdc C/o 56 apo	330	8113	12 Assam Rifles C/o 12 Assam Rifles, C/o 99 apo
312	5504	Hq 16 corps hrdc C/o 56 apo	331	8114	33 Assam Rifles C/o 33 Assam Rifles, C/o 99 apo
313	5505	Hq 14 corps (hrdc) C/o 56 apo	332	8115	21 Assam Rifles C/o 21 Assam Rifles, C/o 99 apo
314	5506	Hq 25 inf div C/o 56 apo, 908425	333	8116	HQ B Range AR C/o hq B Range Assam Rifles C/o 99 apo
		IAREP - SHILLONG	334	8117	25 Assam Rifles C/o 25 Assam Rifles, C/o 99 apo
315	8128	24 Assam Rifles C/o 24 Assam Rifles, C/o 99 apo	335	8118	8 Assam Rifles C/o 8 Assam Rifles, C/o 99 apo
316	8127	4 Assam Rifles C/o 4 Assam Rifles, C/o 99 apo	336	8119	1 Assam Rifles C/o 1 Assam Rifles, C/o 99 apo
317	8103	7 Assam Rifles C/o 7 Assam Rifles, C/o 99 apo	337	8120	19 Assam Rifles C/o 19 Assam Rifles, C/o 99 apo
318	8130	3 Assam Rifles C/o 3 Assam Rifles, C/o 99 apo	338	8121	18 Assam Rifles C/o 18 Assam Rifles, C/o 99 apo
319	8101	Arasu, Happy Valley C/o Assamrifles Administrative Unit, Happy Valley, Shillong, 07	339	8122	HQ Tripura Range Assam Rifles C/o HQ Tripura Range Assam Rif C/o 99 apo
320	8102	HQ AC & Assam Range Assam Rif. C/o hq ac & Assam Range Assam Rifles, c/o, 99 apo	340	8123	22 Assam Rifles C/o 22 Assam Rifles, C/o 99 apo
321	8104	6 Assam Rifles C/o 6 Assam Rifles, C/o 99 apo	341	8124	23 Assam Rifles C/o 23 Assam Rifles, C/o 99 apo
			342	8125	Artc & s, Dimapur C/o Assam Rifles Training Centre & School, Dimapur, Nagaland

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Sl. No.	Centre Code	Centre Address
343	8126	30 Assam Rifles C/o 30 Assam Rifles, C/o 99 apo
344	8129	16 Assam Rifles C/o 16 Assam Rifles, C/o 99 apo
IMPHAL		
345	1715	Moirang college, Moirang Dist bishnupur, Manipur-795133
346	1707	D.m. college of science Imphal, Manipur-795001
347	1705	Thoubal government college Thoubal, Manipur-795138
348	1703	Presidency college Motbung, Manipur-795107
349	1709	Jiribam govt. Hr.sec. School P.o. jiribam, Dist. East imphal Manipur, Manipur-795116
350	1704	Sentinel college Ukhrul, Manipur-795142
351	1702	Government college Churachandpur, Manipur-795128
352	1701	Manipur university University campus, Canchipur Imphal, Manipur-795003
353	1706	Don bosco college Maram centre, Senapati Manipur-795105
354	1712	Mt everest college, Taphou Dist senapati, Dist senapati Manipur-795106
355	1727D	Lilong haoreibi college, Lilong Thoubal dist., Manipur
356	1729	Talui higer sec.academy Tului, Ukhrul dist, Manipur
357	1730D	Manipur central jail, Sajiwal Khabeisoi, Imphal Manipur-785001
INEP - KOCHI		
358	7401	Command education office Head quarters, Southern naval command Naval base kochi-682004
INEP - MUMBAI		
359	7201	2nd floor, tarang New navy nagar, Mumbai, Maharashtra-400005

Sl. No.	Centre Code	Centre Address
INEP - NEW DELHI		
360	7101	Nausenabaugh -ii Naraina, delhi cantt., New delhi-110028
INEP - VISAKHAPATNAM		
361	7301	Navy children school Gandhi gram p.o. Visakhapatnam-530005
ITANAGAR		
362	0303	Jawaharlal nehru college P.o. hill top, Passighat Dist. East siang Arunachal pradesh-791103
363	0305	Indira gandhi govt. College Tezu, District lohit Arunachal pradesh-792001
364	0302	Bomdila govt. Degree college Bomdila.,Dist. West kameng Arunachal pradesh-790001
365	0304	Don bosco youth centre P.b.: 1, Khonsa Arunachal pradesh-786630
366	0312	Wangcha rajkumar Govt college, Deomali, Dist tirap Arunachal pradesh-786629
367	0301	D.n.government colleg itanagar Itanagar, Arunachal pradesh-791113
368	0316	Rang-frah govt college Changlong dist, Arunachal pradesh-792120
JABALPUR		
369	1594D	Govt arts & commerce collge Lakhnadon, Dt. Seoni, Seoni Madhya pradesh-480886
370	1587	Pt.shambhunath shuklagovt coll Pg. College, Shahdol Madhya pradesh-484001
371	1519D	Govt. College, Bamhni banjar, Dist. Mandla, Madhya pradesh-481771
372	15112D	NOU spl study centre -ra Govt degree college, Barghat, Dist seoni, Madhya pradesh-480667
373	1589D	Govt. A.b. college, Baihar Dist. Balaghat, Madhya pradesh-481111

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Sl. No.	Centre Code	Centre Address
374	15101D	S s agarwal pg college, Seohara Dist jabalpur, Jabalpur, Madhya pradesh
375	1599	Mata gujri mahilya mahavidyala Marhatal civic centre, Jabalpur Madhya pradesh-482002
376	1567D	Govt.j.s.t. pg college, Distt. Balaghat Balaghat, Madhya pradesh-481001
377	1565D	Govt. Pg college, Narsingpur, kandeli, Itwara bazar, Dt. Narsingpur, Madhya pradesh
378	1566D	Govt. C.v. college, Dindori, Dt. Dindori, Madhya pradesh
379	15116D	Govt degree college, Harrai Dist chhindwara, Madhya pradesh-480224, Blank
380	1502	Rani durgawati university Jabalpur, Madhya pradesh-482001
381	1593D	Govt tulsi college, Anuppur Madhya pradesh-484224
382	1584D	Central jail, Jabalpur Madhya pradesh
383	1560D	Govt. Post graduate college Seoni, Distt. Seoni, Seoni Madhya pradesh-480661
384	41002D	Government college Narsingpur road, Amarwara Chhindwara dist, Madhya pradesh-480221
385	1592D	Government science college Pandhurna, Dist chhindwara Chhindwara, Madhya pradesh
386	1515	Danielson degree college Chhindwara, Madhya pradesh-480001
387	1561D	Govt. Tilak pg college Shadol road, Katni, Madhya pradesh
388	41016D	Government degree college Junnardeo, Chhindwara, Madhya pradesh-480551
JAIPUR		
389	2324D	Health & social dev res centre B-130, sethi colony, Jaipur Rajasthan- 302004
390	2328D	Seth g.b. podar college Rambilas podar road, Nawalgarh Rajasthan-333042

Sl. No.	Centre Code	Centre Address
391	2318D	Swami keshwanand mahavidyalaya Gramotthan vidyapeeth, Sangaria Rajasthan-335063
392	2317D	Central jail, Ghatgate Jaipur, Rajasthan-302003
393	2312	Shri bhagwandas todi pg colleg (sikar), Lakshmangarh, Rajasthan-332311
394	2310	Md p.g. college Sriganga nagar, Rajasthan-335001
395	2307	Government p.g. college Banswara, Rajasthan-327001
396	2308	Rajrishi college Alwar, Rajasthan-301001
397	2345D	Sony tech shikshan sansthan Ho. 2-c-32, vikas nagar, Chogan bazar Bundi, Rajasthan-323001
398	2326D	Indian public school, (bundi) Keshorai patan, Rajasthan
399	2333	S.p.u. (p.g.) college Falna (pali), Rajasthan-306116
400	2332D	National computer sansthan Near bus stand, (jhunjhunu) Khetri, Rathasthan
401	2372D	Jan shikshan sansthan 9-10 jhalawar road, Vigyan nagar Kota, Rajasthan
402	2322D	Nehru memorial law college Hanumangarh town, Hanumangarh Rajasthan-335513
403	2306	Govt college Ajmer, Rajasthan-305001
404	2303	Kota engineering college Rawat bhata road, Kota Rajasthan-324010
405	2370	Govt pg college Dist pratapgarh, Rajasthan
406	2320D	India int. Instt. Of mgt. Sector-12, mahaveer marg, Mansarovar Jaipur, Rajasthan-302020
407	2331	Maharana pratap pg govtcollege Chittorgarh, Rajasthan-312001
408	2385	Govt p.g.college Dholpur, Rajasthan
409	2368	Govt p g collge Jhalawar, Rajasthan

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Sl. No.	Centre Code	Centre Address
410	2388 D	Central jail, Ajmer Rajasthan-305001
411	2334D	Banshiwala mahavidyalaya Banshiwala marg, Shastri nagar Losal (sakar), Rajasthan-332025
412	2327D	Government girls college Sawaimadhopur city Rajasthan-322001
413	23102D	Vivekananda inst.prof.studies Vips, 178 anand nagar sirsi road, Khatipura jaipur Rajasthan, Vipsjaipur.178@gmail.com,
414	23105W	Rai community college 126 mile stone, Delhi-jaipur nh-8 vill-dughera Behror distt alwar, Rajasthan-301010
JAMMU		
415	1280	Bhargava degree college National highway, Near basantar bridge samba Dist samba jammu, J & k
416	1277D	Voice college higher edu, Campus of garden modern, Academy, Gool J & k-182144
417	1232	Govt. M.a.m. college Jammu, J & k
418	1270D	Central jail, kote Bhalwal, Jammu, J & k
419	1264D	G.r. azad college of hr. Edu. Village changa, Post-kilhotran, tq-gandoh Bhalessa distt. Doda, J & k-182203
420	1235	Government degree college Doda, J & k-182210
421	1258	Shri mata vshno devi shrne brd Katra, Jammu, J & k-182301 Keeping in abeyance
422	1275D	Alfallah college of Higher education Doda, J & k-182202
423	1227D	Distt. Jail, Amphalla Jammu, J & k
424	1207	Government degree college Rajouri, J & k-185131
425	1206	Government degree college Department of geography, Kathua J & k

Sl. No.	Centre Code	Centre Address
426	1201	University of jammu Jammu tawi, J & k-180001
427	1208	Government degree college Poonch, J & k
428	1268	Govt degree college Bhaderwahs, Doda, J & k
429	1267	Govt degree college Kistwar, J & k-182204 IGNOU1267@gmail.com
430	1250	Govt. Degree college (boys) Udhampur, J & k
431	1285	Govt college of women Gandhi nagar, Jammu, J & k-180004
432	1290	Govt degree college R s pura, Jammu-181102
433	1297D	Voice college of education Mohalla havelli, Bhadarwah Doda dist, J&k-182222
JODHPUR		
434	2323P	Urmul rural health r&d trust Po box no. 55, Sri ganganagar road Bikaner, Rajasthan-334001
435	2309	Government college Jalore, Rajasthan-343001
436	2321D	Ab memorial secondary school E-43, shastri nagar, Jodhpur Rajasthan-342003
437	2305	Bjs rampuria jain college J n vyas nagar, Bikaner Rajasthan-334003
438	2302	Vidya bhawan rural institute Badgaon road, Udaipur Rajasthan-313004
439	2304	Onkarmal somani college of com Jodhpur, Rajasthan-342008
440	2367	Govt college National highway no 8, Rajasmand, Rajasthan
441	2362	Govt. P.g. college (boys) Sirohi, Rajasthan-307001
442	2364D	Jan shikshan sansthan 44 mahaveer nagar, Residency road Jodhpur, Rajasthan-342011
443	2311	Kuchaman college (nagaur) Kuchaman city, Rajasthan-341508

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Sl. No.	Centre Code	Centre Address
444	23106D	Central jail, Ratanada Jodpur, Rajasthan-342001
KARNAL		
445	1004	Vaish college Bhiwani, Haryana
446	1026	Gaur brahaman degree college Rohtak, Haryana
447	1009	Government p.g. college Hissar, Haryana-125001
448	1008	Government p.g. college Arts block, room no. 28-29 Sector - 14, urban estate, Karnal Haryana-132001
449	1005	Chotu ram college of education Rohtak, Haryana-124001
450	1002	Hindu college Sonepat, Haryana-131001
451	1014	Govt. P.g. national college Sirsa, Haryana-125055
452	1041	Yasin meo degree college Nuh, Mewat, Haryana
453	1031	Govt. College for women Village - bodia khera, Dt. Fatehabad Haryana
454	1053D	District jail Kaithal road, Karnal, Haryana
455	1057D	Distritct jail Dist. Sirsa, Haryana
456	1059	I b post graduate college G t raod, Panipat, Haryana-132103
457	2223	Sikh national college Charan kanwal, banga, Nawashahr Dt.nawasharh, Punjab-144505
458	2202	Baring union christian college Batala, Punjab-143505
459	2216	Dav college Hoshiarpur, Punjab-146001
460	2214	Dav college Abohar, Firozpur dist.-Punjab-152116
461	2212	Doba college, Tanda road Jalandhar city, Punjab
462	2218D	G.s. n.s. foundation, Preetnagar District amritsar, Punjab-143110
463	2210D	Everest public sr. Sec. Schoo Moti nagar, Ludhiana, Punjab

Sl. No.	Centre Code	Centre Address
464	2225	Nehru memorial govt. College Mansa, Dt. Mansa Punjab-151505
465	2219D	Central jail Airport road, Amritsar, Punjab
466	2206	Guru nanak girls college Model town, Ludhiana, Punjab-141008
467	2205	Dav college of education Amritsar, Punjab-143001
468	2204	Mgdav college Bhilwada road, Bhatinda Punjab-151001
469	2211	A.s. college Samrala road, Khanna, Ludhiana Punjab-141402
470	2220D	Central jail Tajpur road, Ludhiana, Punjab
KOHIMA		
471	2024D	Career guidance & groomingsoct. Model colony ward-1 Below patki christian college Chumukedima block1 dt.dimapur Nagaland-797103
472	2003D	Bethesda institute Kumlong ward, Mokokchung Nagaland-798601
473	2022	Loyem memorial college Tuensang, Post box no 45 Dist tuensang, Nagaland-798612
474	2013	Wangkhao govt. College Mon, Nagaland-798621
475	2002	Dimapur government college Dimapur, Nagaland-797112
476	2001	Nagaland college of education Department of education, Kohima Nagaland-797001
477	2021	St xavier college Jalukie, Po jalukie, Dist peren Nagaland-797112
KOLKATA		
478	2840D	Shree jain vidyalaya 25/1, bon behari bose road, Howrah West bengal-711101
479	2825D	Ramananda college Bishnupur, Bankura, West bengal

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Sl. No.	Centre Code	Centre Address
480	2810	Maulana azad college 8 ra kidwai road, Kolkata West bengal-700013
481	2855	Asansol girls' college Dr. Anjali sarani, Dt. Burdwan Asansol, West bengal-713304
482	2886	Adhyapak jyotish chandra ghosh Balika vidyalay bhudeb bhaban Barabazar,chinsurah, Dist hooghly West bengal-712101
483	2809	Banwarilal bhalotia college Asansol, Burdwan West bengal-713303
484	2813	Midnapur college Midnapur, West bengal-721101
485	2807	Jagannath kishore college Ketika, Purulia West bengal-723101
486	2827D	Vidyasagar smriti mandir 36 vidyasagar street, Kolkata West bengal-700009
487	2817	Netaji mahavidyalaya Arambagh p.o., Hooghly West bengal-712601
488	2829D	Tarun sangha inf. & documentn. Biswas po, Tamluk town, Purba medinipur West bengal-721636
489	2882	Pandua sultania high madrasah Higher secondary, Po pandua Dist hooghly-West bengal-712149
490	2824D	Prabuddha bharti shishutirtha Po inda, Kharagpur town Kharagpur, West bengal-721305
491	2828D	Turning point 15/1, d-l. Roy road, bow bazar Hoognitala, krishna nagar, Nadia West bengal-741101
492	2823D	Baruipur sitakundu sneh kunja Village & po sitakundu ps, Baruipur, 24 parganas (south) West bengal-743387
493	2880	Iqra academic foundation Jessore road (west)ganji mill Po kazipara ps barasat Dist 24 parganas(n) kolkata West bengal-700125

Sl. No.	Centre Code	Centre Address
494	2822D	Abbs inst. For hr. Education 1, agrasain street, liluah, Howrah West bengal-711204
495	2865D	Jawahar lal nehru vidyapith 5/2, bhukailash road, Kidderpore Kolkata, West bengal-700023
496	2862D	Savitri girls' college 13, muktaram babu street, Kolkata West bengal-700007 Blank
497	2841	The indian inst of psychometry Evergreen plaza, ii to v floor 117, barrackpore trunk road Kolkata, West bengal-700035
498	2801	Ishwar chandra pathabhavan 299 acharya prafula chandra rd Kolkata, West bengal-700009
499	2814	Dinabandhu andrews college Garia p.o., Kolkata West bengal-700084
500	2803	Railway technical school Kanchrapara, 24 parganas (n) West bengal-743145
501	2804	Aswini datta memorial college 94/2, park circus, Kolkata West bengal-700017
502	2864	Belda college Dist. Paschim medinipur West bengal-721424
503	2847D	Turning point edu. Academy 51,gnpc rd, nr durga das park Ranaghat, Nadia West bengal-741201
504	2826D	Rural development society Central church compound College road, Bankura West bengal-722101
505	2873P	Dr s.m.m.r.b. research centre Food nutri.div, Wbside indus.bldg 1st&2nd fl. 620 dimond harbor rd.kolkata West bengal-700034
506	2863	Indian cntr for adv.of res.edu Icare complex, po hatiberia Haldia, Distt. Purba medinipur West bengal-721657 Abeyance
507	2848	Durgapur women's college Durgapur, Distt. Burdwan West bengal-713209

ADDRESSES OF STUDY CENTRES OF BBA

Sl. No.	Centre Code	Centre Address
508	2842	Bhairab ganguly college Degree college road, Belgharia Kolkata, West bengal-700056
509	28134D	Sisca, Vill & po khan sahed abad 24 parganas (south)sagar Sundarban, West bengal-743373
KORAPUT		
510	2133D	Balimela col. Of sci and tech Niladari nagar, Nilakamberu po, via balimela, Malkangiri dist. Orissa-764051
511	2189D	P.s. college Saintala, prajna, Distt. Bolangir Orissa-767032
512	2190D	D.p. college Dunguripali, Distt. Sonopor Sonopor, Orissa-767023
513	1509	Government p.g. college Jagdapur, Chhattisgarh-494005
514	2166D	Dav college Titilagarh, At/po titilagarh Dist. Bolangir, Orissa
515	2177	Sonapur college Sonapur, Orissa-767017
516	2145D	Semiliguda college Semiliguda, Dist.: koraput Orissa-764036
517	2155D	Malkangiri college At/po: malkangiri, District malkangiri Orissa-764048
518	2157D	Sankalpa Badatika, At/po/via: loisingha District loisingha, Orissa-767020
519	2165D	Lok yojna At/karpa, po rengsapali Distt.kalahandi-766029
520	2174D	Khariar college At/po khariar, Distt. Nuapada Nuapada, Orissa-766107
521	2110	Vikram dev college Koraput, Jeypore Orissa-764001
522		Rajendra college Bolangir, Orissa-767002
523	2123D	C.o.a.t.s Dnk road, Sabara srikhetra Koraput, Orissa-764020

Sl. No.	Centre Code	Centre Address
524	2140	National college At/po nawapara (tanwat), Nuapada Orissa-766105
525	44005D	Thayamma woman's college Gunupur, Rayagada, Orissa
526	44013D	Radha krishna adibasi Mahavidyalaya, Dasmantapur Koraput, Orissa-765028
527	44018W	Green vally community college At/po penta via jay kay pur Dist rayagada, Orissa-765017
LUCKNOW		
528	27131	Cane grower's nehru pg college Golagokaranath, Dist kheri-lakhimpur Kheri lakhimpur, Uttar pradesh-262802
529	2747	Feroze gandhi college Raebarilly, Uttar pradesh-229001
530	2710	Kamala instt. Of phy & so sci Sultanpur, Uttar pradesh-228118
531	27150D	Madarsa basitul arabia rehmani New patel nagar, Dist jalaun Orai, Uttar pradesh
532	2727	A.p.n. degree college Basti, Uttar pradesh-272001
533	2767	Jawahar lal nehru (pg) college Banda, Uttar pradesh-210001
534	2781	M.l.k.p.g. college Balrampur, Dt. Balrampur Uttar pradesh-271201
535	2737	M.d. post graduate college Pratapgarh, Uttar pradesh
536	2793	K.s. saket p.g. college Ayodhya, Faizabad Uttar pradesh-224123
537	2755D	Model jail Lucknow, Uttar pradesh
538	27110	Pt. Sunder lal pg college Kannauj, Uttar pradesh-241201
539	2779	Shri shakti degree college Village sahhahari Post-harbaspur,ghatampur Kanpur, Uttar pradesh
540	2750D	Isabella thoburn college 7, faizabad road, Lucknow Uttar pradesh-226020

ADDRESSES OF STUDY CENTRES OF BBA

Sl. No.	Centre Code	Centre Address
541	27119	Brd pg college Deoria, Uttar pradesh-274001
542	2724	India telephones india ltd. E.s.s. project, Manakapur Uttar pradesh-271308
543	2704	Bareilly college P o box no 15, Bareilly Uttar pradesh-243005
544	2712	Bipin bihari pg college Jhansi, Uttar pradesh-284001
545	2703	Allahabad degree college 15, kyadganj, Allahabad Uttar pradesh-211003
546	2701	Jai narain degree college Lucknow, Uttar pradesh-226001
547	2706	P.p.n. college 96/12, mg marg, Kanpur Uttar pradesh-208001
548	2742R	Ntpc limited Unchahar, Raibareli Uttar pradesh-229406
549	2729	D.n. college Fatehgarh, Farukabad Uttar pradesh-209601
550	27153	Nehru pg college Lalitpur, Uttar pradesh
551	27149	Nari shikshaniketan pg college Chakbast road, Lucknow Uttar pradesh
552	2787R	G.d. binani pg college Mirzapur, Uttar pradesh
553	27177D	Central jail Bareilly, Infront of izzat nagar Railway station bareilly Uttar pradesh-243122
554	27178D	Central jail naini Near naini railway station Allahabad, Uttar pradesh
555	27188	Dayanand vedi pg college Orai, Dist jalaun Uttar pradesh-285001
556	27192	Govt pg college Dist hamirpur, Uttar pradesh-210301
557	27195	National pg college 2 rana pratap marg, Dist lucknow Uttar pradesh

Sl. No.	Centre Code	Centre Address
558	27197	Brahmanand college Mall road, Kanpur Uttar pradesh-208004
MADURAI		
559	2586P	Thiruvalluvar college Papanasam, Tamilnadu-627425
560	2587P	G.venkataswamy naidu college Kovilpatti, Tuticorin, Kovilpatti Tamilnadu-628502
561	2589P	Kongu college of arts & sci D.c. nagar, Vannaimalai(post) Karur, Tamilnadu-6
562	2588P	Pasmpn mutrmlnga thevar colleg Usilampatti, Tamilnadu-625532
563	2507	V.o.c. college Palayamkotai road, Tuticorin Tamilnadu-628008
564	2545	Sadakathullah appa college Rahmat nagar, Thirunelveli Tamilnadu-627011
565	2550D	Central prison Tiruchirapalli, Tamilnadu
566	2540D	Tiruppur kumaran col for women Box. No. 18, S.r. nagar, Tiruppur Tamilnadu-641687
567	2537D	Vpmm arts & sci col for women Krishnankoil, Tamilnadu-626190
568	2502	G.r.d. college of arts & sci. Avanashi road, Civil aerodrome post Coimbatore, Tamilnadu-641014
569	2504	Bishop heber college P o box 615, Tiruchirapally Tamilnadu-620017
570	2503	Thiyagarajar college Post box no 107, 139-140 kamarajar salai Madurai, Tamilnadu-625002
571	2541D	Central prison Coimbatore, Tamilnadu-641018
572	2590P	Gobi arts & sci college Karattadipalayam, Distt. Erode Erode, Tamilnadu-739453
573	2551	Sree ramu coll of arts & sci. Aliyar road, Pollachi, Distt.coimbatore Tamilnadu-642007

ADDRESSES OF STUDY CENTRES OF BBA

Sl. No.	Centre Code	Centre Address
574	43016	Vivekananda college Tiruvedakam west, Madurai Tamilnadu-625217
575	43019	Sri vasavi college Erode, Post vasavi college Erode, Tamilnadu-638316
576	43052	Sree sevugan annamalai college Devakottai extn., Sivagangai dist. Tamilnadu-630303
577	43053W	Rural uplift centre Nagercoil road, Nanguneri Tamilnadu-627108
578	43070D	Central prison Madurai-625016
579	43071	Saraswathi narayanan college Perungudi, Near airport Perungudi-625022
MUMBAI		
580	1629R	Jindal iron and steel co. Ltd. Vasind village, Shahpur taluk Thane district, Maharashtra-421604
581	1603	Sathaye college Dixit road, Vile parle (e), Mumbai Maharashtra-400057
582	1615R	Shri g.a. lokseva nidhi P/17, midc, Tarapur Maharashtra-401506
583	1601	Kjs college of education t & r Vidyanagar, vidya vihar, Ghatkopar (e) Mumbai, Maharashtra-400077
584	1604	Ket's vg vaze college Mithagar road, Miland (e), Mumbai Maharashtra-400081
585	1632	Mahatma education society Composite college campus, Plot # 10, sector 16, podi # 2 New panvel, Maharashtra-410206
586	49018D	The peoples welfare asso. Maulana azad road, Shantinagar bhiwandi Dist. Thane, Maharashtra-421302
587	49025W	Vision community college Plot no 62/64, sec-9, Diva gaon airoli Navi mumbai Maharashtra-400708

Sl. No.	Centre Code	Centre Address
		NAGPUR
588	1609	Amravati university Tapovan campus, Amravati Maharashtra-444602
589	1613	Pratiba nikanan maha vidyalaya Pandaghat road, Vazirabad, Nanded Maharashtra-431610
590	1614	Chandrapur engineering college Babupeth, Chandrapur Maharashtra-442403
591	1607	Nagpur university Guru nanak bhawan, Nagpur Maharashtra-440001
592	36019D	Central prison amravati Amravati-444602
593	36026	Late sainuji pk arts&comm coll Murkhala mudza road Gadchiroli, Maharashtra-442605
594	36039	Smt kaushlyadevi maheshwari Mahila mahavidyalaya, 85 hiwari layout Nagpur, Maharashtra-440008
NOIDA		
595	2798	J.v. post graduate college Baraut, Baghpat Uttar pradesh-250611
596	2761	S.s.v. (p.g.) college Hapur, Distt. Ghaziabad Uttar pradesh
597	07115D	Jan shikshan sansthan St paul's space, Raj nagar, Ghaziabad Uttar pradesh-201011
598	2741	S.d. post graduate college G.t. road, Ghaziabad Uttar pradesh-201001
599	2743	Lajpat rai (p.g.) college Sahibabad, Uttar pradesh-201005
600	2763D	Indira gandhi memorial i.t.i. Free ganj road, Hapur, Ghaziabad Uttar pradesh Itihapur@surevin.net
601	2707	M.m.p.g. college Modi nagar, Ghaziabad Uttar pradesh-201204
602	2718	M.m.h. college Ghaziabad Uttar pradesh-201001

ADDRESSES OF STUDY CENTRES OF BBA

Sl. No.	Centre Code	Centre Address
603	2728	Meerut college Meerut, Uttar pradesh-250001
604	2730R	N.t.p.c. Vidyut nagar, Gautam budh nagar Ghaziabad, Uttar pradesh-201001
605	2739	Government p.g. college Sector - 39, Noida Uttar pradesh-201303
606	2799	D.n. post graduate college Meerut, Uttar pradesh-250005
607	39003D	District jail meerut Jail road, Jail chungi, Meerut Uttar pradesh-250001
608	39007	Modern inst.for tech.& mang. Nh-58 duhai, Delhi-meerut road Distt. Ghaziabad, Uttar pradesh-201206
609	39008	Manyawar kanshiram govt Degree college, Near asharam babu ashram loni Nand gram ghaziabad, Uttar pradesh
610	39010	Nanakchand anglo sanskrit College (nasc), E k raod, Distt meerut Uttar pradesh
PANAJI		
611	1384D	Career management academy Plot no 34,iined stage,iiird Main behind hanuman temple Hanuman nagar,belgaum Karnataka-590001
612	1308	R.p.d. college Tilak wadi, Belgaum Karnataka-590006
613	1339	Basavaprabhu kore college For arts, science & commerce Chikodi, District belgaum Karnataka-591201
614	1303	J.s.s. college Vidyagiri, Dharwad Karnataka-580004
615	0802	Dhempe coll. Of arts & science P.b. no. 222, Panjim Goa, Goa-403001
616	0801	Sh. Damodar coll. Of com & eco P.b. no. 347, Tansor, comba Goa-margaon, Goa-403601

Sl. No.	Centre Code	Centre Address
617	1312	Bgvs arts, commerce & sci coll Sadashivgad, Karwar Karnataka-581301
618	08017	Sdm degree college of arts & Sci. Commerce & business admn., Prabhat nagar Honavar, Karnataka-581334
619	08020	Deshbhatk shankarrao gavankar College of commerce Rameshwar plaza nr moti talao Sindhudurg distt savantwadi Maharashtra-416510
620	08025	Dpm's.shree malikarajuna coll. Of arts & commerece Dalem south goa dist canacona Goa-403702
621	08026	Fr.agnel college of arts&comm. Taluka (tiswadi), Dist north goa) pilliar Goa-403203
PATNA		
622	05138	Bihar vidyapith Sadaquat ashram, Patna Bihar-800010
623	0588	Patna muslim sc. College Ashok rajpath opp sci. College Po mahendru, Patna Bihar-800006
624	0501	Vanijya mahavidyalaya Patna college campus, Patna Bihar-800005
625	0556	S p jain college Sasaram, Rohtas dist Patna-821115
626	05147P	Magadh educational Development institute, Mahendru Patna, Bihar-800006
627	0591	M v college Buxar, Bihar
628	0529	Anugrah narayan college Boring road, Patna Bihar-800013
629	0573	Nalanda college Biharsharif, Nalanda Bihar-803101
630	0524	Bihar national college Ashok rajpath, Patna Bihar-800004

ADDRESSES OF STUDY CENTRES OF BBA

Sl. No.	Centre Code	Centre Address
631	0574	Sir newton inter sci. College Near palson dairy, Amarpali path, digha, Patna, Bihar-800001
632	0511	Gaya college Gaya, Bihar-823001
633	05145	Dr v k singh mahavidyalaya Rafiganj, Aurangabad Bihar-824125
634	0593	Maa kamla chandrikajee Management institute,C nagar Jehanabad, Bihar-804408
635	0512D	Samvid shiksha kendra Bandar bagicha, opp.sntsha apt Dak bungalow road, Patna Bihar-800001 Blank
636	0594D	Nalanda educational Entrepreneurship school Biharsharif, Bihar-803101
637	05152D	Bihar inst.of economic studies 103-a/1,nageshwar colony, Boring road Patna, Bihar-800001
638	0577	Kkm college Jamui, Bihar-811307
639	0565	M.j.k. college Bettiah, Bihar
640	0552B	Raj narain college Hajipur, Vaishali district Bihar-844101
641	0533D	Hemophilia society Fr-6, lav kush tower, Exhibition road Patna, Bihar-800001
642	0532D	Nidan, Sudama bhawan Boring road, Patna, Bihar-800001
643	0570D	Adarsh central jail Beur, Patna, Bihar
644	0586P	Budha edu. & eco. Dev. Instt. 2nd flr, state bank bldg, Cinema road, dist. Vaishali Hajipur, Bihar-844101
645	0568	Tps college Chiraiyatarh, Patna, Bihar-800001
646	05160	A b singh mahavidyalaya Jagannath basant, Lalganj Vaishali, Bihar-844121
647	05161	H d jain college Ara, Po ara, Dist bojpur, Bihar-802301

Sl. No.	Centre Code	Centre Address
648	05162D	Mahila mahavidyalaya Barahiya, Dist lakhisarai, Bihar-811302
PORT BLAIR		
649	0201	Jnr mahavidyalala, Port blair Andaman & nicobar-744104
650	0208	M g govt college Karmatang, Mayabunder, North andaman Andaman & nicobar islands-744204
651	0211D	District jail Prothrapur, Port blair Andaman & nicobar islands-744101
PUNE		
652	1612	H.n. college of commerce Solapur, Maharashtra-413002
653	1610	Vivekanand arts & sds com. Col Samrat nagar, Aurangabad Maharashtra-431001
654	1608	Kthm college Gangapur road, Shivaji nagar Nasik, Maharashtra-422002
655	1606	C.s. central inst of business Economics & research, University road Kolhapur, Maharashtra-416004
656	1605	D.g. degree coll. Of commerce Lecturer in economics, Satara Maharashtra-415001
657	1611	North maharashtra university Block no. 125, admn. Bldg. P.b. no. 80, Jalgaon Maharashtra-425001
658	1602	Symbiosis internatl. Cul & cen Senapati bapat road, Pune Maharashtra-411004
659	1639R	Marthwda shkshn prsrk mandal b Balbhim arts,sci & comm.colleg Distt. Beed, Beed, Maharashtra-431122
660	16134	Sb patil instt of management Akurdi, Nigdi pradhikaran Pune-411044
RAGHUNATHGANJ		
661	2820D	Rdk college of commerce Jiaganj, Murshidabad West bengal-742123

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Sl. No.	Centre Code	Centre Address
662	2879	Domkal college Basantpur, Po& ps domkal Dist murshidabad-742406
663	2815	Satyananda vidyarthee bhawan Suri p.o., Birbhum, West bengal-731101
664	2808	Govt. Teachers' trg. College Malda, West bengal-732101
665	2881	Narshipur high madrasah Higher secondary po islampur Dist murshidabad, West bengal-742304
666	2883	Bsmm high madrasah Higher secondary, Po bilaspur ps domkal Dist murshidabad, West bengal-742303
667	2849D	Ram mohan mission Sabuj soudha, Bolpur, Distt. Birbhum West bengal-731204
668	50001D	Dav education society Jiaganj, Distt murshidabad Raghunathganj, West begal-742123
RAIPUR		
669	3510	Govt. Digvijaya college Rajnandgaon, Chattisgarh-491441
670	3505	Bhanu pratap dev govt. Pg coll Kanker, Distt.: uttar bastar Chhattisgarh-494334
671	3507	Government degree college Champa, Chhattisgarh-495671
672	1510	Pt. Ravi shankar shukla univ. Arts block extn. (right wing), Raipur Chhattisgarh-492010
673	1534D	Nav ambika shikshan samiti Lal bungalow palace, Ambikapur Surguja, Chhattisgarh-497001
674	1505	Govt e raghavendra rao P g college, Seepat road Bilaspur, Chhattisgarh-495001
675	1503	Govt. Arts & sci. College Durg, Chhattisgarh-491002
676	3515	Govt. P.g. college At. Post kawardha, Dist. Kabirdham kawardha Chhattisgarh-491995
677	3516	Kirodimal govt. Arts & sc.coll Chakradhar nagar, Raigarh Raigarh-496001

Sl. No.	Centre Code	Centre Address
678	3514	Govt. P.g. college Rajgamar road, Korba Chhattisgarh
679	3504	Govt post graduate college Dhamtari, Chhattisgarh-493773
680	35137D	Active educational r&w society Near gurudwara, Station road Mahasamund-493445
RAJKOT		
681	0959D	Shri mp shah arts & science col Opp.cross way road, Surendra nagar Dt. Surendra nagar, Gujarat-363001
682	0982D	Mithapur higher sec. School Tata chemicals ltd campus, Mitapur Dist jamnagar, Gujarat
683	0923	Tolani commerce college P.b. n. 27, (kutch) Adipur, Gujarat-370205
684	0961B	Kamani science college & Prataprai arts college, Vidya vihar, amreli Amreli, Gujarat-365601
685	0980D	V j m girls hr.sec school Memonwada, Porbander Gujarat-360575
686	0968D	Govt. Hr. Sec. School Near fort, Diu, Daman & diu-362520
687	0978D	K.d. ambani vidya mandir Sector-xi, reliance greens Moti khavdi, Jamnagar, Gujarat-361140
688	0906	Jb thacker commerce college Bhuj, Gujarat-370001
689	0908	L r valia arts pr mehta comm. College opp bpti vidhyanagar Bhavnagar, Bhavnagar Gujarat-364002
690	0914	M.p.s.m. commerce college Sat rasta, M.p. circle, Jamnagar Gujarat-361001
691	0962D	Sri.sardar patel voc. Instt Joshiपुरa, Dt. Junagadh Gujarat-362002
692	0957D	Vrg arts & commerce college Khijadi plot, Opp.income tax office Porbander, Gujarat-360575
693	42017D	Surendra nagar sub jail Near tower chowk, Near city police station Surendranagar, Gujraj-363001

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Sl. No.	Centre Code	Centre Address
694	42018D	Amreli sub jail & open jail Near tarwadi, Amreli, Gujrat-365601
695	42019D	Palara special prision Khavda road, Bhuj, Kachchh-370001
RANCHI		
696	3648	Ramgarh college Ramgarh cantt-829122
697	3614	B.s. college P.o./dt. Lohardaga, Lohardaga Jharkhand-835302
698	32008D	Birsa munda central jail Hotwar, Ranchi, Jharkhand-835217
699	32002D	Jharkhand education centre 202 c road no 1 Vidhayalaya marg ashok nagar Ranchi, Jharkhand-834002
700	3606	Kartik oraon college Palkot road, Gumla, Jharkhand-835207
701	0525	Mahila college Department of history, Chaibasa p.o. West singhbhum district Jharkhand-833201
702	0510	G.l.a. college Palamu, Daltonganj, Jharkhand-822102
703	0528	St. Columba's college P.o. college more, Hazaribagh Jharkhand-825301
704	3608	Jagannath jain college Thumri telaiya, Koderma, Jharkhand
705	3628	Ghatsila college Po ghatsila, Dt. East singhbhum Dt.east singhbhum, Jharkhand
706	3631D	Ahsaan aalam memorial intr col Bhuli road, Po wasseypur Dhanbad, Jharkhand-826001
707	3626	Gandhi inter college Po & distt lateher, Lateher Jharkhand-829206
708	3629	Surat pandey degree college Garhwa, Dt. Garhwa Jharkhand-822114
709	0502	Jamshedpur cooperative college Jamshedpur, Jharkhand

Sl. No.	Centre Code	Centre Address
710	3630	K s college Seraikella, Po seraikella, kharsawan Dt. Seraikella, Jharkhand
711	0513	Marwari college Ranchi, Jharkhand-834001
712	32010D	Yogada satsang mahavidyalaya Jaggannathpur, Ranchi-834004
713	32019	Gossner college Ge.l church compound, Club road Ranchi, Jharkhand-834001
SAHARSA		
714	0555	M.l.t. college Sarsa, Bihar-852201
715	0561	D.s. college Katihar, Bihar
716	0508	Purnea college Purnea, Bihar-854301
717	0580B	Farbesganj college Farbesganj, Farbesganj p.o. Dist. Araria, Bihar-854318
718	0560B	T.p. college Madhepura, Bihar
719	0558B	Koshi college Khagaria, Bihar-851205
720	86002D	District jail Saharsa, Bihar-852201
721	86003D	Ramesh jha women's college Saharsa, Bihar-852201
SHILLONG		
722	1829	Geater mawlai college Mawlai, East khasi hills Meghalaya-793008
723	1817D	Nongstoin college Nongstoin, West khasi hills district Meghalaya-793119
724	1807D	Jingiaseng samla k.j.p. synod C/o. Church house mission comp Mawkhar, Shillong, Meghalaya-793002
725	1802	Tura government college W.g. hills, Tura, Meghalaya-794001
726	1801	North eastern hill university Bijni complex, Laitumkrah Shillong, Meghalaya-793003

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Sl. No.	Centre Code	Centre Address	Sl. No.	Centre Code	Centre Address
727	1824P	Williamnagar college P.o. williamnagar, East garo hills Meghalaya	742	1105	Government degree college Dept. Of chemistry, Dharamshala Himachal pradesh-177005
728	1815D	Women's college P.b.no.33, laitumkhrah p.o. Upper new colony, laitumkhrah Shillong, Meghalaya-793003	743	1148	Govt degree college Banjar, Sub division banjar, Dist kullu Himachal pradesh-175123
729	1804	Tirot singh memorial college Mairang, West khasi hills Meghalaya-793120	744	1132R	G.g.d.s.d. college Vill. Raj pur, Palampur Distt. Kangra, Himachal pradesh
730	1865	Sankardev college Bishnupur, Shillong Dist east khasi hills, Meghalaya-793004	745	1107	Government degree college Kullu, Himachal pradesh-175101
731	1818	Tikrikilla college Tikrikilla, West garo hills Meghalaya-794109	746	1115	Govt. Degree college Recong peio, Kinnour district Himachal pradesh-172108
732	1806	Sohra college Sohra (cherrapunjee), East khasi hills Meghalaya-793108	747	1116	Government degree college Rohit niwas, Near ram lila ground Seema (rohru) Himachal pradesh-171207
733	1871	Auxilium umpohliw jingstad Mawtnum, Nongpoh, Dist ri bhoi Meghalaya-793102	748	1110	Government degree college Rampur, Himachal pradesh-172001
734	1874	Sacred heart higher sec.school Dalu, Barengapara po West garo hills dist Meghalaya-794103	749	1136	Govt. Degree college, mandi Joginder nagar, Dt. Mandi Himachal pradesh-176120
SHIMLA			750	1133	Govt. Degree college Poanta sahib, Dt. Sirmour Himachal pradesh-173025
735	1138	Govt college Karsog, Mandi district Himachal pradesh-171304	751	1141D	J.h.n. jyoti shiksh samiti J.h.n.jyoti sr school Vpo talyana dist bilaspur, Bilaspur Himachal pradesh-174026 Blank
736	1140	Govt pg collge Dhaliara village, Tehsil dehra, Dist kangra, Himachal pradesh-177103	752	1125	Government degree college Indora, distt. Kangra, Shimla Himachal pradesh-176401
737	1130	Sr, sec.school Keylong, Distt. Lahaul & spiti Himachal pradesh-175142	753	1120D	Himachal research intitute Chakmoh, Hamirpur Himachal pradesh-176039
738	1158D	Govt degree college Tissa, Teh. Churaha, Distt chamba Himachal pradesh-177310	754	1124	Govt. P.g. college Sarkaghat, Dt. Mandi, Mandi Himachal pradesh-175024
739	1157	Govt degree college Nalagarh, Dist solan Himachal pradesh-174101	755	1106	Government degree college Chamba, Himachal pradesh-176310
740	1101	Government degree college Sanjauli, Shimla Himachal pradesh-171006	756	1109	Government pg college Una, Himachal pradesh-174303
741	1113	Govt. P.g. college, Bilaspur Himachal pradesh-174001	757	1108	Government degree college Nahan, Himachal pradesh-173001
			758	1103	Government degree college Solan, Himachal pradesh-173212

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Sl. No.	Centre Code	Centre Address
759	1104	Government degree college Hamirpur, Himachal pradesh-177005
760	1102	Government p.g. college Mandi, Himachal pradesh-175001
761	1173	Govt degree college Nerwa tehsil, Chopal Dist shimla, Himachal pradesh-171210
762	1178D	Yongling educational society Jogibara road, Mecleodganj, Dharamsala, Himachal pradesh-176219
763	1181W	M s panwar community college Shamti, Rajgarh road near gas godown Shamti dist solan, Himachal pradesh
SILIGURI		
764	1179	Sidharth govt collge Nadaun, Distt hamirpur Himachal pradesh-177033
765	2821	St. James high school Binnaguri po, Jalpaiguri West bengal-735203
766	2875D	South malda college Po pubarun, Dist maida West bengal-732215 Kept in abeyance 160610
767	2812	A.b.n. seal government college Coochbehar, West bengal-736101
768	2811	Darjeeling government college Darjeeling, West bengal-734101
769	2819D	Islampur college, Islampur Uttar dinajpur, West bengal-733202
770	2850D	Raiganj mahila sammilani Netajipally, Po & ps: raiganj Dist.: uttar dinajpur, West bengal-733134
771	2878	Ghogomali high school higher Secondary, Po ghogomali dist jalpaiguri Jalpaiguri, West bengal-734406
772	2856D	Salesian college, Sonada Darjeeling, West bengal-734219
773	2859D	Maynaguri college Po maynaguri, Dt. Jalpaiguri West bengal-735224
774	2877D	Bhetaguri l b s vidyapith (hs) Po bhetaguri, Dist coochbehar West bengal-736134 Kept in abeyance160610

Sl. No.	Centre Code	Centre Address
775	2857D	Saheed kshudiram college Po. Kamakhyaguri, Distt. Jalpaiguri Jalpaiguri, West bengal-736202 Kept in abyance 160610
776	2858D	B.d. memorial eng.high school Po. New market, jaigaon, Distt. Jalpaiguri Jalpaiguri, West bengal-736182
777	2846	Balurghat college Po balurghat, Dist.: dakshin dinajpur West bengal-733101
778	45013D	Salesian college Don bosco road, Post box no 73 Siliguri, West bengal-734001
779	45015	Northbengal st.xaviers college Post box no 1, Po rajganj Dist jalpaiguri, West bengal-735134
SRINAGAR		
780	1228D	Women & children welfare socty Worihama, p.o. aripanthan, Sub p.o. magam, thesil beeru Dist. Badgam, J & k-193401
781	1203	Govt. Boys higher sec instt. Leh, Ladakh, J & k-194004
782	1211	Government degree college Boys college, Anantnag J & k-192101
783	1210	Government degree college Sopore, J & k-193201
784	1202	Govt. Amar singh college Gogji bagh, Sri nagar, J & k-190008
785	1246D	Central jail Mahalla mathi khan, (kati darwaza) Srinagar-J & k
786	1249	Govt. Degree college Kargil, J & k
787	1247D	Government degree college Kupwara, J & k-193222
788	1269	Govt degree college Tral, Pulwama, J & k-192123
789	1236	Govt. Degree college (boys) Khojabagh, Tehsil baramulla Baramulla, J & k-193101
790	1248	Government degree college Pulwama, J & k-192301

ADDRESSES OF STUDY CENTRES OF BBA

Sl. No.	Centre Code	Centre Address
791	30006D	Govt degree college Kandi, Karnah dist kupwara J & k-193225
792	30007	Govt degree college Kulgam, Dist kulgam, J & k-192231
793	30008W	Ceit-IGNOU community college Chanapora, J & k-190015
TRIVANDRUM		
794	1441P	M.s. inst of adv studies TrivandrumMarivanios college campus Nalanchira, District trivandrum Kerala-695015
795	2511	S.t. hindu college Nagercoil, Tamilnadu-629002
796	1413	Sree narayana college Kollam, Kerala-691001
797	1404	Catholicate college Po box no. 102, Pathanamthitta Kerala-689645
798	1473	Biar, Samskrithi bhawan gpo lane Thiruvananthapuram, Kerala-695001
799	1464	C achyutha menon study centre & library, Poojappura Thiruvananthapuram, Kerala-695012
800	40024W	Doctor m community college Vavvakavu po, Karunagappally-690528
VARANASI		
801	27128	Budha post graduate college Kushi nagar, Uttar pradesh
802	2721D	Islamia girls inter college Gorakhnath, zahidabad, Dt. Gorakhpur Gorakhpur-Uttar pradesh-273015
803	27101	Pg college Ravindrapuri, Ghazipur, Dt. Ghazipur Uttar pradesh-233002
804	2774	K.n. govt. Pg. college Gyanpur, sant ravidas nagar, Bhadohi Uttar pradesh
805	2780	Govt. College Allapur, fatehpur khas, Naryeon, Dt. Ambedkar nagar Uttar pradesh-224147
806	2723R	Children college A i c c e d s, C/o children college Azamgarh, Uttar pradesh-276001

Sl. No.	Centre Code	Centre Address
807	2708	Udai pratap pg college Varanasi, Uttar pradesh-221002
808	2709	Gorakhpur university Department of physics, Gorakhpur Uttar pradesh-273009
809	2722R	N.t.p.c., Shaktinagar Uttar pradesh-231222
810	2745	Vbs purvanchal university Shahganj road, Jaunpur Uttar pradesh-222002
811	2716	S.c. college, Ballia Uttar pradesh-277001
812	27130	H r n p g college Khalilabad, Sant kabir nagar Uttar pradesh
813	2778	Binani pg college Mirzapur, Uttar pradesh
814	48013D	Central jail Varanasi, Uttar pradesh
815	48016D	District jail Gorakhpur, Shahpur colony Gorakhpur, Uttar pradesh-273001
816	48017	Tilak dhari college Jaunpur, Uttar pradesh-222002
817	48020D	Darul uloom habibia rizvia Gopiganj, Sant ravidas nagar Bhadohi, Utttar pradesh-221303
818	48021D	S.g.r. pg college Dobhi, Jaunpur Uttar pradesh-222149
VATAKARA		
819	1485	Irish Po nirmalagiri, Dist kannur Kerala-670701
820	1405	Shri narayana college Kannur, Kerala-670007
821	1430	St. Marry's college Sultan bathery, Kuppadi p.o. Wayanad, Kerala-673592
822	1403	Jdt islam Mari kunnu p.o., Calicut Kerala-673012
823	83001	Kannur inst.of mang. &tech. Near old bus stand, Kannur

ADDRESSES OF STUDY CENTRES OF BBA

Sl. No.	Centre Code	Centre Address
		VIJAYAWADA
824	0103	Kbn college Kothapeta, Vijayawada Andhra pradesh-520001
825	0102	V.r. college, Nellore Andhra pradesh-524001
826	0104	Tjps college Ring road, Guntur Andhra pradesh-522006

Sl. No.	Centre Code	Centre Address
		VISAKHAPATNAM
827	2193D	Govt. Degree college for women Srikakulam, dt. Srikakulam Srikakulam, Tamilnadu-532001
828	0148	Kavitha memorial deg. College N.s.t. road, Khamman Andhra pradesh-507002
829	0109	Dr. L. Bullaya college Visakhapatnam, Andhra pradesh-530013
830	0110	Ideal college of arts & sci. Kakinada, Andhra pradesh-533004

Additional List of Study Centres

Sr. No.	LSC Code	LSC Name	Regional Centre	Sr. No.	LSC Code	LSC Name	Regional Centre
1.	0100	IGNOU REGIONAL CENTRE HYDERABAD LSC CODE 0100	HYDERABAD	13.	23153	INT. SCHOOL OF INFORMATICS & MGT (ISIM), JAIPUR (23153)	JAIPUR
2.	0500	IGNOU REGIONAL CENTRE PATNA LSC CODE 0500	PATNA	14.	2501	DDGD VAISHNAVA COLLEGE (2501)	CHENNAI
3.	0700	IGNOU REGIONAL CENTRE DELHI 1 LSC CODE 0700	DELHI 1 (MOHAN ESTATE (SOUTH DELHI))	15.	2502	DR. GR.D. COLLEGE OF SCIENCE (2502)	MADURAI
4.	0800	IGNOU REGIONAL CENTRE PANAJI LSC CODE 0800	PANAJI	16.	0600	IGNOU REGIONAL CENTRE CHANDIGARH LSC CODE 0600	CHANDI-GARTH
5.	0900	IGNOU REGIONAL CENTRE AHMEDABAD LSC CODE 0900	AHMEDABAD	17	2701	JAI NARAIN DEGREE COLLEGE (2701)	LUCKNOW
6.	1300	IGNOU REGIONAL CENTRE BANGALORE LSC CODE 1300	BANGALORE	18	2702	ST. JOHN'S CLLEGE (2702)	NOIDA
7.	15247	GOVERNMENT SMS PG COLLEGE SHIVPURI (15247)	BHOPAL	19	2705	D.A.V.PG COLLEGE DEHRADUN (2705)	DEHRADUN
8.	1600	IGNOU REGIONAL CENTRE PUNE LSC CODE 1600	PUNE	20	2711	MB PG COLLEGE HALDWANI (2711)	DEHRADUN
9.	1632	MAHATMA EDUCATION SOCIETY (1632)	MUMBAI	21	2809	BANWARILAL BHALOTIA COLLEGE (2809)	KOLKATA
10.	1877	IGNOU STUDY CENTRE (1877)	SHILLONG	22	29032	JAGANNATH INST. OF MGT. SCI. (29032)	DELHI2 (RAJGHAT)
11.	2100	IGNOU REGIONAL CENTRE BHUBANESHWAR LSC CODE 2100	BHUBANE-SHWAR	23	29045	SCHOOL OF PROFESSIONAL DEVELOPMENT (29045)	DELHI2 (RAJGHAT)
12.	2299	NIRMAN CAMPUS OF EDUCATIONN RESEARCHAND Training LSC 2299	KHANNA	24	36029	DR. PANJABRAO DESHMUKH INSTITUTE OF MANAGEMENT TECHNOLOGYAND RESEARCH PDIMTR NAGPUR MAHARASHTRA	NAGPUR

25	38045	SHIVAJI COLLEGE(38045)	DELHI 3 NARAINA	29	40023	ALL INDIA INSTITUTE OF LOCAL SELF GOVERNMENT-40023	TRIVAN-DRUM
26	3900	IGNOU REGIONAL CENTRE NOIDA LSC CODE 3900	NOIDA	30	3100	IGNOU REGIONAL CENTRE DEHRADUN LSC DOE 3100	DEHRADUN
27	4000	IGNOU REGIONAL CENTRE TRIVANDRUM LSC CODE 4000	TRIVAN-DRUM	31	8800	IGNOU REGIONAL CENTRE JODHPUR LSC CODE 8800	JODHPUR
28	40021	CENTRE FOR CAREER RESEARCH AND DEVELOPMENT CENTRE 40021	TRIVAN-DRUM	32	0600	IGNOU REGIONAL CENTRE CHANDIGARH LSC CODE-0600	CHANDI-GARH

LIST OF STATE CODES

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

LIST OF BOARD CODES

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 in effect	Name of the Board
1.	0101	ABIE	ALWAYS	Board of Intermediate Education, Andhra Pradesh
2.	0401	AHSL	1986	Assam Higher Secondary Education Council
3.	0501	BIEC	ALWAYS	Bihar Intermediate Education Council
4.	0701	CBSE	1979	Central Board of Secondary Education, New Delhi
5.	0702	ICSE	1979	Council for the Indian School (Certificate Exam), New Delhi
6.	0703	NOS/NIOS	1991	National Institute of Open Schooling, Delhi (Passed with five subjects)
7.	0801	GBSE	1978	Goa, Daman & Diu Board of Sec. & Higher Sec. Ed.
8.	0901	GSEB	1978	Gujarat Secondary Education Board
9.	1001	HBSE	1987	Haryana Board of School Education
10.	1101	HPBE	1988	Himachal Pradesh Board of School Education
11.	1201	JKSS	1980	J&K State Board of School Education (Summer)
12.	1202	JKSW	1980	J&K State Board of School Education (Winter)
13.	1301	KBPE	1971	Board of Pre-University Education, Karnataka
14.	1401	KU	1966	University of Kerala
15.	1501	BSMP	1988/89	Board of Secondary Education, MP
16.	1601	MSBE	1978	Maharashtra State Board of Secondary Education & Higher Secondary Board
17.	1701	MBSE	1980	Board of Secondary Education, Manipur
18.	1901	MZSE	1980	Mizoram Board of Secondary Education
19.	2001	NBSE	1980	Nagaland Board of Secondary Education
20.	2101	CHSE	1980	Council of Higher Secondary Education, Orissa
21.	2201	PSEB	1988	Punjab School Education Board
22.	2301	RBSE	1986	Rajasthan Board of Secondary Education
23.	2501	TNSB	1978	Board of Secondary & Higher Secondary Exam., Tamil Nadu
24.	2601	TBSE	-	Tripura Board of Secondary Education
25.	2701	BHSI	ALWAYS	Board of High School & Intermediate Edu., U.P.
26.	2802	WBSE	1978	West Bengal Council of Higher Secondary Education
27.	3601	JAC	2006	Jharkhand Academic Council, Ranchi
28.	8888	DDDD	-	A recognised three/two year Diploma/Certificate after 10th Class
29.	9999	XXXX	-	Not listed in this list.

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 vocational stream in effect	Name of the Board
1.	1901	MZSE	2001	Mizoram Board of Secondary Education

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(For credit to the account of Indira Gandhi National Open University, New Delhi)

Control No.

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Programme Code Region Code Bank & Branch Code Computerised No.
(To be filled in by the Candidate) (To be filled by the Bank)

Programme Name

Year:

Session: (January/July)

Semester:

Enrolment No. (if already allotted)

Programme Fee

₹ _____

Late Fee

₹ _____

Any other Fee

₹ _____

Service Charges

₹ _____

Total Rs.

Amount in words (_____)

Name and Address of the Student

(City)

(State)

(Pin Code)

Signature of Guardian/Student

Instructions to the Depositor

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

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

In compliance with the guidelines of the Supreme Court, IGNOU has adopted a policy that aims to prevent/prohibit/punish sexual harassment women at the workplace. Academic/non-academic staff and students of this University come under its purview.

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

Committee Against Sexual Harassment (CASH)

I Regional Seervices Division Committee against Sexual Harassment (RSDCASH)		
Dr. Hema Pant, Dy. Director, RSD, Chairperson	011-29572404	drhemapant@ignou.ac.in
Category: Academic Staff Dr. Bijay Lakshmi Mishra Dr. Vinita Katiyar, Assistant Director, RSD	011-29571998 011-29572403	bijayalakshmi@ignou.ac.in vinita.katiyar@ignou.ac.in
Category: Non-Academic Staff Ms. Jancy Srinivas, PS (Registrar, Admn.) Ms. Azra Arshad, EMPC (Member continuing from outgoing RSDCCASH)	011-29571401	jancys@ignou.ac.in
Category: External co-opted women member Dr. Radhika Menon, Asst. Professor Mata Sundari College, Delhi University		
II. IGNOU Committee against Sexual Harassment (ICASH) Prof. Neeti Agarwal, SOMS, Chairperson	011-29573020	neeti@ignou.ac.in
Category: Academic Staff-3, Members Dr. Paramita Sukla Baidya, Asst. Professor, SOTHSM Dr. Shubhangi Vaidya, Associate Professor, SOITS Dr. Neha Garg, SOS	011-29571755 011-29573377 011-29532806	parmitas@ignou.ac.in svaidya@ignou.ac.in nehagarg@ignou.ac.in
Category: Non-teaching Ms. Anita Dhall, Asst. Director, SRD Ms. Rajni Gupta, SO (Admn.) Ms. Vidya Anand, PS (SOHS)	011-29571309 011-29571422 011-29572802	anitadhall@ignou.ac.in rajnigupta@ignou.ac.in vidyaanand@ignou.ac.in
Category: Committee Members Dr. Gurmeet Kaur, Assistant Professor, SOL (Continuing Member (Academic recommended)) Mr. P.T. Raveendran, Deputy Registrar (F & A Div.) (Continuing Member (Academic recommended))	011-29572984 011-29571211	gurmeetkaur@ignou.ac.in ptravindran@ignou.ac.in
Category: Student Member Ms. Bhavna Saroha, Research Scholar, SOSS		
Category: External co-opted women member Dr. Neerja Singh, Associate Professor in History Satyavati College, University of Delhi Dr. Bani Bora, (SADRAG) Social and Development Research and Action Group (SADRAG), Noida (U.P.)		
Apex Committee Against Sexual Harassment (ACASH) Prof. Anu Aneja, SOGDS, Chairperson	011-29571600	anuaneja@ignou.ac.in
Category: Teaching Staff Dr. Prem Eden Samdup, Associate Professor, (SOH)	011-29572770	psamdeup@ignou.ac.in
Category: Non-teaching Staff Ms. Lalita Sharma, AR (ACD)	011-29571825	lalitasharma@ignou.ac.in
Category: External co-opted women members Ms. Harshita Raghuvan, Advocate High Court/Supreme Court of Delhi Prof. Jantika Dutta, Lady Irwin College (Continuing Member (Academic recommended))		
RCCASH for Regional Centres		
Members of RSDCASH recommend the panel of names for RCCASH for each Regional Centre, which is approved by the competent authority.		

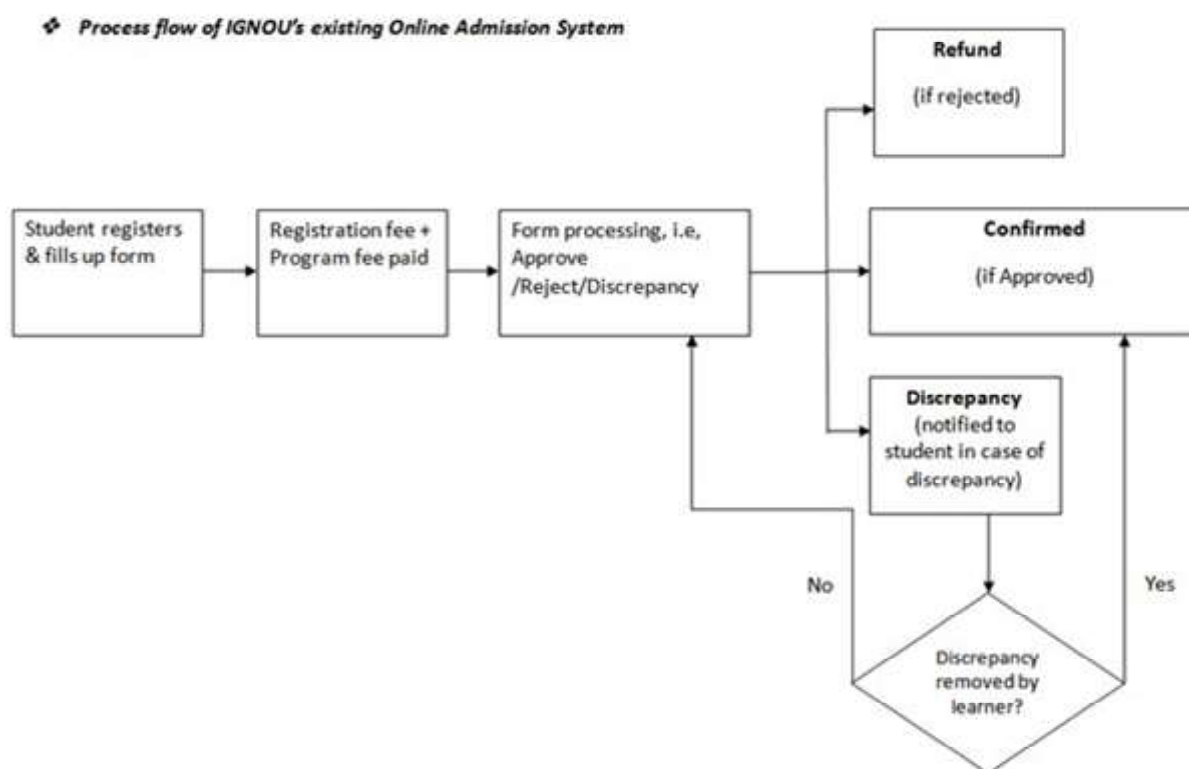
Online Admission

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

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

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

Process flow chart of IGNOU's existing online admission system:



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

In a particular admission cycle, facility for fee exemption available to SC/ST students can be claimed for one programme only. If an applicant submits more than one application claiming fee exemption, all the applications are liable to be rejected.

Instruction to Fill Application Form Online

1. If you are a first time applicant you are advised to click the available programme tab on the homepage of the Online Admission System and select the desired programme and carefully read the details of programme including eligibility criteria, fee details, duration, etc.
2. You are also requested to download the Prospectus Jan 2020 and read carefully the Rules of the University (Section 06) as mentioned in the common prospectus. You may also read sections 1, 7, 8, 9, 12 and 13.
 - a. Click on the button NEW REGISTRATION that appears in the applicant login area and fill the required registration details.
 - b. Remember, while choosing your UserName it must be between 8 to 16 characters.
 - c. While choosing your password it must be alphanumeric and between 8 to 16 characters long.
 - d. After filling the mandatory information click the "SUBMIT" button.
 - e. Your username will be instantly sent to you via e-mail and SMS.
3. Remember your Username and Password for subsequent login.
4. If you have already registered i.e you are an existing user click the "LOGIN" button.
5. Before proceeding for filling the form online the applicant must have the following:-
 - a. Scanned Photograph (less than 100 KB)
 - b. Scanned Signature (less than 100 KB)
 - c. Scanned copy of Age Proof (less than 200 KB)
 - d. Scanned copy of relevant Educational Qualification (less than 200 KB)
 - e. Scanned Copy of Experience Certificate (if any) (less than 200 KB)
 - f. Scanned Copy of Category Certificate, if SC/ST/OBC (less than 200 KB)
 - g. Scanned Copy of BPL Certificate, if Below Poverty Line(less than 200 KB)
6. Fee can be paid by following methods:
 - Credit Card (Master/Visa)
 - Debit Card (Master/Visa/Rupay)
 - Net Banking
7. It is suggested to scan documents from your originals. Once you have uploaded the document, click the next button you will get the Form preview option. Save/Print your form for future reference.

Welcome to Admission Portal 2020 JANUARY

[CLICK HERE FOR NEW REGISTRATION](#)**Last Date for Admission - 15th February, 2020**

In a particular admission cycle, facility for fee exemption available to SC/ST students can be claimed for one programme only. If an applicant submits more than one application claiming fee exemption, all the applications are liable to be rejected.

Instruction to Fill Application Form Online

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 - Debit Card (Master/Visa/Rupay)
 - Net Banking
7. It is suggested to scan documents from your originals. Once you have uploaded the document, click the next button you will get the Form preview option. Save/Print your form for future reference.

[Helpdesk](#) - [Sign In](#)

Registered User Login

Registered Username *

Password *

Captcha Verification



Click on the text to change

Type the text

- [Forgot Password? Click to Reset your Password](#)
- [Forgot Username? Click to Reset your Username](#)
- [OLD STUDENT LINK \(BEFORE JAN 2020\)](#)

INSTRUCTIONS

1. This card should be produced on demand at the Study Centre and Examination Centre or any other Establishment of IGNOU to use its facilities.
2. The facilities would be available only relating to the course or courses for which the student is actually registered.
3. Duplicate Identity Card will be issued by the Regional Directors, on payment of Rs. 200/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.
4. Loss of Identity Card is to be reported immediately to the nearest Police Station.
5. Identity Card is to be submitted to the Issuing Authority after completion of the said Programme.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

BBA

STUDENTS IDENTITY CARD



Indira Gandhi National Open University

ACKNOWLEDGEMENT CARD

Dear Student,

Thank you for joining IGNOU BBA G programme. We acknowledge the receipt of your application form.

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

To be Filled in by the Students:

Course Applied for :	<input type="text" value="BBA"/>
DD Number:	_____
DD Date:	_____
Amount:	_____
Drawn On:	_____

For Office Use Only

Your Enrolment Number is

.....
.....



Enrolment No.

Name of Programme

Name

Father's/Mother's/Husband's Name
.....

Address (in Capital Letters)

Pin Code

Full Signature of the Candidate



PASTE

LATEST PHOTOGRAPH
TO BE PASTED WHICH
WILL BE ATTESTED BY
UNIVERSITY OFFICE

ATTESTED BY



Please mention your full postal address at the space allocated

Affix
Postage
Stamp of
Rs. 6/-

To,

CITY : _____

STATE : _____

PIN :

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From:

The Regional Director,
IGNOU Regional Centre

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

RECOGNITION

IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No 50 of 1985). IGNOU Degrees/Diplomas/Certificates are recognised by all the members of the Association of Indian Universities (AIU) and at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institutions vide UGC Circular No. F.1-8/92 (CPP) dated February 1992 & AIU Circular No. EV/B (449)/94/176915-155115 dated January 1994.

Despatch of Study Material and Assignments

“The University sends study materials and assignments, 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.”

