

PROSPECTUS AND PROGRAMME GUIDE

Exclusively for Company Secretaryship Students

B.COM (CA & A)
BACHELOR OF COMMERCE
with Major in Corporate Affairs and Administration

M.COM (BP & CG)
MASTER OF COMMERCE
In Business Policy and Corporate Governance

Designed and Developed in Collaboration with
Directorate of Academics & Professional Development
THE INSTITUTE OF COMPANY SECRETARIES OF INDIA (ICSI)



School of Management Studies
Indira Gandhi National Open University
New Delhi
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THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

About the Institute

The Institute of Company Secretaries of India constituted under an Act of Parliament, i.e. the Company Secretaries Act, 1980 is the only recognized professional body in India to develop and regulate the profession of Company Secretaries in India and to award the certificate bestowing the designation of Company Secretary to a candidate qualifying for membership of the Institute. It was in 1960 that the Government of India formed an Advisory Committee to standardize the basic qualifications needed for company secretaryship course and to conduct the company secretaryship examination. Initially, the Company Law Board registered the students, conducted company secretaries examination, provided practical training facilities and issued Government Diploma in Company Secretaryship to qualified candidates from 1960 to 1968. As the number of persons taking up the company secretaryship course grew, the Government promoted on 4th October, 1968 the Institute of Company Secretaries of India under Section 25 of the Companies Act, 1956 for taking over from the Government of India, to conduct the company secretaryship examination. The Institute has since been converted into a statutory body w.e.f. 1.1.1981 under the Company Secretaries Act, 1980. The Institute has on its rolls over 20,000 members including over 3,000 members holding certificate of practice and has totally registered over Five Lakh Twenty Thousand students since the inception of the course in 1960.

The Institute has its headquarters at New Delhi and four regional offices at New Delhi, Chennai, Kolkata and Mumbai. In addition, the Institute has four Regional Councils and under their jurisdiction 45 Chapters and 24 Satellite Chapters located in various cities as per details given in Annexure VII.

The affairs of the Institute are managed by a Council consisting of fifteen elected members and five nominees of the Central Government. The President is the Chief Executive Authority of the Council.

Objectives of the Institute

The Institute of Company Secretaries of India

- Exercises professional supervision over the members of the Institute both in practice and in employment in matters pertaining to Professional Ethics and Code of Conduct;
- Undertakes research in Law, Management and Finance disciplines and brings out research publications and guidance notes;
- Formulates Secretarial Standards and brings out Guidance Notes thereon;
- Gives expert advisory opinion to members on intricate issues relating to various corporate laws;
- Organises Professional Development Programmes, Continuing Education and Participative Certificate Programmes, International/National/Regional Conventions and Conferences directly or through its Regional Councils and Chapters;
- Organises Professional Development Programmes in collaboration with Chambers of Commerce, Department of Public Enterprises, Sister Professional Institutes and other Professional Development/Management Bodies;
- Interacts with various National and Regional Chambers of Commerce with regard to various Government Policies and Legislations;
- Bestows ICSI National Awards for Excellence in Corporate Governance to best governed companies and Life Time Achievement Award for Translating Excellence in Corporate Governance into reality.

ICSI-IGNOU Memorandum of Understanding

Recognizing subjects studied in the entry level courses of ICSI and the subjects of study in the Foundation/ Executive programme of company secretaryship under the approved scheme of education and training of the ICSI, as well practical training component, IGNOU conducts a specialized Bachelor of Commerce with Major in Corporate Affairs and Administration Programme by which exemption is granted in certain common subjects such that these students can develop their learning process by acquiring knowledge in new areas rather than concentrating in the same subject which are covered in the theoretical education scheme of the ICSI. Further, recognizing subjects of the study in the ICSI Professional programme, the IGNOU also conducts a special Master of Commerce in Business Policy and Corporate Governance for the benefits of students who are undergoing ICSI Professional Programme or who have already qualified ICSI Professional examination.

1. THE UNIVERSITY

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

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

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

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

1.1 The Schools of Studies

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

School of Humanities (SOH)	School of Journalism and New Media Studies (SOJNMS)
School of Social Sciences (SOSS)	School of Gender and Development Studies (SOGDS)
School of Sciences (SOS)	School of Tourism and Hospitality Services Sectoral Management (SOTHSSM)
School of Education (SOE)	School of Interdisciplinary and Trans-disciplinary Studies (SOITS)
School of Continuing Education (SOCE)	School of Social Work (SOSW)
School of Engineering & Technology (SOET)	School of Vocational Education and Training (SOVET)
School of Management Studies (SOMS)	School of Extension and Development Studies (SOEDS)
School of Health Sciences (SOHS)	School of Foreign Languages (SOFL)
School of Computer & Information Sciences (SOCIS)	School of Translation Studies and Training (SOTST)
School of Agriculture (SOA)	School of Performing and Visual Arts (SOPVA)
School of Law (SOL)	

1.2 Academic Programmes

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

- certification
- improvement of skills
- acquisition of professional qualifications
- continuing education and professional development at work place
- self-enrichment
- diversification of knowledge, etc.

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

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

1.3 Course Materials

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

Printed material is supplied directly to the students at the addresses supplied by them and their cost is covered in the programme fee. Audio/Video programmes are made available at the Study Centres where Audio/Video playing equipment is also available. Audio/Video programmes of the University are also broadcast as per a prearranged schedule. Print materials and audio/video tapes are available for a price. Interested persons/institutions may request for a catalogue from The Registrar (MPDD), IGNOU, Maidan Garhi, New Delhi - 110068.

1.4 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a 4 credit course involves 120 hours. This helps the student to understand the academic effort one has to put in, in order to successfully complete a course. Completion of an academic programme (Degree, Diploma or Certificate) requires successful clearing of both, the assignments and the term-end examination of each course in a programme.

2. BACHELOR OF COMMERCE WITH MAJOR IN CORPORATE AFFAIRS AND ADMINISTRATION [B.Com (CA & A)]

Bachelor of Commerce with Major in Corporate Affairs and Administration is designed and developed in collaboration with the Institute of Company Secretaries of India, exclusively for the Company Secretaryship students. The main objective of this programme is to develop skills and competencies of the students in the field of Corporate Affairs and Administration.

The students can simultaneously study B.Com with Major in Corporate Affairs and Administration **with company secretaryship foundation programme offered by ICSI**. This programme comprises of 104 credits, out of which 24 credits are from IGNOU and 80 credits are part of foundation and executive programme. Once a student passes Company Secretaryship Foundation and Executive Programme automatic credit transfer is given in this B.Com programme for all those students. This scheme facilitates the students to obtain dual degree simultaneously.

2.1 Programme Structure

This programme comprises of 4 courses of BDP programme of IGNOU, 4 courses of Foundation Programme and 6 courses of Executive Programme of Company Secretaryship.

Sl. No.	Course Code	Course Title	Credits	Status
Part A: Course offered by IGNOU to be studied by all the students:				
1.	BSHF-101	Foundation Course in Humanities and Social Sciences	8 Credits	Compulsory
2.	AED-01	Export Procedures and Documentation	4 Credits	Compulsory
3.	ECO-12	Elements of Auditing	4 Credits	Compulsory
4.	BEGE-103	Communication Skills in English	8 Credits	Compulsory
		OR		
	BEGE-104	English for Business Communication	8 Credits	Compulsory
Part B: Courses which are part of Company Secretaryship Foundation Programme. Students get credit transfer in this B.Com. programme.				
5.	BCO-031	English and Business Communication	8 Credits	Credit transfer on completion
6.	BCO-032	Economics and Statistics	8 Credits	Credit transfer on completion
7.	BCO-033	Financial Accounting	8 Credits	Credit transfer on completion
8.	BCO-034	Elements of Business Laws and Management	8 Credits	Credit transfer on completion
Part C: Courses, which are part of Company Secretaryship Executive Programme. Students get credit transfer in this B.Com. programme.				
9.	BCO-035	General and Commercial Laws	8 Credits	Credit transfer on completion
10.	BCO-036	Company Accounts, Cost and Management Accounting	8 Credits	Credit transfer on completion
11.	BCO-037	Tax Laws	8 Credits	Credit transfer on completion
12.	BCO-038	Company Law	8 Credits	Credit transfer on completion
13.	BCO-039	Economic and Labour Laws	8 Credits	Credit transfer on completion
14.	BCO-040	Securities Laws and Compliances	8 Credits	Credit transfer on completion

2.2 Eligibility for Admission

Candidates with following qualifications are eligible for admission.

- 10 +2 or its equivalence; and
- Registration in Company Secretaryship Foundation Programme.

- c) Those students who has been routed through CPT which is a part of Chartered Accountancy will not be eligible for this particular programme B.Com (CA&A). This programme is exclusively designed for ICSI bonafide students and any student who entered through credit transfer policy is not permitted for this programme.

Students who have passed Company Secretaryship Intermediate/Executive Programme shall also be eligible for admission. Subject to successful completion of condition (a) and (b) under section 2.2 above.

2.3 Medium of Instruction

B.Com (CA & A) programme is offered in both English and Hindi medium. Printed course material and assignments for IGNOU courses are sent to you in the medium of your option.

2.4 Fee Structure

2.4.1 For Indian Students

A consolidated amount of ₹7,200 as programme fee, shall be payable at the time of admission. A student once admitted shall be deemed to have been admitted for a period of three years. Therefore, there will be no need to re-register for the second year and third year.

2.4.2 For Foreign Students Residing in India

- a) Student from SAARC countries has to pay the programme fee of ₹10,000/- (Late fee is ₹1,000/-)
- b) Student from Non-SAARC countries has to pay the programme fee of US \$600 (Late fee is US \$50)

Note: The student under the above section 2.4.3 category has to submit additional documents of (i) NOC from the concerned Embassy and (ii) proof of residence at the time of submission of application form for admission.

The programme fee shall be payable only by means of Demand Draft drawn in favour of “IGNOU” and payable at the city where your regional centre is located. Please write your name and address (in Capitals) and programme name at the back of your demand draft to ensure proper credit to your fee account. Application and D/D are to be submitted at the concerned IGNOU Regional Centres only, but not to send to the head quarters.

2.5 Duration of the Programme

The duration of the programme shall be minimum 3 years and maximum 6 years with a provision for readmission on the completion of maximum duration. **The students who have already passed the ICSI Intermediate/ Executive programme before joining the IGNOU course may complete the programme in a minimum period of one year. Students who have passed Foundation programme of ICSI can complete this programme within a minimum period of 2 years with the condition that the total period of study including 1 year at IGNOU should not be less than 3 years from the date of registration in foundation of ICSI.**

2.6 Evaluation Systems

Part A Courses: are to be completed as per the evaluation system of BDP programme of IGNOU which consists of continuous evaluation through assignments (30% weightage) and term-end examination (70% weightage), which is explained in detail later in this handbook.

Part B Course: A student shall pursue these 4 courses of Part B with ICSI and complete them as per the ICSI evaluation system and credit transfer is given.

Part C Courses: A student shall pursue 6 courses of Part C with ICSI as a student of ICSI Executive programme. Once these courses are passed as per the examination scheme of the Company Secretaryship, she/he is deemed to have passed all the Part C courses in B.Com and credit transfer is given.

If the students admitted to this programme desire to switch over to Bachelor of Commerce under the existing BDP programme at a later stage, they may be permitted so be providing credit transfer as per the credit transfer scheme in Bachelor Degree Programme.

This programme facilitates simultaneous study of Company Secretaryship. A student admitted to this programme study selected IGNOU courses and complete them as per IGNOU evaluation system. He/She simultaneously study

ICSI Foundation/Executive Programme and complete these courses as per the ICSI scheme. Once a student passes those courses, automatic credit transfer is given in **Bachelor of Commerce with Major in Corporate Affairs and Administration**.

The details of the evaluation scheme is as follows:

Based on the marks obtained by the student in Part A, Part B and Part C Courses, as per the evaluation system explained above, the **Bachelor of Commerce with Major in Corporate Affairs and Administration** shall be awarded as per the following marking scheme:

Unsuccessful	Below 35%
Pass	35% – 49.9%
Second Division	50% – 59.9%
First Division	60% and Above

2.7 Award of Degree/Credit Transfer

- 1) To get an award of degree or credit transfer, passing foundation course is a mandatory requirement alongwith intermediate papers of company secretary. Those learners who had been admitted in intermediate course of institute of company secretary though the graduation mode, is not appeared/passed the Foundation Course would not be eligible, thus not entitled to get a credit transfer
- 2) Those students who have passed CPT from Institute of Chartered Accountancy could not entitle to get admission in B.Com (CA & A)

2.8 Re-admission Rules

Students of B.Com (CA & A) who are not able to pass the foundation and Executive course from Institute of Company Secretaries within the prescribed time frame as per the clause 2.5 duration of the programme will not be readmitted even though the student had cleared the IGNOU courses as mentioned in the clause 2.1 programme structure in Part 'A'. Hence readmission will not granted.

3. MASTER OF COMMERCE IN BUSINESS POLICY AND CORPORATE GOVERNANCE [M.Com (BP & CG)]

Master of Commerce in Business Policy and Corporate Governance is designed and developed in collaboration with The Institute of Company Secretaries of India exclusively for the Company Secretaryship Professional Programme students. The main objective of this programme is to develop skills and competencies of the students in Business Policy and Corporate Governance.

Students can simultaneously study this M.Com programme **alongwith Company Secretaryship Professional Programme offered by ICSI**. This M.Com programme comprises 12 courses out of which 4 courses are offered by IGNOU and remaining 8 courses are part of Company Secretaryship Professional Programme. Once a student passes 8 courses of Company Secretaryship Professional Programme, he/she receives credit transfer for those 8 courses in this programme. This scheme facilitates the student to obtain dual degree simultaneously when student passes company secretaryship programme.

3.1 Programme Structure: The programme consists of 4 courses from the existing M.Com. programme offered by IGNOU and 8 courses of Company Secretaryship Professional Programme offered by ICSI.

Sl. No.	Course Code	Course Title		
Part A: Courses offered by IGNOU (which are part of existing M.Com. Programme).				
1.	MCO-01	Organisation Theory and Behaviour	6 Credits	Compulsory
2.	MCO-03	Research Methodology and Statistical Analysis	6 Credits	Compulsory
3.	IBO-01	International Business Environment	6 Credits	Compulsory

4.	IBO-06	International Business Finance	6 Credits	Compulsory
		OR		
	MCO-05	Accounting for Managerial Decisions	6 Credits	Compulsory
Part B: Courses offered by ICSI as part of Company Secretaryship Professional Programme:				
5.	MCO-031	Company Secretarial Practice	6 Credits	Credit transfer
6.	MCO-032	Drafting, Appearances and Pleadings	6 Credits	Credit transfer
7.	MCO-033	Financial, Treasury and Forex Management	6 Credits	Credit transfer
8.	MCO-034	Corporate Restructuring & Insolvency	6 Credits	Credit transfer
9.	MCO-035	Strategic Management, Alliances and International Trade	6 Credits	Credit transfer
10.	MCO-036	Advanced Tax Laws and Practice	6 Credits	Credit transfer
11.	MCO-037	Due Diligence and Corporate Compliance Management	6 Credits	Credit transfer
12.	MCO-038	Governance, Business Ethics and Sustainability	6 Credits	Credit transfer

3.2 Eligibility for Admission

Candidates with the following qualifications are eligible for admission:

- Graduate in any discipline or equivalent qualifications from a recognized University/Institute.
- Passed in Company Secretaryship Executive Programme.

Candidates who have already passed the Company Secretaryship course shall also be eligible for admission.

3.3 Fee Structure

3.3.1 For Indian Students

A consolidated amount of ₹8,400 shall be payable at the time of registration. There is no fee for the second year. A student once admitted, shall be deemed to have been admitted for the second year also. Therefore, he/she is not required to re-register for the 2nd year and pay any fee.

3.3.2 For Foreign Student Residing in India

- Student from SAARC countries has to pay the programme fee of ₹11,000/- (Late fee is ₹1,000/-)
- Student from Non-SAARC countries has to pay the programme fee of US \$1,000 (Late fee is US \$50)

Note: The student under the above section 3.3.2 category has to submit additional documents of (i) NOC from the concerned Embassy and (ii) proof of residence at the time of submission of application form for admission.

The programme fee shall be payable only by means of Demand draft drawn in favour of “IGNOU” and payable at the city where your regional centre is located. Please write your name & address (in Capitals) and programme name at the back of your demand draft to ensure proper credit to your fee account. Application and D/D are to be submitted at the concerned IGNOU regional Centres only, but not to send to the head quarters.

3.4 Medium of Instruction

M.Com (BP & CG) is presently offered in English medium only.

3.5 Duration of the Programme

The duration of the programme shall be minimum 2 years and maximum 5 years with a provision for readmission on the completion of maximum period. A student, who has already completed ICSI programme, may complete this Programme in a minimum period of one year (subject to a minimum of two years from completion of graduation) and a maximum period of four years.

3.6 Evaluation System

The student may simultaneously study M.Com. Programme along with ICSI Professional Programme.

The student shall pursue Part A courses with IGNOU and the evaluation system for these courses is as per the six credit course of IGNOU. Evaluation system consists of continuous evaluation through assignments (30% weightage) and term-end examination (70% weightage).

The student shall pursue Part B course with ICSI as part of Company Secretaryship Professional Programme. On completion of Company Secretaryship Professional Programme, students shall get automatic credit transfer for all these courses in this specialized M.Com Programme as may be decided by the Coordination Committee.

At the end, the students are awarded Master of Commerce in Business Policy and Corporate Governance [M.Com (BP & CG)] by IGNOU as per the following scheme:

Below 40% Unsuccessful

40% – 49.99%	IIIrd Division
50% – 59.99%	IInd Division
60% and above	Ist Division

If the students admitted to this programme desire to switch over to existing M.Com. Programme at a later stage, they may be permitted so by providing credit transfer as per the credit transfer scheme of IGNOU.

4. FEES FOR VARIOUS SERVICES

Sl. No.	Description of Services	Charges		Remarks
		For Non SSARC Country Students	For SARC Country Students	
1.	Change of Name (Documents in Support application will be any one of the following copy of Passport, Court Affidavit, Registered Marriage Certificate of published News Paper item)	USD 50/-	INR 500/-	
2.	Sale of Prospects	US\$ 50/-	INR 500/-	
3.	Change of Centre (Transfer of Centre from India to other countries)	US\$ 50/-	INR 500/-	
4.	Official Transcripts (Each Copy)	US\$ 60/- Plus US\$ 60 for Courier	INR 600/- Plus INR 600/- towards courier	Revised w.e.f. 1.4.16
5.	Verification of Statement of Marks/Grade and Degree/Diploma/Certificate	US\$ 100/-	INR 1200/-	Revised w.e.f 1.4.16
6.	Migration Certificate	US\$ 50/-	INR 1200/-	
7.	Change of electives (To be permitted within one month of commencement of session)			
	i) Change of Electives for 4 credits or part thereof	US\$ 30/- per course	INR 300/- per course	
	ii) Change of Electives for 5-8 credit Courses	US\$ 30/- per course	INR 300/- per course	

8.	Term End Examination Fee			
	Learner registered with Overseas Study Centre taking exam from thre only.	US\$ 15/- per course or equivalent INR	INR 150/- per course	Revised w.e.f 1.4.16
	Learner registered with OSC and taking exam at other OSC			
	For first occasion	US\$ 60/- per course or equivalent INR	INR 600/- per course	
	For second occasion	US\$ 110/- per course or equivalent INR	INR 1100/- per course	
	For third or subsequent occasion	Not permissible	Not permissible	
	Learner registered with Overseas Study Centre taking exam at any of the exam centres in India	INR 120/- per course plus administrative fee of US\$ 20/-	INR 120/- per course plus Administrative fee of INR 300/-	
9.	Re-evaluation of exam script (per course)	US\$ 75/- per course	INR 1200/-	Revised w.e.f. 1.4.16
10.	Duplicate statement of Marks/Grade Card	US\$ 10/-	INR 300/-	Revised w.e.f 1.4.16
11.	Degree Registration Fee	US\$ 15/-	INR 500/-	
12.	Credit Transfer	US\$ 20/- per course	INR 200/-	
13.	Duplicate Statement of Marks/Grade Card	US\$ 10/-	INR 400/-	Revised w.e.f. 1.4.16
14.	Duplicate Degree/Diploma	US\$ 50/-	INR 1500/-	Revised w.e.f. 1.4.16
15.	Photocopy of Answer Scripts (per Answer Script)	US\$ 60/-	INR 500/-	
16.	Early Declaration of Result (Application should be made after the conduct of exam but before completion of TEE e.g., for exam dated 15.12.14, application should be between 16.12.14 to 31.12.14)	US\$ 50/-	INR 2000	Revised w.e.f. 1.4.16
17.	Improvement in Marks/Division	US\$ 60/-	INR 2000/-	Revised w.e.f. 1.4.16
18.	Chnage of Electives (For 4 Credit course)	US\$ 30/-	INR 300/-	
19.	Change of Electives (For 5-8 Credit course)	US\$ 60/-	INR 600/-	
20.	Late fee (for all purposes)	US\$ 50/-	INR 1000/-	

The above fee is subject to revision according to university rules.

5. INSTRUCTIONAL SYSTEM

The methodology of instruction in this University is different from that in the conventional universities. The Open University System is more learner-oriented, and the student is an active participant in the teaching-learning process. Most of the instruction is imparted through distance rather than face-to-face communication.

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

- self-instructional print material
- audio and video-cassettes
- audio-video programmes transmitted through Doordarshan and Radio
- teleconferencing
- face-to-face counselling at Study Centres by academic counsellors
- gyan darshan channel
- assignments
- practicals

5.1 Print Material

Print material is the primary form of instructional material, although there will be a few audio-video programmes and counselling sessions. Therefore, you have to concentrate mainly on the print material that we send you periodically. The print material would be sufficient to write assignment responses and prepare for the term end examinations.

How to Use Print Material

The print material prepared by the University is self instructional in nature. Each course has been divided into a number of Blocks, generally 8 Blocks for an 8 credit course and 4 or 5 Blocks for a 4 credit course. Each Block consists of a number of Units (lessons). Normally, all the Units covered in one Block have a thematic unity. The first page of each Block indicates the contents of each Block i.e., the number and titles of the Units covered in that Block. This is followed by a brief introduction to the Block. This Block introduction explains the total coverage of the Block as a whole as well as the coverage of each Unit in that Block.

Each Unit is structured to facilitate self study for you. The section on Objectives briefly states what we expect you to attain when you have completed the Unit. In Introduction, there is an attempt to forge a link with the topics of the previous Units and the topic to be covered in the present Unit. This is followed by the main body of the Unit, which is divided into various sections and subsections. In the main body there are a few self-check exercises under the caption Check Your Progress. Enough space is given for you to write your answers to the questions set in the self-check exercises. Answers to these exercises are given in the section Answers to Check Your Progress Exercises at the end of the Unit.

The section Let Us Sum Up summarises what has been said in the whole Unit. This summary enables you to recall the main points covered in the Unit. To facilitate comprehension, important words/terms covered in the Unit are explained in the section Key Words. Some books for additional reading are suggested in the section Some Useful Books. For your reference purpose some of these books may be available in the study

centre. The section Terminal Questions/Exercises is intended to give you an idea about the nature of question that may be asked in term end examinations. These question and Check Your Progress Exercises are for your practice only, and you should not submit answers to these questions to the University for assessment.

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 mark the words that you do not fully understand. Look for the meaning of such words under the section Key Words or in a dictionary. Read the Unit again and again until you have understood the point. You may also try to find it in earlier Units as it may be explained there. However, if you still do not understand something, consult your counsellor during the face-to-face sessions at the Study Centre for clarification.

Try to answer 'Check Your Progress' questions. These exercises will help you to reinforce the information/knowledge you gain through your first reading of the text. Proper comprehension of the units and the points/notes made by you while reading through the Units would help you in answering the Check Your Progress Exercises given in the Units. Once you have written the answer in the blank space provided for each question, you can compare your answers with the answers given in the section 'Answers to Check Your Progress Exercises'.

5.2 Audio-Visual Aids

In addition to the print material, audio and video tapes have been prepared for each course. The audio-video material is supplementary to the printed material. Hence, we advise you to make use of it, as that will help you to understand the subject better. Video programmes are transmitted by Doordarshan every Monday, Wednesday and Friday from 6.30 to 7.00 in the morning. The Schedule of transmission is communicated to you through the IGNOU Newsletter.

Audio programmes are broadcast in some select states also through Radio stations. Information about these would be available at your Regional Centre.

The telecast schedule for transmission of programmes through Gyan Darshan is communicated through a monthly booklet. Audio-video material will not be supplied individually but will be available to you at the Study Centres. You can watch these programmes during counselling sessions. Students desirous of buying the audio video tapes can procure them from: Director, Electronic Media Production Centre, IGNOU, Maidan Garhi, New Delhi- 110 068.

Course-wise lists of audio-video programmes are given alongwith the course-wise syllabus in this programme guide.

5.3 Interactive Radio Counselling

The University has started interactive counselling through AIR network all over India. You can participate in it by tuning in to your area Radio station. Experts from various discipline areas are available for this counselling. Students can put across their questions to these experts by using the telephone. The telephone numbers are announced by respective Radio Stations. This counselling is available on second Thursday between 11.00 a.m. to 12.00 noon in the evening.

5.4 Gyan Darshan

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

5.5 Teleconferencing

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

5.6 Counselling

In distance education, face-to-face contact between the learners and their tutors/counsellors is an important activity. The purpose of such a contact is to answer some of your questions and clarify your doubts which may not be possible through any other means of communication. It is also intended to provide you an opportunity to meet fellow students. There are experienced academic counsellors at the Study Centres to provide counselling and guidance to you in the courses that you have chosen for study.. The counselling sessions for each of the courses will be held at suitable intervals throughout the academic session. The counselling sessions are not compulsory. However, they may be very useful in certain respects such as: to share your views on the subject with teachers and fellow participants, comprehend some of the complex ideas or difficult issues, and get clarifications for many doubts which you would not otherwise try to raise, and consult academic counselors for selecting courses of study.

Face-to-face counselling will be provided to you at the study centre assigned to you. You should note that the counselling sessions will be very different from the usual classroom teaching or lectures. Counsellors will not be delivering lectures or speeches. They will try to help you to overcome difficulties (academic as well as personal) which you face while studying for this programme. 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 cassettes that are available at that time will be played in the counselling sessions.

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

Generally there will be 10 counselling sessions for an 8 credit course and 5 sessions for a 4 credit course.

5.7 University Functionaries for Sorting out Problems

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

- | | | | |
|---|---|--|--|
| (i) About Admission, Fee receipt, Re-registration, Re-admission, Change of Study Centre, Bonafide Certificate, Counselling, Evaluation of Assignments. Non-receipt of Study Material. | : | Regional Director of your region | |
| About assignments | : | E-mail: assignments@ignou.ac.in | |
| (ii) About Examination Centre, Exam result, Grade card, Change of electives, Credit exemption, Credit transfer, Re-checking, Issuance of Diploma and Change of Address, etc. | : | Registrar (SED)
Indira Gandhi
National Open University
Maidan Garhi, New Delhi-110 068
E-mail: evaluationsed@ignou.ac.in | Ph.: 29538427
29536743
Fax: 29538429 |

- | | | |
|---------------------------------|---|--|
| (iii) For Migration Certificate | : | Regional Director of your region alongwith the following documents : |
| | | (i) Application Form (can be obtained from Regional Centres and H.Q.) |
| | | (ii) Photocopy of Grade card and Provisional certificate |
| | | (iii) A fee of Rs. 600/- in the form of Demand Draft drawn in favour of IGNOU payable at the city where your Regional Centre is located. |
| (iv) For Degree | : | (iv) A fee of Rs.600/- in the form of Demand Draft drawn in favour of IGNOU, payable at New Delhi for obtaining Degree |

- | | | | |
|--|---|--|-------------------|
| (v) For Change of Region | : | The Regional Director concerned with copy to :
Registrar (SED) Indira Gandhi National Open University, Maidan Garhi, New Delhi- 110068. | |
| (vi) Subject Related Queries: B.Com (CA&A) | | Dr. Madhulika P. Sarkar | 29573023/29532073 |
| | | E-mail: icsi-soms@ignou.ac.in | |
| M.Com (BP&CG) | | Dr. Madhulika P. Sarkar | 29573023/29532073 |
| | | School of Management Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi - 110068.
E-mail: icsi-soms@ignou.ac.in | |

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

6. STUDENT SUPPORT THROUGH 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 region-wise list of Study Centres is provided in annexure-II of this Programme Guide. 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 supporting staff appointed on a part-time basis.
- 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:

- 1) **Counselling:** Face-to-face counselling for the courses will be provided at the Study Centres. Generally, as stated earlier, there will be 10 counselling sessions for an 8 credit course and 5 sessions for a 4 credit course. The detailed programme of the counselling sessions will be sent to you by the Coordinator of your Study Centre.
- 2) **Evaluation of Assignments:** Tutor Marked Assignments (TMA) will be evaluated by the Counsellors appointed for different courses at the Study Centre. These assignments will be returned to you with tutor comments and marks you obtained. These comments will help you in your studies.
- 3) **Library:** For each course some of the books suggested under 'Some Useful Books' will be available in the Study Centre Library. All audio and video tapes are also available in the library.
- 4) **Information and Advice:** At the Study Centre you get relevant information regarding the courses offered by the University, counselling schedules, examination schedule, etc. You will also get guidance in choosing your elective and application-oriented courses.
- 5) **Audio-Video Facilities:** The Centres are equipped with audio-video facilities to help you make use of the audio and video cassettes prepared for different courses. Media notes of these audio-video programmes will also be available at the Study Centre. This will help you to know the contents of each programme.
- 6) **Interaction with Fellow-Students:** In the Study Centres you have an opportunity to interact with fellow students.

7. EVALUATION SYSTEM FOR IGNOU COURSES

1. The Evaluation System for IGNOU courses (i.e., Part A Courses) consists of two components: a) **Continuous evaluation through assignments** (Tutor Marked Assignments). b) **Term-end examinations**. In the final results, assignments carry 30% weightage, while 70% weightage is given for term-end examinations.
2. All the assignments and term-end examinations will be scored as a numerical marking scheme.
3. **To claim B.Com degree**, you have to secure at least 35% marks in both continuous evaluation (assignments) as well as term-end examination of each course. The scores of continuous evaluation and term-end examination are not complementary to each. The above condition is mandatory for all IGNOU courses of this B.Com programme.

Depending on the percentage of marks secured by a candidate, the divisions will be awarded as follows:

1st Division	60% and above
II nd Division	50% to 59.9%
Pass	35% to 49.9%
Unsuccessful	Below 35%

4. **To claim M.Com degree**, you have to secure at least 40% marks in both continuous evaluation (assignments) as well as term-end examination of each course. The scores of continuous evaluation and term-end examination are not complementary to each other. The above condition is mandatory for all IGNOU courses of this M.Com programme.

Depending on the percentage of marks secured by a candidate, the divisions will be awarded as follows:

1st Division	60% and above
IInd Division	50% to 59.9%
Pass	40% to 49.9%
Unsuccessful	Below 40%

7.1 Continuous Evaluation Through Assignments

Assignments constitute the continuous evaluation. The submission of assignments is compulsory. The marks that you get in your assignments will be counted in your final result. Assignments of a course carry 30% weightage while 70% weightage is given to the term-end examinations. Therefore, you are advised to take your assignments seriously.

You have to submit your assignment response sheets to the Coordinator of the Study Centre assigned to you. Submission of assignments is compulsory. You will not be allowed to appear for the term-end examination for any course if you do not submit the assignments in time for that course. If you appear in term-end examination, without submitting the assignments the result of term-end examination would be liable to be cancelled.

The main purpose of assignment is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. The evaluators/counsellors after correcting the assignments send them back to you with their comments and marks. The comments guide you in your study and help in improving it.

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 easy 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 printed course materials and exploit your personal experience.

There is one Tutor Marked Assignments (TMA) per course, which is evaluated by the counsellor. Thus, you have to attempt one assignment for each course.

You have to complete and submit the assignments at the study centre within the due date specified in the assignments booklet or within one month of the date of receipt of assignments, whichever is later. The University/Co-ordinator of the Study Centre has the right to reject the assignments submitted after the due date. You are, therefore, advised to submit the assignments before the due date.

For your own record, retain a copy of all the assignment responses which you submit to the Coordinator of study centre. If you do not get back your duly evaluated tutor marked assignments along with a copy of assessment sheet containing comments of evaluator on your assignment within a month after submission, please try to get it personally from your study centre. This may help you to improve upon future assignments. Also maintain an account of 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 pass marks in any assignment, you have to submit it again. To get fresh assignments you should write to Director, MPDD, IGNOU, Maidan Garhi, New Delhi - 110068. You may also download from IGNOU web site www.ignou.ac.in. However, once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any, committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre, so that the correct score is forwarded by him to the Student Evaluation Division at Headquarters. Score communicated by the study centre through any mode other than the award list will not be acceptable to the university for taking your score of assignments on your record.

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 correct award list to the Student Evaluation Division at the Headquarters.

Specific Instructions for Tutor Marked Assignments (TMAs)

- 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:

PROGRAMME TITLE	ENROLMENT NO.
COURSE CODE	NAME
COURSE TITLE	ADDRESS
ASSIGNMENT CODE
STUDY CENTRE	SIGNATURE
	DATE

- 3) Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.
- 4) 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. If you copy, you will get zero marks for the respective question.
- 5) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 6) Write each assignment separately. All the assignments should not be written in continuity.
- 7) Write the question number with each answer.
- 8) The completed assignment should be sent to the Coordinator of the Study Centre allotted to you. Under any circumstances do not send the tutor marked response sheets to the Student Registration and Evaluation Division at Head Quarters for evaluation.
- 9) After submitting the assignment at the Study Centre get the acknowledgment from the Coordinator on the prescribed assignment remittance-cum-acknowledgment card.
- 10) In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments only to the original Study Centre until the change of Study Centre is notified by the University.

7.2 Term-End Examinations

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

The University conducts term-end examination twice a year i.e., in June and December. You can take the examination only after completion of the course. In the first year, you can take the examinations in June, failing which you can take the same subsequently in December or June.

In case you fail to get a pass score in the Term-end Examination, you will be eligible to reappear at the next Term-end Examination for that course as and when it is held, within the total span of the programme.

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

- 1) Only in the courses you have selected at the time of admission.
- 2) You should complete the submission of assignments for the respective course.
- 3) You should submit the examination form in time (which is explained later).

Examination Date Sheet: Examination date sheet (Schedule which indicates the date and time of examination for each course) is sent to all the Study Centres approximately 5 months in advance. The same is also notified through IGNOU News Letter from time to time and available on the website of IGNOU, i.e. www.ignou.ac.in. Thus, normally, the date sheet for June examinations is sent in the month of January/ February and for December examination in the month of July/ August. You are advised to see whether there is any clash in the examination dates of the courses you wish to take i.e. examination of any two courses you wish to take are scheduled on the same day at the same time. If there is any clash, you are advised to choose one of them in that examination and the other course in the next examination (i.e., June or December as the case may be).

Examination Form: It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. The examination forms are accepted through online mode at the link <https://exam.ignou.ac.in>. You have to pay ₹120 per course for the term-end examinations or visit the website exam.ignou.ac.in

The last dates for submission of examination forms are 1st to 31st March for the examination to be held in June, and 1st August to 30th September for examinations to be held in December. The last dates for receipt of examination forms are as under:

For June TEE	For December TEE	Fee
1st March to 31st March	1st September to 30th September	₹120 per course
1st April to 20th April	1st October to 20th October	₹120 per course + Late fee ₹300
21st April to 15th May*	21st October to 15th November*	₹120 per course + Late fee ₹500
16th May to 28th May*	16th November to 28th November*	₹120 per course + Late fee ₹1000

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

Please write your correct enrolment number, programme code and name at the back of the Demand Draft/IPO drawn in favour of IGNOU, New Delhi for ₹300/500/1000 representing late fee and properly tag with your examination form to avoid its misplacement. The examination form received after due dates without late fee, wherever applicable, shall be rejected.

Admit Card: After receiving the examination forms from you, the University will upload the admit card which can be downloaded and would be sufficient to appear in the exam. This information shall be also available in IGNOU website: www.ignou.ac.in., you can take the examination by showing your Identity Card (Student Card) to the examination centre superintendent. Every student must bring identity card for appearing in term end examination along with the admit card.

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

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

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

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

Study Centre is the contact point for you. The University cannot send communication to all the students individually. All the important communications are sent to the Coordinators of the Study Centres and Regional Directors. The

Coordinators would display a copy of such important circular/notification on the notice board of the Study Centre for the benefit of all the Students. You are, therefore, advised to get in touch with your Coordinator for day-to-day information about assignments, submission of examination forms, date-sheet, list of students admitted to a particular examination, declaration of result, etc.

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

Early Declaration of Results: In order to facilitate the students, who have got offer of admission for higher study and/or selected for employment etc. and are required to produce statement of marks/grade cards by a specified given date, which is before the prescribed dates for declaration of the University's results, the University arranges early processing of their answer scripts and declaration of their results. The students are required to apply in prescribed application form with fee of ₹1000 per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi alongwith attested photocopy of offer of admission/employment. They can submit their request for early declaration before the commencement of the term-end examination i.e. before 1st June and 1st December respectively. The University, in such cases, will make arrangement for early processing of answer scripts and declare the result as a special case possibly within a month time from the date of conduct of examination.

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

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

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

Re-evaluation of Answer Script(s): The students, who are not satisfied with the marks/grade awarded to them in the Term-end Examination may apply for re-evaluation before 31st March for result of December term-end examination and 30th September for result of June term-end examination or within one month from the date of declaration of results i.e. the date on which the results are made available on the University's website on payment of ₹1000 per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi in the prescribed application form. The better of the two scores of original marks/grades and marks/grades after re-evaluation will be considered and updated in students' record.

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

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

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

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

Students may apply in the prescribed application form from 1st to 30th April for June term-end examination and from 1st to 31st October for December term-end examination alongwith fee @ ₹1000 per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi.

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

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

Photocopy of the Evaluated Answer Script: The students may obtain the photocopy of the evaluated answer scripts for the term-end examination on request. They may apply in the prescribed application form from 1st March to 15th April for June Term-end Examination and from 1st September to 15th October for December Term-end Examination alongwith the requisite fee of ₹150/- per course by means of demand draft drawn in favour of 'IGNOU' and payable at 'New Delhi'.

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

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

- 1) ₹300/- per transcript, if it is to be sent to the student/institutes in India.
- 2) ₹500/- per transcript, if required to be sent to the Institutes outside India by the University.

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

8. OTHER USEFUL INFORMATION

8.1 IGNOU Newsletter

The University publishes newsletter two times in a year in English as well as in Hindi. It is mailed to the students free of cost and also available on the website of IGNOU in a soft copy format. All the important information relevant to the students is published in the newsletter.

8.2 Reservation of Seats

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

8.3 Scholarships and Reimbursement of Fees

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

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

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.

8.4 Provisional Certificate

On request from the student a provisional certificate will be issued on completion of IGNOU courses. For provisional certificate you have to write to the Registrar, SRE & Registrar, SED, IGNOU, New Delhi-1 10068, in prescribed form as contained in this Programme Guide.

8.5 Change of Medium

Change of Medium for IGNOU courses is also permitted within one month of the first receipt of study material on payment of ₹600 plus ₹350 per 4 credit course for B.Com (CA & A) and for M.Com (BP&CG) ₹600 plus ₹700 per 6 credit course by demand draft drawn in favour of IGNOU and payable at Delhi. The change of medium shall be effective for subsequent dispatch of course materials. For replacement of course material send the books already

received to the Director of your Regional Centre along with the copy of letter from SR Division, admitting the change of medium retaining a photocopy of it for further reference and record.

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

8.6 Change or Correction of Address

There is a printed card for the change/correction of address. This card is now sent to you along with the study material; a copy of the same is given in this programme guide. In case there is any correction or change in your address, you are directed to make use of that printed card addressed to your concerned Regional Director (e-mail is not entertained). The Regional Office will verify your signature from the original records and forward the same to the Registrar, SR Division, IGNOU, Maidan Garhi, New Delhi 110068 for further necessary action. You are advised not to write letter to any other officer in the University, except to your Regional Director in this regard. Nonnally, 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.

8.7 Change of Study Centre

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

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

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

8.8 Change of Regional Centre

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

8.9 Issue of Duplicate Grade Card/Marksheet

A duplicate Grade Card is issued after a request is made on the prescribed form along with a draft of ₹250 to be paid in favour of IGNOU, New Delhi. The form for the purpose is given in this Programme Guide.

8.10 Re-admission

If you are not able to complete the B.Com (CA & A) programme in a maximum period of six years and M.Com (BP & CG) in a maximum period of five years, University has made a special provision for readmission. The form and the guidelines are available in this Programme Guide. Kindly fill and submit it as per instructions.

8.11 Simultaneous Registration

A student if permitted to register for only one programme in the given academic session. You are,

therefore, advised to seek admission to only one programme in the given academic session. Violation of this rule attracts cancellation of admission to all the programmes and forfeiture of the programme fees.

8.12 Refund of Fees

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

8.13 Migration Certificate

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

- 1) Application (can be obtained from the Head Office or photocopy of the one given in programme guide could be used).
- 2) Attested copy of the marksheet.
- 3) Fee of ₹500 in the form of demand draft in favour of IGNOU payable at the city where Regional Centre is located.

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

8.14 Credit Transfer (Internal Scheme)

Definitions

“Credit transfer” means allowing a student of another university to get admitted to IGNOU for completing any equivalent degree/diploma programme on the basis of credits obtained by him/her from that University. A student thus admitted need to write IGNOU examinations for such courses which are found equivalent to and for which appropriate credits would be deemed to have been acquired for and purposes for fulfilling the IGNOU requirements for award of a degree/diploma.

Eligibility

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

Modalities

- 1) All credit transfers should be allowed in case where students have done some courses but have not completed the programme and have not got certification.
- 2) Normally credit transfer will be applicable only from a diploma, bachelor's degree, master's degree to an equivalent diploma, bachelor's degree and a post graduate degree.
- 3) Credit transfer will be permissible only in the case of students coming from institutions established by an Act of Parliament or by an Act of State Legislature; or an institution “deemed to be university” or an “institution of national importance” or institutions recognized by statutory bodies like AICTE, ICMR, ICAR, CSIR etc.
- 4) Credit transfer can be done only on the basis of individual courses and not on the basis of year to year courses as in conventional institutions.
- 5) In order to get a diploma/degree from IGNOU a student will be required to earn at least 50% credit from IGNOU. For example, a B.Com/B.A./B.Sc. Student should earn at least 48 credits from IGNOU for an IGNOU degree.
- 6) The degree certificate or the marks list thus given to the students will specifically indicate the credits earned in IGNOU and those obtained from other institution.

No credit transfer be allowed for the courses for which a certification has been done for another programme. However, for those who come through module programme the credits may be carried along to the higher level from the lower one by surrendering the certificate.

Rules and Regulations for Credit Transfer

- 1) Student who want to avail credit transfer shall get registered with IGNOU for the programmes they want to study. All the applications for credit transfer should invariably be addressed to Dy. Registrar, SR&E, IGNOU, Maidan Garhi, New Delhi-110068.
- 2) The students have the choice to opt the electives of second year in the first year and 3rd year in second year of their studies.
- 3) The students by opting the courses in such a way to complete the balance credits can reduce the period of study prescribed for the completion of the degree programme and thereby avail no payment of fees to the period not covered. The students availing credit transfer would be allowed to complete the programme early provided they do not offer more than 32 credits in a year.
- 4) IGNOU “programmes” and “Courses” means “subjects” or “papers” respectively of conventional universities.
- 5) Students seeking credit transfer should apply directly to the Dy. Registrar (SR&E) IGNOU, Maidan Garhi, New Delhi-110068 enclosing attested copies of Marks sheet and attested copies of syllabus of such courses, covered by them. Such cases will be examined separately by the Equivalence committee at the Headquarters of the university. This process will take a minimum period of three months from the date of receipt of such requests with all the relevant documents by the above concerned officer.

If the students of B.Com (CA & A) programme want to switch over to IGNOU B.Com., they have to take fresh admission in B.Com and can request for the **credit transfer only for those IGNOU courses which they have successfully completed in B.Com (CA & A)**. Similarly M.Com. (BP & CG) programme students want to switch over to IGNOU M.Com, they have to take fresh admission in M.Com and can request for the **credit transfer only for those IGNOU Courses which they have successfully completed in M.Com (BP & CG) Programme**.

8.14.1 Credit Transfer (External Scheme)

Refer to F.No.IG/SRD-R.I/Equiv._11th/2016/.....June 17, 2016 Credit Transfer Scheme (external credit transfer) for the courses offered under B.COM (CA&A)

It is notified for information of all concerned that the Academic Council at its 65th meeting held on 21.03.2016 (AC 65.5.3) had considered and approved the **external credit transfer scheme** framed by the School of Management Studies in respect of the courses offered under **B.Com (A&F) for Chartered Accountancy students, B.Com (F&CA) for Cost Accountancy students and B.Com (CA&A) for Company Secretaryship students** (only the components of the respective Institutions). The details of the credit transfer scheme are enclosed as **Annexure I(a), I(b) & I(c)**. The Scheme is applicable for those students who have dropped out from the respective collaborative programmes and joined IGNOU’s normal B.Com programme. It would also be applicable to the drop out students of Chartered Accountancy, Cost Accountancy and Company Secretaryship who join IGNOU’s normal B.Com directly without having joined the specialized B.Com programmes offered in collaboration with the three institutions. This would be over and above the normal internal credit transfer of courses of IGNOU component of the respective specialized B.Com programmes.

ICSI Company Secretaryship Foundation Courses	IGNOU B.Com. Courses
1. BCO-032 : Economics and Statistics	ECO-06 : Economic Theory (4 Credits) ECO-07 : Elements of Statistics (4 credits)
2. BCO-033 : Financial Accounting	ECO-02 : Accountancy-1 (4 Credits)
3. BCO-034 : Elements of Business laws and Management	ECO-05 : Mercantile Law (4 Credits) ECO-03 : Management Theory (4 Credits)
	Total : 20 Credits

ICSI Company Secretaryship Executive Programme Courses	IGNOU B.Com. Courses
1. BCO-036 : Company Accounts, Cost and Management Accounting	ECO-10 : Elements of Costing (4 Credits)
2. BCO-037 : Tax Law	ECO-11 : Elements of Income Tax (4 Credits)
3. BCO-038 : Company Law	ECO-08 : Company Law (4 Credits)
	Total : 12 Credits

Total Credit Transfer up to the maximum of :

Company Secretaryship Courses = 20 Credits

Company Secretaryship Executive Programme Courses = 12 Credits

Total Credits = 32 Credits

8.15 Request for the Issue of Grade Card and Provisional Certificate

For the issue of comprehensive Grade Card and Provisional Degree Certificate of **B.Com (CA&A)** on completion of ICSI courses and IGNOU courses. each student is required to submit self attested copies of the: (1) Proof of registration in Executive Programme, (2) Mark-sheet of Foundation, (3) Mark-sheet of Executive Programme and (4) Grade Card status. Similarly, a student of **M.Com (BP&CG)** is required to submit self attested copies of the: (1) Bachelor degree or its equivalence and (2) Mark-sheet of Company Secretaryship Professional Programme and (3) Grade Card status.

The above documents are to be submitted to the Programme Coordinator (B.Com CA&A / M.Com BP&CG), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110068 or scanned copies of the self attested documents may sent at email id: icsi-soms@ignou.ac.in.

8.16 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.

9. COMMERCE FACULTY AND ADMINISTRATION STAFF

Director

Prof. Madhu Tyagi
School of Management Studies

Professors

Prof. N.V. Narasimham
M.Com., Ph.D.
Marketing, Price Analysis

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

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

Associate Professor

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

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

Readers

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

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

Lecturer (Senior Scale)

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

Print Production

Mr. K.G Sashi Kumar
Assistant Registrar (Printing)

Administrative Staff

Mrs. S. Goegi
Assistant Registrar

Mr. Parvesh Sharma
DEO

**SYLLABUS OF
BACHELOR OF COMMERCE
WITH MAJOR IN
CORPORATE AFFAIRS
AND ADMINISTRATION
B.COM (CA&A)**

10. SYLLABUS OF COURSES OFFERED BY IGNOU

Course-1

BSHF-101: Foundation Course in Humanities and Social Sciences

Humanities and Social Sciences are disciplines which offer us the methodology to understand social reality. They also contribute towards analyzing the process of evolution and accordingly help us in shaping the future course of human developments. It is by taking note of this role of these disciplines that Foundation Course in Humanities and Social Sciences (FHS-1) has been introduced as a compulsory course for the Bachelor's Degree.

The course is aimed at offering a basic notion of most of the social, economic, political, cultural and other related humanistic problems. We go back to the study of the primitive human beings and gradually take into account the evolutionary processes by studying the march to great ancient Civilisations, social formations and systems i.e., from slavery to the present day democratic world. In certain fields the perspective is based on a world view of the various problems like apartheid, nuclear disarmament, ecology, pollution, etc. Yet, within this framework the main concern remains the search for our own past, an analysis of our present, and mankind's plan for the future. Thus, our unique struggle against colonialism, cultural renaissance, etc., are the themes related to social transformation and national integration. An attempt has also been made to familiarize you with the process of economic planning in India. This takes into account the strategies adapted and the problems related to economic development and growth.

Block 1: Man and Social Developments – An Approach

- Unit 1 Scientific Approach to the Study of Man
- Unit 2 Man as a Tool-Making/Using Animal
- Unit 3 Man as a Thinking Animal
- Unit 4 Social Change and Evolution

Block 2: Stages of Social Evolution

- Unit 5 Domestication of Animals and Origins of Agriculture
- Unit 6 River-Valley Civilisation
- Unit 7 Feudal Societies
- Unit 8 Renaissance and Reformation
- Unit 9 Industrial Revolution

Block 3: Emergence of Independent India

- Unit 10 Characteristic of Indian Economy-Pre-Colonial and Colonial
- Unit 11 National Movement – 1
- Unit 12 National Movement – 2
- Unit 13 Values of the Indian National Movement

Block 4: Problems of Economic Development

- Unit 14 Development: Goal and Issues
- Unit 15 Need for Planned Economic Development
- Unit 16 Planning Strategies – 1
- Unit 17 Planning Strategies – 2
- Unit 18 Population and Development

Block 5: National Integration

- Unit 19 Problems of National Unity – Colonial Heritage
- Unit 20 Problems of National Unity – Caste and Tribe
- Unit 21 Problems of National Unity – Regional Imbalances
- Unit 22 Multi-Religious Society – The Secular Principle

Block 6: Political System

- Unit 23 The Spirit of the Indian Constitution
Unit 24 Centre-State Relations: The Federal Principle
Unit 25 Devolution of Power
Unit 26 Democracy and Under – Privileged in India

Block 7: Social Transformation

- Unit 27 Modalities of Social and Cultural Transformation
Unit 28 People's Participation in the Development Process
Unit 29 Place of Women in Indian Society
Unit 30 Education as Agent of Social Change

Block 8: India and the World

- Unit 31 The struggle for Freedom and Racial Equality
Unit 32 Problems of Peace in a Nuclear World
Unit 33 The Eco-System and Threat to it Promotion of Scientific Temper
Unit 34 Promotion of Scientific Temper

- Videos:**
1. Tools: Survival and Development
 2. Unity and Diversity
 3. Women and Social Change in India

- Audios:**
1. Slavery in Ancient India
 2. Though, Knowledge and Reason
 3. Education and Social Change in India

Course -2**AED-01: Export Procedures and Documentation**

This is an application oriented course on export procedures and documentation. It provides you with practical knowledge required for undertaking export business in India. This course consists of four blocks containing 16 units. After studying this course, you should be able to:

- explain the policy frame work for exports
- identify various documents to be prepared for export trade
- process an export order
- identify various sources of finance and explain the procedure for receiving export procedures
- describe the process of shipment of cargo
- identify and claim various incentives and assistance provided for export in India.

Block 1: Fundamentals of Export Business

- Unit 1 Introduction of Exports
Unit 2 Policy Frame Work for Exports
Unit 3 Export Sales Contracts
Unit 4 Export Documents
Unit 5 Processing of an Export Order

Block 2: Terms of Payment and Export Finance

- Unit 6 Terms of Payment
Unit 7 Exchange Control Regulations
Unit 8 Export Finance
Unit 9 Export Credit Insurance
Unit 10 Management of Exchange Risk

Block 3: Shipment of Export Cargo

- Unit 11 Preparing for shipment
- Unit 12 Cargo Insurance
- Unit 13 Shipment of Export Cargo

Block 4: Export Incentives and Assistance

- Unit 14 Institutional set for Exports in India
- Unit 15 Export Incentives in India: An Overview
- Unit 16 Procedures for Claiming Incentives

- Audios:**
1. Method of Payment in Export Business
 2. Customs Clearance of Export Cargo
 3. Central Excise Clearance Formalities for Export

Course-3**ECO-12: Elements of Auditing**

This course deals with basic concepts of auditing. It consists of four blocks of 12 units covering audit planning, internal control, vouching, verification and company audit. After studying this course, you will be able to:

- describe the nature and scope of auditing
- explain the basic concepts of audit planning and internal control
- describe the conduct of vouching of various transactions and verification of certain asset and liabilities
- explain the role of company auditor and the procedure for audit for share capital, dividend, etc.
- explain the concepts of cost and management audit

Block 1: Fundamentals of Auditing

- Unit 1 Basic Concepts
- Unit 2 Internal Control
- Unit 3 Audit Planning

Block 2: Vouching and Verification

- Unit 4 Vouching of Cash Transactions
- Unit 5 Vouching of Trading Transactions and Impersonal Ledger
- Unit 6 Verification and Valuation of Assets and Liabilities-I
- Unit 7 Verification and Valuation of Assets and Liabilities-II

Block 3: Company Audit

- Unit 8 Company Auditor
- Unit 9 Company Auditor-I
- Unit 10 Company Auditor-II

Block 4: Assessment of Individual

- Unit 11 Auditor's Report
- Unit 12 Cost and Management Audit

Course-4**BEGE-103: Communication Skills in English**

This course is assigned 8 credits and requires about 240 hours of study on your part. It aims at making you aware of how a communicative situation influences the choice of sentence structure and vocabulary. This course is divided into 8 blocks of 5 units each, and includes the basic concepts in communication, formal and informal conversation, official communication diaries, notes and use of English for the media i.e. Print, T.V. and Radio.

Block 1: Some Concepts for Communication in English

- Unit 1 English – In India and the World
- Unit 2 Global English and Indian English
- Unit 3 The Globalization of Communication: A Global Village
- Unit 4 Globalization and Communication Skills
- Unit 5 Verbal and Non-verbal Communication

Block 2: Listening and Speaking in Informal Contexts

- Unit 6 Informal Interpersonal Functions
- Unit 7 Small Talk
- Unit 8 Making Enquiries/Asking Questions
- Unit 9 Agreeing and Disagreeing
- Unit 10 Conversation Conventions

Block 3: Listening and Speaking in Formal Contexts

- Unit 11 Preparing for Interviews
- Unit 12 Interview and Job Search Etiquette
- Unit 13 Group Discussions and Meetings
- Unit 14 Oral Presentation Skills and Public Speaking 1
- Unit 15 Oral Presentation Skills and Public Speaking 2

Block 4: Writing

- Unit 16 Writing a CV or a Resume
- Unit 17 Letters: Structure and Conventions
- Unit 18 The Language of Formal Letters
- Unit 19 Some Kinds of Formal Letters
- Unit 20 Job Related Letters

Block 5: Print Media

- Unit 21 Language of Formal Reports
- Unit 22 Some Kinds of Official Reports
- Unit 23 Writing Summaries and Notes
- Unit 24 Writing for Print 1
- Unit 25 Writing for Print 2

Block 6: Mediated Communication

- Unit 26 Mediated Communication
- Unit 27 The Radio
- Unit 28 Television
- Unit 29 Producing Content for Radio and Television
- Unit 30 Listening to English Over the Media

Block 7: The World Wide Web and Corporate Communications

- Unit 31 Networks and Multimedia
- Unit 32 Writing for the World Wide Web
- Unit 33 Corporate Communication
- Unit 34 Using the Right Words: American or British
- Unit 35 Language Skills for Web Content Writing

Block 8: Using Language for Communication: Rhetoric and Argumentation

- Unit 36 The Non-Literal Use of Language
- Unit 37 Rhetoric and Grammar
- Unit 38 A First Guide to Argumentation
- Unit 39 More Fallacies and Arguments in Advertising
- Unit 40 Presuppositions, Dilemmas and Language

Course-4

BEGE-104: English for Business Communication

This is an 8 credit course, which will be both educational and occupational in nature. The course is divided into two sections of 4 blocks each: (i) Science and Technology and (ii) Business and Management. In the section on Science and Technology, Blocks 1 and 2 deal with Reading Comprehension skills and Blocks 3 and 4 deal with writing skills. In the section on Business and Management, Block 5 deals with Reading Comprehension skills. Blocks 6 & 7 deal with writing skills and Block 8 deals with oral communication skills.

BEGE-104: English for Business Communication

Block 1: Recruitment-1

- Unit 1 Getting Ready for the Job Market
- Unit 2 Preparing a Portfolio
- Unit 3 Responding to Advertisements
- Unit 4 Writing a CV + Cover Letter

Block 2: Recruitment-2

- Unit 5 Preparing for Interview
- Unit 6 Facing Interview
- Unit 7 Phone and Walk-in Interviews
- Unit 8 Group Discussions

Block 3: Greetings and Profiles

- Unit 9 Greetings and Introduction
- Unit 10 Small Talk and Entertaining
- Unit 11 Business Organizations
- Unit 12 Jobs and Responsibilities

Block 4: Using Telephone at the Workplace

- Unit 13 Features of Telephone Communication
- Unit 14 Making Arrangements and Appointments
- Unit 15 Leaving and Taking Messages
- Unit 16 Voice Mail, Conferencing and Conference Calls

Block 5: Business Correspondence

- Unit 17 Modes of Communication
- Unit 18 Internal Business Correspondence-I
- Unit 19 Internal Business Correspondence-II, Notes, Messages, Circulars, Office Orders, etc.
- Unit 20 External Business Correspondence-I
- Unit 21 External Business Correspondence-II

Block 6: Making Presentation at the Workplace

- Unit 22 Presentation Skills I – Essentials of Presentation Skills
- Unit 23 Presentation Skills II – Outlines and Structures
- Unit 24 Presentation Skills III – Using Visual Aids
- Unit 25 Presentation Skills IV – The Ending
- Unit 26 Telephone Presentation

Block 7: Attending Meetings at the Workplace

- Unit 27 Setting the Agenda and Planning a Meeting
- Unit 28 Types of Meetings
- Unit 29 Conducting and Participating in Meetings 1
- Unit 30 Conducting and Participating in Meetings 2

Block 8: Writing Reports and Proposals

- Unit 31 Basic Features of Proposals
- Unit 32 Project Proposals
- Unit 33 Reports-I
- Unit 34 Reports-II

11. SYLLABUS OF FOUNDATION PROGRAMME OFFERED BY ICSI

Course-5

BCO-031: English and Business Communication

Objective:

To help students acquire competence in English to use the language.

Contents:

Part A: English (50 Marks)

1. Essentials of Good English

Grammar and usage; enriching vocabulary, words - multiple meaning, single word for a group of words - choice of words - words frequently mis-spelt; punctuations, prefix and suffix; parts of speech; articles; synonyms and antonyms; tenses; idioms and phrases; foreign words and phrases commonly used; abbreviations and numerals; pronunciation. Latin, French and Roman words which are used in abbreviated form like "e.g., RSVP, viz. etc."

2. Essay Writing

Essays on matters of current interest on trade, commerce, industry and profession.

3. Precis Writing

Preparation of summary of office notes; summary of matters appearing in economic and commercial dailies and journals for use in committee meetings in the office; summary of decisions taken in meetings and conferences.

Part B: Business Communication (50 Marks)

4. Business Communication

Meaning and significance of good communication; principles of business communication; means of communication - oral, written, visual, audio-visual; essentials of a good business letter, etc.

5. Business Correspondence

Personnel: drafting of interview letters, call letters and offer of appointment; provisional appointment orders; final orders of appointment.

Purchase: requests for quotations, tenders, samples and drawings; test order; complaints and follow-up.

Sales: drafting of sales letters, circular letters, preparation of sale notes with conditions of sale; status inquiries; reports to sales manager such as sales promotion matters.

Accounts: correspondence with various agencies: customers - regarding dues, follow up letters; banks - regarding over-drafts, cash credits and account current, insurance companies - regarding payment, renewal of insurance premium, claims and their settlement.

Secretarial: correspondence with shareholders and debenture-holders pertaining to dividend and interest, transfer and transmission, Stock Exchanges, Registrar of Companies and various authorities like Reserve Bank of India, SEBI.

Miscellaneous: Resume, letter of application, goodwill messages, condolence letters.

6. Administration and Miscellaneous

Drafting of telegraphic and facsimile messages, messages through electronic media; public notices and invitations; representations to Trade Associations, Chambers of Commerce and public authorities.

7. **Inter-departmental Communication**

Internal memos; office circulars; office orders; office notes; representation to chief executive and replies thereto; communication with regional/branch offices.

8. **Preparation of Press Releases.**

Course-6
BCO-032: Economics and Statistics

Objective:

To provide basic and conceptual understanding of economic concepts, principles of economics and statistical tools to interpret and analyse various economic phenomena.

Contents :

Part A: Economics (50 Marks)

1. **Nature and Scope of Economics**

Definition, nature and scope of economics; micro and macroeconomics; positive and normative economics; working of economic systems with special reference to the capitalistic, socialistic and the mixed economies.

2. **Demand and Supply Analysis**

Utility analysis - total utility and marginal utility; law of diminishing marginal utility; law of equi-marginal utility; consumers' equilibrium; law of demand; elasticity of demand; law of supply, elasticity of supply; demand and supply equilibrium.

3. **Production, Costs and Revenue Analysis**

Factors of production, meaning of production, laws of returns; returns to scale; cost concepts and cost curves; revenue concepts and revenue curves.

4. **Market Forms and Equilibrium of the Firm and Industry**

Market forms - meaning and characteristics; price and output determination and equilibrium of firm and industry under perfect competition, monopoly and monopolistic competition.

5. **Basic characteristics of Indian Economy**

Role of Agriculture, Industry & Service Sectors in the development of the Indian Economy; National income of India – Concept, significance, trends and measurement of national income.

6. **Select areas of Indian Economy**

Population – size and growth and impact of population on economic development; unemployment –nature, various measures to reduce it; foreign trade and India's balance of payments. Five Year Plans and economic development; fiscal policy and national budget.

7. **Money and Banking**

Concept of money – its functions; Commercial Banks – role and functions; quantity theory of money; credit creation; Reserve Bank of India and its functions and monetary policy.

8. **Economic Reforms and Liberalisation**

Major economic reforms since 1991; Globalisation and its impact on Indian Economy; concept of WTO- an overview.

Part B: Statistics (50 Marks)

9. **Descriptive Statistics:** Definition and functions of statistics, statistical techniques commonly used in business activities, law of statistics, limitations of statistics.

10. **Collection and Presentation of Statistical Data:** Primary and secondary data; Classification and tabulation of data; frequency distribution of data; diagrams and graphs.

11. **Measures of Central Tendency:** Mean, median and mode, geometric mean and harmonic mean.
12. **Measures of Dispersion:** Range, quartile deviation, mean deviation, standard deviation.
13. **Correlation Analysis:** Meaning, significance, nature and types of correlation; Karl Pearsons coefficient of correlation; rank correlation.
14. **Index numbers and Time Series Analysis:** Familiarisation with the concepts relating to index numbers and time series (Simple Numerical Problems).

Course-7
BCO-033: Financial Accounting

Objective

To familiarize and develop an understanding the skills of accounting principles for effective recording of business operations of an entity.

Contents

1. Introduction to Accounting
2. Recording of transactions
3. Preparation of bank reconciliation statement.
4. Rectification of errors.
5. Preparation of final accounts (non-corporate entities)
6. Accounting for depreciation
7. Accounting for bills of exchange
8. Accounts of non-profit organizations
9. Single entry accounts - preparation of accounts from incomplete records.
10. Accounting for consignments and joint ventures
11. Partnership accounts – simple problems.
12. Insurance claims.

Course-8
BCO-034: Elements of Business Laws and Management

Objectives

- (i) To give an exposure to the students of some of the important commercial laws, the knowledge of which is essential for an understanding of the legal implications of the general activities of a modern business organisation.
- (ii) To acquaint the students with the principles of management.

Contents

Part A: Elements of Business Laws (50 Marks)

1. **Law**
Meaning of law, its significance and relevance to modern civilized society; sources of law.
2. **Law Relating to Contract – An Overview**
Contract - meaning; essentials of a valid contract; nature of contract; performance of contract; termination and discharge of contract; indemnity and guarantee; bailment and pledge; law of agency.

3. **Law Relating to Sale of Goods – An Overview**

Essentials of a contract of sale; sale distinguished from agreement to sell, bailment, contract for work and labour and hire-purchase; conditions and warranties; transfer of title by non-owners; doctrine of caveat emptor; performance of the contract of sale; unpaid seller - his rights against the goods and the buyer.

4. **Law Relating to Negotiable Instruments – An Overview**

Definition of a negotiable instrument; instruments negotiable by law and by custom; types of negotiable instruments; parties to a negotiable instrument - duties, rights, liabilities and discharge; material alteration; crossing of cheques; payment and collection of cheques and demand drafts; presumption of law as to negotiable instruments.

5. **Law Relating to Partnership – An Overview**

Nature of partnership and certain similar organisations-co-ownership, Joint Hindu Family; partnership deed; rights and liabilities of partners including those of newly admitted partners, retiring and deceased partners; implied authority of partners and its scope; registration of firms; dissolution of firms and of the partnership.

6. **Elements of Company Law**

Meaning and nature of company; promotion and incorporation of a company; familiarisation with the concept of Board of directors, shareholders and company meetings; Company Secretary.

Part B: Elements of Management (50 Marks)

7. **Nature of Management and its Process**

Meaning, nature of management and its process; planning, organising, directing, coordination and controlling.

8. **Planning**

Policies and procedures; methods of planning; decision-making.

9. **Organising**

Structure; principles and theories of organisation; span of management; centralisation and de-centralisation; line and staff functions; delegation; functional organisation; formal and informal organisation; growth in organisation.

10. **Staffing**

Meaning, nature and functions of personnel management; selection, training and development; performance appraisal.

11. **Direction and Co-ordination**

Communication, motivation, morale and leadership; internal and external co-ordination; committees in management; management of change; organisation development (O.D.).

12. **Controlling**

Concepts and basic control process; essentials of a good control system; traditional and non-traditional control devices.

13. **Social Responsibility of Business.**

12. SYLLABUS OF EXECUTIVE PROGRAMME OFFERED BY ICSI

Course-9

BCO-035: General and Commercial Laws

Objective

To provide to the students basic understanding of some of the general and commercial laws which have a bearing on the conduct of the corporate affairs.

Contents

1. Constitution of India

Broad framework of the Constitution of India: fundamental rights, directive principles of state policy; ordinance making powers of the President and the Governors; legislative powers of the Union and the States; freedom of trade, commerce and intercourse; constitutional provisions relating to State monopoly; judiciary; writ jurisdiction of High Courts and the Supreme Court; different types of writs - *habeas corpus*, *mandamus*, *prohibition*, *quo warranto* and *certiorari*; Concept of delegated legislation.

2. Interpretation of Statutes

Need for interpretation of a statute; general principles of interpretation - internal and external aids to interpretation; primary and other rules.

3. An Overview of Law relating to Specific Relief; Arbitration and Conciliation; Torts; Limitation and Evidence.

4. Law Relating to Transfer of Property

Important definitions; movable and immovable property; properties which cannot be transferred; rule against perpetuities; *lis pendens*; provisions relating to sale, mortgage, charge, lease, gift and actionable claim.

5. Law Relating to Stamps

Methods of stamping; consequences of non-stamping and under-stamping; impounding of instruments; construction of instruments for determination of stamp duty payable; adjudication; allowance and refund; penal provisions.

6. Law Relating to Registration of Documents

Registrable documents - compulsory and optional; time and place of registration; consequences of non-registration; description of property; miscellaneous provisions.

7. Information Technology Law - An Overview

Important terms under Information technology legislation; digital signatures; electronic records; certifying authority; digital signature certificate; Cyber Regulation Appellate Tribunal; offences and penalties.

8. Code of Civil Procedure

Elementary knowledge of the structure of civil courts, their jurisdiction, basic understanding of certain terms - order, judgement and decree, stay of suits, *res judicata*, suits by companies, minors, basic understanding of summary proceedings, appeals, reference, review and revision.

9. Criminal Procedure Code

Offences; *mens rea*, cognizable and non-cognizable offences, bail, continuing offences, searches, limitation for taking cognizance of certain offences.

10. Law Relating to Right to Information

Salient features of the Right to Information (RTI) Act, 2005; Objective; Public Authorities & their obligations; Designation of Public Information Officers (PIO) and their Duties; Request for obtaining information; Exemption from disclosure; Who is excluded; Information Commissions (Central & State) and their powers; appellate authorities; penalties; jurisdiction of Courts; Role of Central/State Governments.

Course-10
BCO-036: Company Accounts, Cost and Management Accounting

Objective

- (i) To provide working knowledge of accounting principles and procedures for companies in accordance with the statutory requirements.
- (ii) To acquaint the students with cost and management accounting techniques and practices.

Part A: Company Accounts (50 Marks)

- 1. Accounting standards - relevance and significance; national and international accounting standards.
- 2. Accounting for share capital transactions - issue of shares at par, at premium and at discount; forfeiture and re-issue of shares; buy-back of shares; redemption of preference shares; rights issue.
- 3. Issue of debentures - accounting treatment and procedures; redemption of debentures; conversion of debentures into shares.
- 4. Underwriting of issues; acquisition of business; profits prior to incorporation; treatment of preliminary expenses.
- 5. Preparation and presentation of final accounts of joint stock companies as per company law requirements; bonus shares.
- 6. Holding and subsidiary companies - accounting treatment and disclosures; consolidation of accounts.
- 7. Valuation of shares and intangible assets.

Part B: Cost and Management Accounting (50 Marks)

- 8. Cost accounting – objectives of costing system; cost concepts and cost classification; management accounting – nature and scope; role of management accountant, tools and techniques of management accounting; distinction between financial accounting, cost accounting and management accounting.
- 9. Elements of cost:
 - (i) Material cost – purchase procedures, store keeping and inventory control, fixing of minimum, maximum and re-order levels, ABC analysis, pricing of receipts and issue of material and accounting thereof; accounting and control of wastage, spoilage and defectives.
 - (ii) Labour cost – classification of labour costs, payroll procedures, monetary and non-monetary incentive schemes; labour turnover and remedial measures; treatment of idle time and overtime.
 - (iii) Direct expenses – nature, collection and classification of direct expenses and its treatment.
 - (iv) Overheads – nature, classification, collection, allocation, apportionment, absorption and control of overheads.
- 10. Methods of costing - unit costing, contract costing.
- 11. Budgetary control – preparation of various types of budgets, advantages and limitations; budgetary control reports to management.
- 12. Marginal costing - application of marginal costing; cost-volume-profit relationship; break-even analysis, preparation of break-even charts; profit – volume graph; practical application of profit volume ratio.
- 13. Analysis and interpretation of financial statements - nature, objectives; latest trends in presenting financial data; importance and limitations; accounting ratios - classification, advantages and limitations.
- 14. Cash flow statements – classification of cash flows, preparation and usefulness.

Course-11
BCO-037: Tax Laws

Objective

- (i) To impart knowledge of the basic principles underlying the substantive provisions of income-tax, wealth tax, service tax and value added tax laws to the students.
- (ii) To equip students with application of principles and provisions of above tax laws in computation of income and taxation of a 'person' excluding companies under various heads of income and their assessment procedures.

Part – A (60 Marks)

The Income-tax Act

1. Definitions, concept of income, previous year, assessment year, residential status.
2. Distinction between capital and revenue receipts and expenditure.
3. Basis of charge and scope of total income (Incomes deemed to accrue or arise in India and deemed to be received in India).
4. Incomes which do not form part of total income.
5. Computation of total income under various heads, such as - salaries, income from house property, profit and gains of business or profession, capital gains, income from other sources.
6. Income of other persons included in assessee's total income; aggregation of income and set off or carry forward of losses; various deductions to be made in computing total income, rebates and reliefs; applicable rates of taxes and tax liability.
7. Taxation of every person excluding companies, viz., individuals including non-residents, Hindu Undivided Family, firms, association of persons, cooperative societies, trusts and charitable and religious institutions, etc.
8. Provisions concerning procedure for filing returns, signatures, e-filing, assessment and reassessment.
9. Tax deducted at source, collection, recovery and refund of tax; provisions of advance tax.
10. Charge of banking cash transaction tax, taxable banking transaction, value of taxable banking transaction, collection, recovery, return, assessment, rectification, interest on delayed payments, penalty, appeal, power to make rules.
11. Charge of fringe benefit tax, fringe benefits and deemed fringe benefits, valuation, payment and return of fringe benefits, assessment, issue of notice, advance tax in respect of fringe benefits.
12. Wealth Tax

Charge of wealth tax; assets; deemed assets and assets exempt from tax; valuation of assets; computation of net wealth, return of wealth and provisions concerning assessment.

Part B (20 Marks)

Service Tax

13. Background, Statutory provisions, taxable services, valuation, administrative mechanism and procedural aspects, rate and computation of tax.
14. Assessment, levy, collection and payment of service tax, exemptions, CENVAT credit for service tax, returns, appeals, revisions, advance rulings, role of Practising Company Secretaries.

Part C (20 Marks)

Value Added Tax

15. Legislative background, concept of VAT- white paper on VAT, Report of Empowered Committee of State Finance Ministers, constitutional provisions, relationship of VAT with inter-state commerce and works contract tax, liability under VAT; withdrawal of Central Sales Tax; Goods and Service Tax; .
16. Computation, procedural aspects including registration, filling of returns, rates of tax, assessment, credit and set-off, returns, refunds, audit, appeals, revision and appearances.
17. Appointment, jurisdiction and powers of authorities, certifications for professionals.
18. Concept of VAT on services, VAT in other countries, scope for Company Secretaries.

Course-12

BCO-038: Company Law

Objective

To develop an understanding of the regulation of companies and to provide thorough knowledge of the various provisions of the Company Law in India as well as Schedules and Rules made thereunder including their interpretation through case laws, departmental circulars, clarifications, notifications, etc.

Contents

1. Introduction

Nature and form of business enterprise; types of business enterprises; company – definition and nature.

Historical development of corporate concepts; emergence of principles of limited liability and development of Company Law in England and India.

Concept of corporate personality; corporate veil and its lifting.

Working and administration of Company Law.

2. Incorporation and its Consequences

Types of companies and their incorporation; memorandum and articles of association and their alteration; registered office; publication of name; commencement of business; contracts; deeds; common seal; effect of incorporation.

Re-registration and registration of unregistered joint-stock companies.

The doctrine of *ultra-vires*, constructive notice and indoor management.

Promoters - meaning and importance; position, duties and liabilities.

3. **Financial Structure**

Concept of capital and financing of companies, sources of capital; classes and types of shares; equity with differential rights; issue of shares at par, premium and discount; forfeiture and surrender of shares; bonus issues; rights issues; issue of sweat equity shares; employees stock option scheme; private placement.

Alteration of share capital; reduction of capital; buy-back of shares.

Debt capital - debentures, debenture stock, bonds; new developments in corporate debt financing; debenture trust deed and trustees; conversion of and redemption of debentures.

Securing of debts – creation, modification and satisfaction of charges.

Prospectus – definition; abridged prospectus; red-herring prospectus; shelf prospectus; information memorandum; contents, registration, misrepresentations and penalties.

Allotment and certificates - contracts to subscribe for shares, debentures and other securities; calls; share certificates and share warrants.

4. **Membership, Depositories and Transfer/Transmission**

Membership - modes of acquiring membership; rights and privileges of members, register of members; dematerialisation and rematerialisation of securities; transfer and transmission of securities in physical and depository modes; nomination.

5. **Management and Control of Companies**

Directors – appointment/re-appointment, qualifications, disqualifications, remuneration, vacation of office, retirement, resignation and removal; loans to directors; powers and duties; office or place of profit; role of directors; contracts in which directors are interested.

Managing and whole-time directors and manager.

Company secretary – appointment, role and responsibilities; company secretary as a principal officer.

Meetings of directors and committees - frequency, convening, and proceedings of Board /Committee meetings; tele and video-conferencing of Board/Committee(s); resolution by circulation; minutes and evidence.

General meetings - kinds of meetings; law, practice and procedure relating to convening and proceedings at general and other meetings – notice, quorum, proxy, voting including voting through electronic means, resolutions, circulation of members' resolution, etc.; postal ballot; recording, signing and inspection of minutes; role of chairman.

Distribution of powers of a company - division of powers between Board and general meetings; acts by directors in excess of authority; monitoring and management.

Sole Selling and Buying Agents - Meaning, appointment and reappointment, removal; powers of Central Government and rules framed for the purpose.

6. **Dividend**

Profit and ascertainment of divisible profits; declaration and payment of dividend; treatment of unpaid and unclaimed dividend; transfer of unpaid and unclaimed dividend to Investor Education and Protection Fund.

7. **Investments, Loans and Deposits**

Law relating to making investments in and granting loans to other bodies corporate and giving guarantees and providing security.

Invitation, acceptance, renewal, repayment, default and remedies.

8. **Accounts and Audit**

Books of account; financial statements; audit and auditor's report; powers of the Central Government to direct special audit; cost audit.

Auditors - appointment, resignation and removal; qualification and disqualification; rights, duties and liabilities.

9. **Board's Report and Disclosures** – preparation; disclosures; directors' responsibility statement; Compliance certificate – need and purpose; issue and signing by practising company secretary; disclosure and filing.

10. **Registers and Returns** – maintenance, authentication, presentation and inspection of statutory books/ registers prescribed under various provisions of the company law and filing of various forms/returns to Registrar of Companies; procedure and penalties for delayed filing, etc.

Annual Return - Nature and significance; contents; filling – preparation and disclosures; signing, certification and filing; maintenance, place of keeping and its inspection.

11. **Inspection and Investigation**

Inspection of documents, books of account, registers etc; powers of the inspector, seizure of books and documents, inspector's report; power of the Registrar of Companies, investigation into affairs of the company.

12. **Majority Rule and Minority Rights**

Law relating to majority powers and minority rights.

Shareholder remedies - actions by shareholders; statutory remedies; personal actions; prevention of oppression and mis-management.

13. **Compromises and Arrangements** – an overview.

14. **Societies, Co-operative Societies, Trusts, Producer Companies and Limited Liability Partnerships**

Concept, formation, membership, functioning and dissolution.

15. **Application of Company Law to Different Sectors such as Banking, Insurance, etc.**

16. **Offences and Penalties** – an overview.

17. **Striking off Name of Companies** - Concept.

18. **Winding up of Companies** - Concept and modes.

19. An Introduction to E-governance

Course-13
BCO-039: Economic and Labour Laws

Objective

To provide an understanding of –

- (i) certain economic laws; and
- (ii) important labour laws which have direct relevance to the functioning of companies.

Contents

Part A: Economic Laws (60 Marks)

1. Industries Development and Regulation

Objects and definitions - an overview of current Industrial Policy; regulatory mechanism under IDRA. The Micro, Small and Medium Enterprises Development Act, 2006.

2. Foreign Trade Policy and Procedures

Main features; served from India scheme; export promotion council; vishesh krishi and gram udyog yojana; focus market scheme; duty exemption and remission schemes; advance authorisation scheme and DFRC, DEPB, EPCG, etc; EOUs, EHTPs, STPs, BPTs and SEZs.

3. Trade, Competition and Consumer Protection

Concept of competition, development of competition law, overview of MRTP Act; Competition Act, 2002 - anti competitive agreements, abuse of dominant position, combination, regulation of combinations, Competition Commission of India; Appearance before Commission, compliance of Competition Law.

Consumer protection in India, genesis of the law; objects; rights of consumers; nature and scope of remedies; appearance before Consumer Dispute Redressal Forums.

4. Essential Commodities and Standards of Weights and Measures

Objects; powers of Central Government, seizure and confiscation of essential commodities; summary trial; Standards of Weights and Measures Act, 1976.

5. Management of Foreign Exchange Transactions

Objectives and definitions under FEMA. Current account transactions, Capital account transactions, foreign direct investment in India and abroad, acquisition and transfer of immovable property; Establishment in India of branch, office etc; Export of goods and services; Realisation and repatriation of foreign exchange, authorised person, penalties and enforcement.

Foreign contributions and hospitality; Exemptions, powers of Central Government, adjudication and appeal; offences and penalties.

6. Pollution Control and Environmental Protection

Concept of sustainable development, Government policy regarding environment, law relating to Prevention and Control of Air Pollution and Water pollution, Environment (Protection) Law; Appearance before Environment Tribunal/Authority.

7. **Management of Intellectual Property Rights**

Concept and development of intellectual property law in India. Law and procedure relating to patents, trade marks and copyrights; Overview of laws relating to other related intellectual property rights;

Intellectual Property Appellate Board.

8. **Prevention of Money Laundering**

Genesis, concept and definitions, various transactions, etc. obligations of banks and financial institutions, RBI Guidelines on KYC.

Part - B: Labour Laws (40 Marks)

9. **Minimum Wages Act, 1948**

Object and scope; Minimum Wages Act, Advisory Board, Central Advisory Board; Authority and claims, compliances, offences and penalties.

10. **Payment of Bonus Act, 1965**

Object, application and major provisions; Exemption; compliances, offences and penalties.

11. **Payment of Gratuity Act, 1972**

Application and major provisions; Controlling Authority and the Appellate Authority, obligations and rights of employers and employees and compliances.

12. **Employees' Provident Funds and Miscellaneous Provisions Act, 1952**

Application and major provisions; Exemption and compliances.

13. **Employees' State Insurance Act, 1948**

Application and major provisions; Employees' State Insurance, Employees' State Insurance Corporation, Employees' Insurance Court; Exemptions and compliances.

14. **Workmen's Compensation Act, 1923**

Object, scope and major provisions including proceedings before the Commissioner, appeals, compliances, penalties, special provisions.

15. **Contract Labour (Regulation and Abolition) Act, 1970**

Application, scope and major provisions including Advisory boards, registration of establishments, appointment of licensing officer; Welfare and health; compliances; penalties and procedure and inspectors.

16. **Industrial Disputes Act, 1947**

Concept, objective, and significance, Authorities; procedure and powers; unfair labour practices, penalties.

17. **Industrial Employment (Standing Orders) Act, 1946**

Object, scope and major provisions of the Act and compliances.

18. **Factories Act, 1948**

Object, scope and major provisions; Authorities, compliances and penalties.

Course-14
BCO-040: Securities Laws and Compliances

Objective

To provide expert knowledge and understanding of securities laws and the regulatory framework concerning capital markets in India.

Contents

Part A: Securities Laws (60 Marks)

1. An Overview of Legal and Regulatory Framework

Capital market regulatory framework – Securities Contracts (Regulation) Act, 1956; SEBI Act, 1992; Depositories Act, 1996; authorities governing capital markets; objective, power and functions of SEBI; Securities Appellate Tribunal, appearance before SAT.

Profile of securities market; securities market reforms and regulatory measures to promote investor confidence; growth of money market in India – structure and institutional mechanism.

2. Capital Market Instruments and Rating

Capital market instruments - equity, debentures, preference shares, sweat equity, non-voting shares; new instruments of capital market - pure, hybrid and derivatives; money market instruments - treasury bills, commercial bills, commercial paper, participatory notes; rating and grading of instruments; concept, scope and significance; regulatory framework; rating agencies in India, rating methodologies.

3. Capital Market Intermediaries

Primary market and secondary market intermediaries - role and functions, merchant bankers, stock brokers, registrars to an issue, underwriters, bankers to issue, portfolio managers, debenture- trustees, foreign Institutional investors etc., self regulatory organisations, guidelines on anti money laundering; surveillance; holding of enquiry.

4. Secondary Market Institutions

Functions and significance of stock exchanges; regulatory framework; operations and trading mechanism of stock exchanges; Settlement of securities, surveillance mechanism at stock exchanges, straight through processing, demutualisation of stock exchanges.

5. Mutual Funds

Introduction, definitions, types, risks involved, setting up of mutual fund; concept of Trustee and Asset Management Company; regulatory framework.

6. Venture Capital

Concept of venture capital, regulatory framework, registration, investment conditions and restrictions, foreign venture capital investors, private capital funds.

7. Collective Investment Schemes

Regulatory framework governing collective investment schemes, restrictions on business activities, submission of information and documents, trustees and their obligations.

8. Buy-Back of Securities

Objectives of buy-back; available sources for buy-back of securities; conditions to be fulfilled and obligations for buy-back of securities of both listed and unlisted companies; pricing for buy back; modes of buy-back.

9. Depository System

Overview of depository system in India; Depositories Act; definitions, setting up of depository; role and functions of depository; depository participants; inspection and penalties; internal audit and concurrent audit of depository participants.

Part B: Issue Management and Compliances (40 Marks)

10. Issue of Capital

Listing of securities; SEBI Guidelines for Disclosure and Investor Protection (DIP), procedure for issue of various types of shares and debentures employee stock option scheme; and employee stock purchase scheme, delisting of securities.

11. Resource Mobilisation in International Capital Market

Listing of securities issued outside India - Foreign Currency Convertible Bonds, Global Depository Receipts, American Depository Receipts; External Commercial Borrowings, procedure for issue of various instruments.

12. Indian Depository Receipts

Indian Depository Receipts, procedure for making an issue of IDRs; conditions for issue of IDRs; listing of IDRs.

**SYLLABUS OF
MASTER OF COMMERCE
IN BUSINESS POLICY AND
CORPORATE GOVERNANCE
M.COM (BP & CG)**

13. SYLLABUS OF COURSES OFFERED BY IGNOU

Course-1

MCO-01: Organisation Theory and Behaviour

Block 1 : Organisation Theory

- Unit 1 Introduction to Organisation
- Unit 2 Organisation Theory
- Unit 3 Organisation Structure and Effectiveness

Block 2 : Organisational Behaviour and Individual Perspective-I

- Unit 4 Overview of OB
- Unit 5 Individual Behaviour and Learning
- Unit 6 Perception
- Unit 7 Attitudes and Values

Block 3 : Organisational Behaviour and Individual Perspective-II

- Unit 8 Personality and Emotions
- Unit 9 Stress Management
- Unit 10 Motivation
- Unit 11 Job Design and Job Satisfaction

Block 4 : Group Behaviour

- Unit 12 Group Formation and Structure
- Unit 13 Communication
- Unit 14 Conflict Management
- Unit 15 Team Building and Leadership
- Unit 16 Power and Politics

Block 5 : Organisational Culture and Development

- Unit 17 Organisational Culture and Climate
 - Unit 18 Organisational Change
 - Unit 19 Organisational Development
 - Unit 20 Emerging trends in OB
-

Course-2

MCO-03: Research Methodology and Statistical Analysis

Block 1 : Research Data Collection

- Unit 1 Introduction to Business Research
- Unit 2 Research Plan
- Unit 3 Collection of Data
- Unit 4 Sampling
- Unit 5 Measurement and Scaling Techniques

Block 2 : Processing and Presentation of Data

- Unit 6 Processing of Data
- Unit 7 Diagrammatic and Graphic Presentation
- Unit 8 Statistical Derivatives and Measures of Central Tendency
- Unit 9 Measures of Variation and Skewness

Block 3 : Relational and Trend Analysis

- Unit 10 Correlation and Simple Regression
- Unit 11 Time Series Analysis
- Unit 12 Index Numbers

Block 4 :Probability and Hypothesis Testing

- Unit 13 Probability and Probability Rules
- Unit 14 Probability Distributions
- Unit 15 Tests of Hypothesis-I
- Unit 16 Tests of Hypothesis-II
- Unit 17 Chi-Square Test

Block 5 :International and Reporting

- Unit 18 Interpretation of Statistical Data
 - Unit 19 Report Writing
-

Course-3**IBO-01: International Business Environment**

Block 1 : Concepts and Dimensions

- Unit 1 Introduction to International Business Environment
- Unit 2 Theories of International Trade
- Unit 3 Balance of Payments
- Unit 4 Instruments of Trade Policy

Block 2 : Globalization: Process and Forces

- Unit 5 Globalization: An Overview
- Unit 6 International Investment
- Unit 7 Transnational Corporations
- Unit 8 Technology Transfer

Block 3 : World Trading System and Institutions

- Unit 9 World Trade
- Unit 10 Multilateral Trading System
- Unit 11 Regional Economic Groupings
- Unit 12 International Commodity Agreement
- Unit 13 Multilateral Financial Institutions

Block 4 : Legal Environment

- Unit 14 Legal Framework of Foreign Trade
- Unit 15 The Proper Law of the Contract or the *Lex Causae*
- Unit 16 Settlement of International Trade Disputes

Block 5 : Contemporary Developments and Issues

- Unit17 International Trade and Environment
- Unit18 International Trade in Services
- Unit19 International Business Ethics
- Unit20 Electronic Commerce

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

Course-4**IBO-06: International Business Finance**

Block 1 : International Financial System

- Unit 1 International Monetary Agreements and Institutions
- Unit 2 International Financial Markets
- Unit 3 International Banking
- Unit 4 International Transactions and Balance of Payments

Block 2 : Foreign Exchange Risk Management

- Unit5 Foreign Exchange Markets
- Unit6 Determination and Forecasting of Exchange Rates
- Unit7 Currency Risk Management
- Unit8 Measuring and Managing Transaction Exposure
- Unit9 Measuring and Managing Translation and Economic Exposure

Block 3 : Investing in Foreign Operations

- Unit10 Corporate Strategy and Foreign Direct Investments
- Unit11 International Project Appraisal
- Unit12 Cost of Capital for Foreign Investments
- Unit13 Political Risk and Tax Aspects

Block 4 : Financing International Operations

- Unit14 Designing Global Capital Structure
- Unit15 International Cash Management
- Unit16 Foreign Trade Financing
- Unit17 Project Export Financing

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

Course-4

MCO-05: Accounting for Managerial Decisions

Block 1 :Fundamentals of Accounting

- Unit 1 Accounting: An overview
- Unit 2 Basis Cost Concepts
- Unit 3 Financial Statements
- Unit 4 Understanding Financial Statements

Block 2 :Analysis of Financial Statements

- Unit 5 Techniques of Financial Analysis
- Unit 6 Statements of Changes in Financial Position
- Unit 7 Cash Flow Analysis

Block 3 :Budgeting and Budgetary Control

- Unit 8 Basic Concepts of Budgeting
- Unit 9 Preparation and Review of Budgets
- Unit 10 Approaches to Budgeting

Block 4 :Standard Costing

- Unit 11 Basic Concepts of Standard Costing
- Unit 12 Variance Analysis I
- Unit 13 Variance Analysis II
- Unit 14 Responsibility Accounting

Block 5 :Cost Volume Profit Analysis

- Unit 15 Marginal Costing
- Unit 16 Break Even Analysis
- Unit 17 Relevant Costs for Design Making
- Unit 18 Reporting to Management
- Unit 19 Recent Developments in Accounting

14. SYLLABUS OF PROFESSIONAL PROGRAMME OFFERED BY ICSI

Course-5 MCO-031: Company Secretarial Practice

Objective

To provide an in-depth understanding of the procedures under the Companies Act, Rules and Regulations made there under including understanding of international dimensions of company law.

Contents

1. **E-governance (MCA – 21)**

Important Features of MCA-21 – CIN, DIN, DSC, CFC, SRN, etc; E-forms and on-line filing and inspection of documents.

2. **Company Formation and Conversion**

Choice of form of business entity; conversion/ re-conversion of one form of business entity into another.

Procedure for incorporation of private/public companies, companies limited by guarantee and unlimited companies and their conversions/re-conversion/re-registration; obtaining certificate of commencement of business; obtaining certification of re-registration; commencement of new business and certification; filing of agreements with managerial personnel;

Formation of associations not for profit and non profit companies; procedure relating to foreign companies carrying on business in India.

3. **Alteration of Memorandum and Articles**

Procedure for alteration of various clauses of memorandum: name clause, situation of registered office clause, objects clause, capital clause and liability clause; procedure for alteration of articles; effect of alteration.

4. **Issue and Allotment of Securities**

Procedure for public issue, rights issue and bonus shares; procedure for issue of securities at par/premium/discount; procedure for calls on shares; Issue of sweat equity shares, employees stock option scheme, shares with differential voting rights; issue and redemption of preference shares; issue of shares on preferential basis/ private placement.

Return of allotment and effect of irregular allotment; issue of certificates; alteration of share capital; procedure for forfeiture of shares and re-issue of forfeited shares; cancellation of shares; surrender of shares; conversion and re-conversion of shares into stock.

Procedure for issue of debentures including creation of security and debenture redemption reserve; drafting of debenture trust deed; conversion of and redemption of debentures.

5. **Membership and Transfer/Transmission**

Procedure for induction of members; nomination of shares; variation of shareholders' rights; cessation of membership including dispute resolution.

Transfer/transmission/transposition; dematerialization/ rematerialisation of securities.

6. **Directors and Managerial Personnel**

Procedure for appointment, reappointment, resignation, removal and varying terms of appointment/ re-appointment of directors and managerial personnel.

Procedure for payment of remuneration to directors and managerial personnel and disclosures thereof; compensation for loss of office; waiver of recovery of remuneration; directors and officers liability insurance.

Procedure for making loans to directors, disclosure of interest by a director, holding of office or place of profit by a director/relative, etc. of a director.

Company Secretary – Appointment, resignation and removal of Company Secretary; role of the Company Secretary; functions and duties; relationship with chairman and directors; secretary as advisor to the chairman and the board.

Company Secretary in Practice – Functions; procedure for appointment, resignation and removal of company secretary in practice.

Auditors

Procedure for appointment/reappointment, resignation and removal of statutory auditors and branch auditors; appointment of cost auditors; special auditors; CAG audit.

7. **Decision-making Forums and Meetings**

Collective decision making forums- authority, accountability, delegation and responsibility.

Board Meetings: Convening and management of Board and Committee Meetings.

General Meetings: convening and management of statutory meeting, annual and extra-ordinary general meetings, class meetings; preparation of notices and agenda papers.

Procedure for passing of resolutions by postal ballot, conducting a poll and adjournment of a meeting.

Post-meeting formalities including preparation of minutes and dissemination of information and decisions including filing thereof.

8. **Preparation & Presentation of Reports**

Preparation of financial statements, auditors' report, directors' report and report on corporate governance.

9. **Distribution of Profit**

Procedure for ascertainment of divisible profits and declaration of dividend; payment of dividend; claiming of unclaimed/unpaid dividend; transfer of unpaid/unclaimed dividend to Investor Education and Protection Fund.

10. **Charges**

Procedure for creation/modification/satisfaction of charges and registration thereof; register of charges; inspection of charges.

11. **Inter-corporate Loans, Investments, Guarantees and Security**

Procedure for making inter-corporate loans, investments, giving of guarantees and providing of security.

12. **Filing and Filing of Returns and Documents, etc.**

Procedure for filling and filing of returns and documents:

(a) Annual filing, i.e., annual accounts, compliance certificate, annual return, etc.

(b) Event based filing.

13. **Striking off Names of Companies – Law and Procedure.**

14. **Best Practices - Secretarial Standards**

Concept, scope and advantages; Secretarial Standards issued by the ICSI; Compliance of secretarial standards for good governance.

15. **Insider Trading**

Concept and rationale behind prohibition of insider trading; SEBI's Insider Trading Regulations; major actions taken by SEBI so far; Role of Company Secretary in compliance requirements.

16. **Global Developments in Company Law**

Contemporary developments, distinguishing and evolving features of company law in other jurisdictions.

Course-6

MCO-032: Drafting, Appearances and Pleadings

Objective

To acquaint the students with fundamentals of drafting, pleadings and advocacy techniques.

Contents

1. General Principles of Drafting

General principles and rules of drafting of deeds and conveyance, basic components of deeds, endorsement and supplemental deeds, aids to clarity and accuracy, legal requirements and implications.

2. Drafting of Agreements

Drafting of various Agreements including collaboration agreements, arbitration; guarantees, counter guarantees; bank guarantee, hypothecation agreement, outsourcing agreements, service agreements, leave and license, etc.

3. Drafting of Various Deeds

Deed of sale of land, building, mortgage, licence, lease, assignment, trust, partnership, Power of Attorney, etc.

4. Drafting of Agreements under the Companies Act

Pre incorporation contracts; Memorandum and Articles of Association and other agreements.

5. Appearances and Pleadings

Appearance before tribunals/quasi judicial bodies such as CLB, SAT, NCLT, CCI TRAI, etc. and appellate authorities.

Drafting of petitions/applications; drafting of written statement, counter affidavit, reply and rejoinder.

Drafting of Affidavit in evidence; arguments on preliminary submissions, arguments on merits; legal pleadings and written submissions.

Drafting and filing of Appeals, writ petitions, special leave petition, revision and review applications, affidavits.

Dress code, etiquettes and court craft.

6. Compounding of Offences

Compounding of offences under the Companies Act, SEBI Act, FEMA etc. Consent Orders.

Course-7

MCO-033: Financial, Treasury and Forex Management

Objectives :

- (i) To provide conceptual clarity about the management tools and techniques used in financial planning, analysis, control and decision making.
- (ii) To provide knowledge of derivatives, forex and treasury management to enable the candidates to tackle practical situation with ease.

Contents:

1. Nature and Scope of Financial Management

Nature, significance, objectives and scope of financial management; risk-return and value of the firm; financial distress and insolvency; financial sector reforms and their impact on financial management; functions of finance executive in an organisation; financial management – recent developments.

2. **Capital Budgeting Decisions**

Planning and control of capital expenditure; capital budgeting process; techniques of capital budgeting- discounted and non-discounted cash flow methods, choice of methods; capital rationing; risk evaluation and sensitivity analysis, simulation for risk evaluation; linear programming and capital budgeting decisions.

3. **Capital Structure Decisions**

Meaning and significance of capital structure; capital structure vis-a-vis financial structure; capital structure planning and designing; optimal capital structure; determinants of capital structure; capital structure and valuation - theoretical analysis; EBIT – EPS analysis; cost of capital; factors affecting cost of capital, measurement of cost of capital, weighted average cost of capital, marginal cost of capital; risk and leverage; measures of leverage, leverage effects on shareholders returns.

4. **Sources of Finance**

Equity, non-voting preference shares; debentures and bonds; company deposits; term loans from financial institutions and banks; international finance and syndication of loans; euro-issues and external commercial borrowings; FCCB; internal funds as a source of finance; dividend policy and retention of profits; bonus shares; deferred payment arrangements; corporate taxation and its impact on corporate financing; financing cost escalation.

5. **Dividend Policy**

Introduction; types, determinants and constraints of dividend policy; different dividend theories — Walter’s Model, Gordon’s Model and Modigliani-Miller Hypothesis of dividend irrelevance; forms of dividend; dividend policy - practical considerations and legal constraints; corporate dividend practices in India; statutory framework.

6. **Working Capital Management and Control**

Working capital - meaning, types, determinants; assessment of working capital requirements - operating cycle concept and applications of quantitative techniques; management of working capital - cash, receivables, inventories; financing of working capital; banking norms and macro aspects of working capital management.

7. **Security Analysis and Portfolio Management**

Security analysis - fundamental approach, technical approach and efficient capital market theory; portfolio management - meaning, objectives; portfolio theory – traditional approach; modern approach - CAPM model.

8. **Financial Services**

Meaning, significance and scope of financial services; types of financial services – merchant banking, leasing and hire purchase, venture capital, mutual funds, factoring and forfeiting, securitisation of debt, loan syndication, custodial and corporate advisory services, credit rating.

9. **Project Planning and Control**

Project Planning and preparation of project report; project appraisal under normal, inflationary and deflationary conditions; project appraisal by financial institutions – lending policies and appraisal norms by financial institutions and banks; loan documentation and loan syndication, project review and control; social cost and benefit analysis of project.

10. **Derivatives and Commodity Exchanges**

Concept of derivatives; financial derivatives and commodity derivatives; types of derivatives - forward contracts, futures contracts, options; participants in futures and options market, Index based derivatives and security based derivatives; derivatives and exposure management, currency forwards, currency futures, currency options and currency swaps and interest rate risk management; derivative markets in India; commodity exchanges in India.

11. **Treasury Management**

Meaning, objectives, significance, functions and scope of treasury management; relationship between treasury management and financial management; role and responsibilities of chief finance executive; tools of treasury

management; internal treasury controls; environment for treasury management; role of information technology in treasury management; liquidity management, regulation, supervision and control of treasury operations, implications of treasury on international banking.

12. **Forex Management**

Nature, significance and scope of forex management; foreign exchange market and its structure; foreign exchange rates and its determination; exchange rate quotes; types of exchange rates; forex trading; currency futures and options; foreign exchange risk exposures and their management; exchange rate forecasting; risk in foreign exchange business.

13. **Recent Developments in Financial, Treasury and Forex Management**

14. **Practical Problems and Case Studies.**

Course-8

MCO-034: Corporate Restructuring and Insolvency

Objectives

To provide an in-depth understanding of all aspects of law and practical issues relating to corporate restructuring and insolvency.

Contents

Part A: Corporate Restructuring (70 Marks)

1. **Introduction**

Meaning of corporate restructuring, need, scope and modes of restructuring, historical background, global scenario, national scenario.

2. **Strategies**

Planning, formulation and execution of various corporate restructuring strategies - mergers, acquisitions, takeovers, disinvestments and strategic alliances, demergers and hiving off.

3. **Mergers and Amalgamations**

Meaning and concept; legal, procedural, economic, accounting, taxation and financial aspects of mergers and amalgamations including stamp duty and allied matters; interest of small investors; merger aspects under competition law; jurisdiction of courts; filing of various forms; Amalgamation of banking companies and procedure related to Government companies; Cross border mergers.

4. **Takeovers**

Meaning and concept; types of takeovers; legal aspects - SEBI takeover regulations; procedural, economic, financial, accounting and taxation aspects; stamp duty and allied matters; payment of consideration; bail out takeovers and takeover of sick units; takeover defences; cross border takeovers.

5. **Funding of Mergers and Takeovers**

Financial alternatives; merits and demerits; funding through various types of financial instruments including equity and preference shares, options and securities with differential rights, swaps, stock options; ECBs, funding through financial institutions and banks; rehabilitation finance; management buyouts/leveraged buyouts.

6. **Valuation of Shares and Business**

Introduction; need and purpose; factors influencing valuation; methods of valuation of shares; corporate and business valuation.

7. **Corporate Demergers and Reverse Mergers**

Concept of demerger; modes of demerger - by agreement, under scheme of arrangement; demerger and voluntary winding up; legal and procedural aspects; tax aspects and reliefs; reverse mergers – procedural aspects and tax implications.

8. **Post Merger Re-organisation**

Factors in post merger reorganization: integration of businesses and operations, financial accounting, taxation, post merger valuation, human and cultural aspects; assessing accomplishment of post merger objectives; measuring post merger efficiency.

9. **Financial Restructuring**

Reduction of capital; reorganisation of share capital

Buy-back of shares – concept and necessity; procedure for buy-back of shares by listed and unlisted companies.

10. **Legal Documentation.**

11. **Case Studies.**

Part B – Corporate Insolvency (30 Marks)

12. **Revival, Rehabilitation and Restructuring of Sick Companies**

Sick companies and their revival with special reference to the law and procedure relating to sick companies.

13. **Securitisation and Debt Recovery**

Securitisation Act:

Overview of the Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002; process; participants; Special Purpose Vehicle (SPV), Asset Reconstruction Companies (ARCs), Qualified Institutional Buyers (QIB).

Debt Recovery Act:

Overview of the Recovery of Debts Due to Banks and Financial Institutions Act, 1993; Tribunal, Procedure; compromises and arrangements with banks and creditors.

14. **Winding up**

Concept; modes of winding up; administrative machinery for winding up.

Winding up process and procedure; managing stakeholders and parties in liquidation; conducting meetings of shareholders/creditors etc.; dealing with contracts; managing estate; outsourcing responsibilities to professionals/service providers such as valuers, security agencies, etc; best practices in performing liquidation/administrator functions; accountability and liabilities; Role of liquidators and insolvency practitioners.

Consequences of winding up; winding up of unregistered companies; dissolution.

15. **Cross Border Insolvency.**

Course-9

MCO-035: Strategic Management, Alliances and International Trade

Objective:

To develop the basic understanding of the students about the concepts, techniques and processes relating to strategic management, alliances as well as International Trade and treaties including World Trade Organisation.

Contents:

Part A: Strategic Management (40 Marks)

1. **Nature and Scope of Strategic Management**

Concept; role, functions and processes of strategic management in globally, competitive and knowledge-based environment.

2. **Environmental Scanning and Internal Appraisal Analysis**

- (a) Identification of external variables - economic, technological, legal, political, socio-cultural and, global; industry appraisal analysis and forecasting; synthesis of external factors;
- (b) Internal scanning of the firm;
- (c) Tools and techniques of strategic management –SWOT analysis, situational analysis; Gap analysis, impact analysis, value chain analysis; business process re-engineering.

3. **Planning and Formulation**

Formulation of Corporate vision, mission, goals and objectives; developing strategic alternatives, evaluations of alternatives, selection of best alternative; strategic planning vis-à-vis tactical planning; Strategic models for optimal decision-making.

4. **Implementation and Control**

Strategy implementation; developing programs, budgets and procedures; strategic control; managing strategic changes.

5. **Review**

Performance Evaluation - Criteria and Challenges

6. **Risk Management**

Meaning, objectives and significance; types of risks; measuring the trade off between risk and return; control and management of business risks.

7. **Management Information Systems**

Concept, elements and structure; approaches of MIS development; pre-requisites of an effective MIS, Enterprise Resource Planning (ERP).

8. **Internal Control Systems**

Meaning, definition, objectives, classification, scope and limitation of internal control; steps and techniques of internal control systems.

Part B: Strategic Alliances (20 Marks)

9. **Nature and Scope**

Meaning, types and stages; integrating alliances into corporate strategy; cross cultural alliances; implementation and management of strategic alliances.

10. **Foreign Collaborations and Joint Ventures**

Industrial Policy; Foreign Investment Policy; kinds and negotiation of collaboration and joint ventures, drafting of agreement, restrictive clauses; Indian joint ventures abroad – Indian experiences.

Part C: International Trade (40 Marks)

11. **International Trade and Treaties**

Concept and Theories of International Trade, Institutionalisation of international trade, establishment of World Trade Organisation; Economic Blocks and Trade Agreements such as ASEAN, EU, SAPTA, NAFTA etc.; India's Free Trade, Economic Cooperation and Partnership Agreements.

12. **Anti-dumping, Subsidies and Countervailing Duties**

WTO agreements on anti-dumping; safeguard measures; subsidies & countervailing duties; Regulatory Framework and procedure in India.

13. **Settlement of Disputes under WTO**

Rules, regulations and procedures relating to settlement of disputes under WTO.

Course-10
MCO-036: Advance Tax Laws and Practice

Objective

To provide —

- (i) knowledge of framework of taxation system in India.
- (ii) knowledge of various concepts and their application relating to tax laws with a view to integrating the relevance of these laws with financial planning and management decisions.
- (iii) an overview of international taxation.

Contents

Part A: Direct Taxation - Law and Practice (30 Marks)

1. General Framework of Direct Taxation in India

Different direct tax laws and their inter-relationship; importance of Income Tax Act and Annual Finance Act and related Constitutional provisions; harmonisation of tax regime.

2. Companies under Income-tax Laws

Classification and tax incidence; corporation tax as per Article 366; computation of taxable income and assessment of tax liability considering special provisions relating to companies.

3. Tax Planning

Concept of tax planning; Tax planning with reference to setting up a new business; locational aspects; nature of business; tax holiday, etc.

Tax planning with regard to specific management decisions such as mergers and takeovers; location of undertaking; introduction of voluntary retirement; tax planning with reference to financial management decisions such as borrowing or investment decisions; reorganisation or restructuring of capital decisions.

Tax planning with respect to corporate reorganization; tax planning with reference to employees' remuneration.

Tax planning vis-à-vis important provisions of wealth-tax including court rulings and legislative amendments.

4. Tax Management

Return and procedure for assessment; special procedure for assessment of search cases, e-commerce transactions, liability in special cases; collection and recovery of tax; refunds, appeals and revisions; penalties imposable, offences and prosecution.

Part B: Indirect Taxation – Law and Practice (50 Marks)

5. Introduction

Special features of indirect tax levies—all pervasive nature, contribution to Government revenues; constitutional provisions authorizing the levy and collection of duties of central excise, customs, service tax, central sales tax and VAT.

6. Central Excise Laws

Basis of chargeability of duties of central excise - goods, manufacture, classification and valuation of excisable goods, CENVAT; assessment procedure, exemption, payment, recovery and refunds of duties.

Clearance of excisable goods; Central Excise Bonds; maintenance of accounts and records and filing of returns.

Duties payable by small scale units. set-off of duties – concept, meaning and scheme; Central Excise Concessions on exports; search, seizure and investigation; offences and penalty.

Adjudication, Appeal and Revision, including appearance before CEGAT by Company Secretary as authorised representative; settlement of cases.

7. **Customs Laws**

Levy of and exemption from, customs duties – specific issues and case studies; assessment and payment duties; recovery and refund of customs duties.

Procedure for clearance of imported and exported goods; drawback of duties.

Transportation and warehousing

Confiscation of goods and conveyances and imposition of penalties; search, seizure and arrest, offences and prosecution provisions.

Adjudication, Appeal and Revision; Settlement of Cases.

8. **Promissory Estoppel in Fiscal Laws** – principles and applicability with reference to indirect taxes.

9. **Tax Planning and Management** — scope and management in customs, with specific reference to important issues in the respective areas.

Part C: International Taxation (20 Marks)

10. **Basic Concepts of International Taxation**

Residency issues; source of income; tax havens; unilateral relief and Double Tax Avoidance; transfer pricing; international merger and acquisitions; impact of tax on GATT 94, WTO, anti dumping processing; the subpart F Regime: definition of CFC, Subpart F Income and Operating Rules.

11. **Advance Ruling and Tax Planning**

Authority for advance rulings, its power and procedure; applicability of advance ruling; application for advance ruling and procedure on receipt of application.

Tax planning and special provisions relating to certain incomes of non-resident corporate assessee.

Double taxation avoidance agreements; general principles; provisions and tax implications thereof.

12. **Taxation of Inbound Transactions**

Taxation of passive investments; capital gains & losses; income taxation; property taxation; branch profit taxation

13. **Taxation of Outbound Transactions**

Foreign tax credit; foreign income exclusions; indirect foreign tax credit (deemed paid system vs. current pooling system); Controlled Foreign Corporations; PFIC's (Passive Foreign Investment Companies); cross border merger, acquisitions and transfers.

Course-11

MCO-037: Due Diligence and Corporate Compliance Management

Objective

- (i) To provide thorough understanding and appreciation of composite legal due diligence in regard to certain corporate activities.
- (ii) To provide expert knowledge about the Corporate Compliance Management

Contents

1. Due Diligence

Nature, objectives, significance and scope of due diligence; steps in the process of due diligence.

Areas of Due Diligence

- Initial Public Offer (IPO), Follow-on Public Offer (FPO), Rights issue, Employees Stock Option Plans (ESOPs), Preferential Allotment
- Issue of debt (both long term & short term) such as debentures, bonds, warrants etc.
- Takeovers and acquisitions
- Setting up of business units in India and abroad
- Setting up joint ventures
- Compliance of Listing Agreement
- Internal Audit of Depository Participants
- Issue of Global Depository Receipts
- Issue of Indian Depository Receipts
- Legal Due Diligence

2. Compliance Management

Concept and significance; systems approach to compliance management; process of establishment of compliance management system; compliance in letter and spirit.

3. Secretarial Audit

Need, objectives and scope; process; periodicity and format for secretarial audit report; check-list under various corporate laws; share transfer audit; compliance certificate.

4. Search / Status Reports

Importance, scope; verification of documents relating to charges; requirements of financial institutions and corporate lenders; preparation of report.

5. Securities Management and Compliances

Meaning, need and scope; mechanism for self-regulation; advantages to company, regulator and investors.

Course-12
MCO-038: Governance, Business Ethics and Sustainability

Objective

To provide knowledge on global development and best practices in the corporate world.

Contents

Part A: Corporate Governance (50 Marks)

1. Evolution, concept, principles and development.
2. Management structure for corporate governance; Board structure; building responsive boards - issue and challenges; effectiveness of Board, board committees and their functioning in particular audit committee, legal compliance committee and Stakeholders' relationship committee; appraisal of Board performance, transparency and disclosure; internal control system and risk management.
3. An analysis of legislative framework of corporate governance in various countries – such as UK, USA, India.
4. Corporate communication; art and craft of investors relations; shareholders activism, investor protection and changing role of Institutional Investors.
5. Corporate Social Responsibility and good corporate citizenship.
6. Various corporate governance forums - Common Wealth Association for Corporate Governance (CACG), Organization for Economic Cooperation Development (OECD), International Corporate Governance Network (ICGN), National Foundation for Corporate Governance (NFCG), etc.

Part B: Business Ethics (30 Marks)

7. Genesis, significance and scope; organization perspectives.
8. Ethical principles in business – codes and innovations.
9. Concept of the stakeholders' organization.
10. Activity analysis, business dilemma versus decision, characteristics of ethical dilemmas; the dilemma resolution process; business ethics as a strategic management tool; stakeholders' protection.
11. Challenges of business ethics and corporate leadership.

Part C: Corporate Sustainability (20 Marks)

12. Genesis, meaning, nature, objectives, significance and scope of corporate sustainability.
13. Sustainability reporting - frameworks and guidance; trends and drivers; business benefits of corporate sustainability reporting; leadership programmes and stakeholder engagement; corporate sustainability management systems.
14. Legal framework; conventions and treaties on environmental, health and safety and social security issues.
15. Principle of Absolute Liability - Case studies.
16. Contemporary developments.

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

Enrolment No. <input type="text"/>	B. Com. (CA&A)	Programme:	<input type="text"/>	B. Com.(CA&A)
Name:	M. Com. (BP&CG)			
Course Code:	Medium: <input type="text"/>			
Sl. No.	Assignment No.	For Office Use Only		
Date of Receipt:	Sl. No.:	Date of Receipt:		
Name of Receipt:	Date of despatch to the Evaluator:	Name of Receipt:		
Date of receipt from Evaluator:	Date of receipt from Evaluator:	Date of receipt from Evaluator:		
Sig. of dealing Accountant	Date:			

INDIRA GANDHI NATIONAL OPEN UNIVERSITY				
ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM				
Enrolment No. <input type="text"/>	B. Com.(CA&A)	Programme:	<input type="text"/>	B. Com.(CA&A)
Name:	M. Com. (BP&CG)			
Course Code:	Medium: <input type="text"/>			
Sl. No. Assignment No.	FOR OFFICE USE ONLY			
Sl. No.:	Sl. No.:			
Date of Receipt:	Signature of the receiver			
Name of Receipt:	Date:			
Date of despatch to the Evaluator:	Signature of the Student			
Date of receipt from Evaluator:	Date:			
Date:	Seal			

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



**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment Number

Study Centre Code

Write in BLOCK CAPITAL LETTERS only.

Name : Shri/Smt./Kum

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

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

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

Signature
Date

For Official Use Only:

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

INSTRUCTIONS FOR DOING ASSIGNMENTS

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

Mail this Form to: The Regional Director (Concerned)
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GUIDELINES AND INSTRUCTIONS FOR SUBMISSION OF ON-LINE EXAMINATION FORM FOR B.COM (CA&A) AND M.COM (BP&CG)

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

Dates for the Submission of Online Term-End Examination Form

1st March 2018 to 30th April 2018

Without late fee

1st May 2018 to 10th May 2018

With late fee of Rs. 1000/-

Prerequisite for the submission of the Term-End Examination Form:

- Students are advised to ensure that their registration is valid and they are eligible for the course(s) for which they are submitting examination form for Term-End Examination June 2018 as per IGNOU prospectus and programme guide.
- For details of the course(s) registered, click [here](#)
- 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 assignments have not been submitted by student.
- Examination results of Term End Examination (TEE) December, 2017 are available on University website (www.ignou.ac.in). Please click [here](#) to see result status of December, 2017 Examination before filling examination form. The students whose TEE December 2017 results are not declared yet, they need not to wait and may fill the examination form for TEE June 2018 as per schedule above.

Process to submit Term End Examination Form

- Select and enter Programme code from the option available, Please note that option code for BA/BCOM/BSC is BDP.
- Select Examination Centre Code from the options available on the website. Tentative list of Regional Centre wise Examination centres for Term-End Examination June 2018 is available for Information, Click [here](#) to view.
- If the centre opted by the student is not activated as examination centre or not allotted for any other reason, alternative examination centre will be allotted.
- Select course(s) carefully while filling the examination form as per your 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.
- 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 48 hours of submitting the form. In case detail regarding examination form submission is not available, you may submit the form again.

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 of any bank)

Examination Fee	Payment Fee
@ 120 per course theory @ 120 per course practical	Credit Card/Debit Card/Net Banking

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

Un-successful Submission of Exam Form

Payment deducted through Credit Card/Debit Card/Net Banking

Step 1 : But student is not able to get acknowledgement successfully in the first stage.

Step 2 : In such cases it is advised that the student may wait for 48 hours for checking the examination form status submitted by him/her through SEARCH OPTION

Step 3 : Re-submit the examination form after following the advice given above (Step 2)

Step 4 : Candidates can apply separately for the refund of examination fee, if not refunded automatically by the Payment Gateway within 48 hours.

Hall Ticket for Term End Examination

- Hall Ticket will be uploaded on the University Website well before 7 to 10 days before the commencement of the examinations. Please take print out of Hall Ticket from University website (www.ignou.ac.in) and report at the examination centre along with your 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.

Contact Details

In case of non receipt of Control number or any query pertaining to examination form please contact send us email on.

teepg@ignou.ac.in	for Master Degree Programmes (e.g. MA/MCOM/MCA/MSc. etc.)
teeug@ignou.ac.in	for Bachelor Degree programmes (e.g. BA/BCOM/BSC/BCA etc.)
teeothr@ignou.ac.in	for Certificate, Diploma and PG Diploma programmes (e.g. CFN/CRD/DNHE/PGDRD etc.)
Phone No(s).	011-29572209

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 submitted all the required number of assignments as applicable for the course(s) filled in the examination form and my registration for the course(s) is valid and not time barred. If any of my statement is found to be untrue, I will have no claim for taking examination and declaration of results. I undertake that I shall abide by the rules and regulations of the University.

Check for Status, if already registered



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

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

1. Name

2. Programme: Enrolment No.

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

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

5. Examination Centre Code:

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

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

8. Fee detail:
(The fee for early declaration of result is ₹750/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s)..... X ₹750/- 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 Rs. 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 ₹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 ₹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 ₹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 B.Com (CA&A) and M.Com (BP&CG)

Name

Enrolment No.

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Address

.....

.....

.....

Pin

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Programme

Month and Year of the Exam

Centre from where appeared at
last examination

Bank Draft/IPO No. Dated

for Rs. 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
CHANGE/CORRECTION/ADDRESS/STUDY CENTRE

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

Enrolment Number

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Date of Change effective from

--	--	--	--

Write in BLOCK LETTERS only

Name: Shri/Smt./Km.	
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New Address

Town											
State		Pin	<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></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

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New Study Centre Code

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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:

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3. Enrol. No:

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4. Regional Centre Code:

--	--

5. Study Centre Code

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

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

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

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

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

Date Amount

Name of Bank

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

Dated: _____

.....
Signature of the student

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

(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-END EXAMINATION

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

1. Name
2. Programme: Enrolment No.
3. Address:.....
.....
..... Pin
4. Reason for early declaration of result:
.....

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

5. Course(s) detail for early evaluation:

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

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

7. Fee detail:

(The fee for early declaration of result is ₹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.
1st September – 15th October for December Term-end Exam.

1. Name

2. Programme: Enrolment No.

3. Address

.....

..... Pin Code:

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

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

(b) Exam Cente Code:

(c) Exam Centre Addrsss:

.....

.....

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

5. Fee details:

(The fee for obtaining photocopy of the answer script is ₹150/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'new Delhi')

No. of Course(s)..... × ₹150/- = 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-2008 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be ₹100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever your later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. Application form must reach within the prescribed dates at the following address except the answer scripts of CPE & DPE programmes:

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

To
The Regional Director (concerned)

SUBJECT : NON-RECEIPT OF STUDY MATERIAL / ASSIGNMENT

Enrolment No.

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Programme

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Medium of Study

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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)

M.Com (BP&CG)
Change of Medium: ₹350 per course
plus ₹200 per 6 credit course.

B.Com (CA&A)
Change of Medium: ₹350 per course
plus ₹350 per 2/4 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.:

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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/Votter 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 ₹750/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s)..... × ₹750/- = 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 Diplome, Degree or Certificate will be issued on submission of any affidavit signed by a First Class Magistrate together with an attested copy of the F.I.R. lodged iwth 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 subsequest 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 RS. 10/- BEFORE FIRST CLASS MAGISTRATE

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

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

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

Deponent

Signature:

Address:

.....

Verification:

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

Deponent

SWORN BEFORE ME

Signature:

Designation:

Office Seal:

16. 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 Dsitric.
44. Ms. Bela Vaghela, Ph.: 02676~22738 Mahila Samakhya, 28, Arpan Society, Near Kalarav School, Kanajair Road, Halol, Panchmahal District
45. Ms. Pragana Sejjal, 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. Chambhi 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, Koteshwara, 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, Harurgeri, Akkamahadevi Colony, Bidar -585401

Cochin Region

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

Pune Region

71. Dr. EN Gawande, Ph.: 0724-661637 Shivaji College of Education, Amrawati -444603.
72. Mr. PR Gaikwad, Ph.: 0240-334840 Government College of Education, Opp. Deogiri College, Station Road, Padmapura, Aurangabad.
73. Prof. UB Rajput, Ph.: 07262-42419 Government College of Education, Chikhli Road, Near Goddess Temple, Ruldhana-443001.
74. Mrs. Sadhna G Purohit, Ph.: 07184-52386 Government College of Education, Bhandara -441904.
75. Mrs. Kazi, Ph.: 07172-55292 Janta College of Education, Civil Lines, Chandarpur -442401.
76. Mrs. Bhanagaonkar Sulabha, Ph.: 02562-38042 Dhule Education Society's College of Education, Dr. Lohiya Marg. Near SRP Campus, Dhule-424001.
77. Mr. Vijay Kumar Shinde, Ph.: 02482-35937 Matsyodari Shikshan Sanstha's College of Education, Station Road, Mastgadh, 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, Irnphal- 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-10, 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.

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 ROPHIRA BUILDING, 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)

Appendix-1

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)

Appendix-1**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-110044 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-110002 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)

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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, 1ST 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, PALLINK 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)

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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, MAHOB, 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, PUDUKKOTAI, 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, BISCO MAUN 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, CHAPRA)

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 rcportblair@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, SENPATI 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)

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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 JAINTHIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS RIBHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTHIA HILLS, WEST KHASI HILLS)

Appendix-1**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 rcsiliguri@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)

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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)**

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 iarrc_81@yahoo.co.in	COMMAND AREA

ADDRESSES OF STUDY CENTRES OF B.Com (CA & A)

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 B.Com (CA & A)

Sl. No.	Centre Code	Centre Address	Sl. No.	Centre Code	Centre Address
36.	1907	Govt. Hrangbana college, Chandmary Aizawl, Mizoram-796007	54.	1305	Vidyavardhaka law college Sheshadri iyer road, Mysore Karnataka-570021
37.	1910	Govt. Champhai college Champhai, Mizoram-796321	55.	1309	Al-ameen arts sci. & com. Col. Hosur road, Near lal bagh main gate Bangalore, Karnataka-560002
38.	1911	Aizawl west college Dawrpui vengthar, Aizawl Mizoram-796001	56.	1344R	Cmr instt. Of mngmt.studies 2079, 2nd cross, 3rd block Hennr bnsqli layout, kalyangr Bangalore, Karnataka
39.	1901	Government aizawl college Aizawl, Mizoram-796001	57.	13113	O p jindal centre, Opp to police quarters Vidyanagar po, tornagaiiu Bellary, Karnataka-583275
40.	1927	Govt J buana college Lunglei, Dist lunglei, Mizoram-796701	BHAGALPUR		
ALIGARH			58.	0571	Rd & dj college Munger, Bihar-811201
41.	2719D	Faiz-e-aam degree college 72, civil lines, Abdul ghani nagar Mathura, Uttar pradesh-281001	59.	0505	Marwari college (t.m. bhagalpur university) Bhagalpur, Bihar-812007
42.	2702	St. John's college Agra fort, Agra, Uttar pradesh-282002	60.	0576	Pbs college Banka, Bihar-813102
43.	2714	Hindu college, Station road Moradabad, Uttar pradesh-244001	61.	82001D	District jail Po banka, Dist banka, Bihar-813102
44.	2713	Aligarh muslim university Aligarh, Uttar pradesh-202002	62.	82002	Deep naryan singh college Tehsil rajoun, Distt banka, Bihar
45.	47022D	Central jail agra, Mathura road Agra, Uttar pradesh-282002	63.	82004D	Special central jail, Bhagalpur Distt bhagalpur, Bihar-812002
46.	47026	D n pg college, Gulaothi Dist bulandshahr Uttar pradesh-245808	64.	82005D	Central jail, Bhagalpur Distt bhagalpur, Bihar-812002
47.	47027D	Aligarh district jail Aligarh, Uttar pradesh-202001	BHOPAL		
BANGALORE			65.	15156D	Shree sai institute of tech. Near rto office, Jaora road Ratlam, Madhya pradesh-457001
48.	1306	Dvs evening college Shimoga, Karnataka-577201	66.	15132D	Rajiv gandhi college, Vill. Sherganj Distt satna, Madhya pradesh-485001
49.	1311	Bapuji instt. Of engg & tech. Shamanur road, Davangere Karnataka-577004	67.	1569D	Rajiv gandhi govt. Pg college Mhow-neemuch road, Mandasaur Madhya pradesh-458001
50.	1319	Sri siddhartha instt. Of tech Tumkur, Karnataka-572105	68.	1570B	Govt. Post graduate college Neemuch, Dt. Neemuch Madhya pradesh-458441
51.	1301	Bes college of arts & science Iv 't' block, Jayanagar, Bangalore Karnataka-560011	69.	1501	Motilal vigyan mahavidyalaya Bhopal, Madhya pradesh-462008
52.	1310	Veera saiva college, Cantonment Bellary, Karnataka-583101			
53.	1302	St. Aloysius college, Kodialbail Mangalore, Karnataka-575003			

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Sl. No.	Centre Code	Centre Address	Sl. No.	Centre Code	Centre Address
70.	1508	A.p. singh university Business & eco. Deptt., Rewa Madhya pradesh-486003	89	2192D	Talcher college, At/po talcher Dt. Angul, Orissa-759107
71.	1512	Govt. P.g. college Satna, Madhya pradesh-485005	90	21105B	Olaver college, At/post olaver Dist. Kendrapada, Orissa-754227
72.	1507	Dr. H.s. gour vishwavidyalaya Sagar, Madhya pradesh-470003	91	21107B	Barasahi p.s. college, At post barsahi Distt. Mayurbhanj, Bihar-757030
73.	15113D	Mook badhir sangathan scheme No 71, behind ranjeet Hanuman temple Indore, Madhya pradesh	92	2121	S.k.c.g. college P.o. paralakhemundi, Gajapati Orissa-761200
74.	1526	Government p.g. college Jhabua, Madhya pradesh-457661	93	21106B	Baba bhairabannda mahavidyalay Chandikhole, Jajpur, Orissa-755044
75.	1506	Holkar science college Indore, Madhya pradesh-452001	94	21117	Kuchinda college Po kuchinda, Dist sambalpur Orissa-768222
76	1516	Vikram university Ujjain, Madhya pradesh-456010	95	21109B	Dina krushna college At/po dhansimulia Jaleswar, Dist. Baleswar, Orissa-756084
77	1519	Government boys pg college Rajgarh, Madhya pradesh-465661	96	21127 D	Circle jail cuttack At choudwar po charbatia Ps choudwar, Cuttack, Orissa-754071
78.	1504	Jiwaji university Gwalior, Madhya pradesh-474011	97	21134D	District jail balasore District jail (zilla karagar) Balasore, Orissa-756001
79.	1554D	Central jail Bhopal, Madhya pradesh-462038	98	2153D	Sahaya, At: panchumu Via: godipada, District nayagarh Orissa-752092
80.	1511	Govt. J.h. pg college, Betul Madhya pradesh-460001	99	2146D	Viswa yuva kendra, At: baninali Po:luhamunda / via kishoreganj Dist.: angul, Orissa-759127
81.	1581D	Govt. Post graduate college Tikamgarh, Madhya pradesh-472001	100	2109	Government college Phulbani, Orissa-762001
82	15158D	Poonamchand gupta voc.college Civil lines, Khandwa Madhya pradesh-450001	101	2186D	Council ntrgrtd tribal research & awareness prog. At-amlapada po-phulbani Distt. Kandhamal, Orissa-762001
83	15209D	Central jail, Indore city, Indore Madhya pradesh	102	21100	Bapujee college Saraswata nagar At/po chhendipada, Dist. Angul Orissa-759124
84	15219	Indian institute of management Prabandh shikhar, Rau-pithmpur road Indore, MP-453556	103	2111	B.J.B. College Arts block, Bhubaneswar Orissa-751014
BHUBANESHWAR			104	2105	Government college P.o. hakimpada, Angul, Orissa-759143
85	21133	B b mahavidyalaya, Harichandan pur Dist keonjhar, Orissa-758028	105	2106	Fakir mohan college Balasore, Orissa-756001
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			

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Sl. No.	Centre Code	Centre Address	Sl. No.	Centre Code	Centre Address
106	2114	Mpc college Mayurbhanj, Baripada., Orissa-757001			
107	2108	Gangadhar meher college Sambalpur, Orissa-768004			CHANDIGARH
108.	2122D	Indian instt of youth develop. Kalinga, Kandhamal,Orissa-762022	124	0606D	Model jail Burail, Chandigarh,Chandigarh
109	2119	S.C.S. college Puri, Orissa-752001	125	1036	M.d.s.d. girls college Ambala city, Haryana-134002
110	2118	Bhadrak autonomous college Bhadrak, Orissa-756100	126	2203	Punjabi university, Arts block - iii Top floor,Patiala, Punjab 147002 Patiala2203@gmail.com
111	2112	D.d. college College road Keonjhar, Orissa-758001	127	2221D	Central jail Patiala, Punjab
112	2103	Government college Rourkela, Orissa-796004	128	06002D	Central jail ambala, Central jain civil lines Ambala city, Haryana-134003
113	2134	Panchayat college Po bargarh Bargarh district, Orissa-768028	129	06007	Shri guru gobind singh college Sector - 26, Chandigarh Haryana-160019
114	2138	N.c. college (autonomous) Jajpur p.o., Jajpur, Orissa	CHENNAI		
115	21182	U n (autonomous) college of Science & technology At& po adaspur Distt cuttack, Orissa-754011	130	2543D	C.R.S.T.C., 4/38, dr. Sankaran road Gandhi nagar, Namakkal Tamilnadu-637001
116	21185	J k b k college, O m p square Cuuttack, Orissa-753003	131	2534	Er. Perumal manimekalai p'nic Krishnagiri highways, Koneripalli Hosur, Tamilnadu-635117
117	21189	Belpahar college At/po belpahara (r.s), Dist jharsuguda Orissa	132	25193D	Valluvar gurukulam, 220 g s t road Tambaram west, Chennai Tamilnadu-600045
118	21190	Prananth autonomous college Dist khordha, Orissa-752057	133	2509	Sacred heart college Tirupattur, Tamilnadu-635601
BIJAPUR			134	2505	Ramakrishna mission vidyapith Vivekanand college, 45, oliver rd, Mylapore, Chennai, Tamilnadu-600004
119	1379D	Svm art & commerce college Ilkal Dist bagalkot Karnataka-587125	135	2508	A.v.c college, Mannampandal Mayiladuthurai, Tamilnadu-609305
120	1385D	Global womens college of edu Muslim chowk, mominpura Gulbarga, Karnataka-585104	136	2552D	Central prison Vellore, Tamilnadu
121	1307	Blde jss college of edu. Ss junior college campus, Bijapur Karnataka-586101	137	2564	K.s. rangasamy college of tech Ksr kalvi nagar, Thokkavadi post (namakkal dt.) Thiruchengode, Tamilnadu-637209
122	1324	Basaveshwar science college Bagalkot, Karnataka-587101	138	2510R	Scs kothari academy for women 17, venkatapathi street, Kilpauk, Chennai, Tamilnadu-600010
123	1304	Gulbarga university Gulbarga university campus Gulbarga, Karnataka-585106	139	2506	Thyagarajar polytechnic P b no. 523, Salem, Tamilnadu-636005

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Sl. No.	Centre Code	Centre Address	Sl. No.	Centre Code	Centre Address
140	2501	Ddgd vaishnava college 445, e.v.r. periyar high road, Arumbakkam, Chennai Tamilnadu-600106	154	1450P	W.m.o. arts & sci. College Muttil, Kalpetta District wayanad, Kerala-673122
141	3101	Academic staff college Central university Lawspet, Puducherry Puduchery-605008	155	1442P	Farook college, Calicut District kozhikode, Kerala-673672
142	2532	Jaya college of arts & science Mth road, Tiruniravur Thiruvellore, Tamilnadu-602024	156	1446P	Sree narayana college S.n. puram(po), Cherthala District allapuzha, Kerala-688582
143	2512R	Aecs premises, Sadras, dae township Kalpakkam, Chennai Tamilnadu-603102	157	1447P	Sree krishna college Ariyannur, Guruvayur, District thrissure, Kerala-680102
144	2535D	Amar seva sangam 7-4-104 b, tenkasi road Sulochana gardens (p.b.no.001) Ayikudy, Tamilnadu-627852	COCHIN		
145	2538D	P.obul reddy voc.trng. Instt. 109, luz church road, Mylapore Chennai, Tamilnadu-600004	158	1486P	Deva matha college, Po kuravilangad Dist kottayam, Kerala-686633
146	2554	Saint joseph col.of arts & sci Manjai nagar, Distt.cuddalore Cuddalore, Tamilnadu-607001	159	1444P	St. Thomas college, Pala, Arunapuram District kottayam, Kerala-686574
147	2513	Government arts college Dharmapuri, Tamilnadu-636705	160	1412	St. Albert's college Ernakulam, Kerala-682018
COCHIN			161	1409	Psmo college Mallapuram, Tirurangadi, Kerala-676306
148	14122	Jamia nadwiyya trainingcollege Salah nagar, Po edavanna, Distt malappuram, Kerala-676541	162	1408	Newman college Idukki, Thoduphuzha, Kerala-685585
149	1480	Bishop vayalil memorial Holy cross college cherpunkal, Po pala Dist kottayam, Kerala-686584	163	3001	Govt senior secondary school Kavarati, Lakshwadeep, Kerala-682555
150	1465	Pragathi international centre Higher education pmc vi/290 Nr sastha temple harihar iyer Rd,perumbavoor ernakulam dist Kerala	164	1406	Cmc college Kottayam, Kerala-686001
151	1445P	Unity women's college Manjeri, Narukara, District mallapuram Kerala-676122	165	1402	Sacred heart college Thevara, Cochin, Kerala-682013
152	1448P	Sree k.v.t. chattathiripad col Mannampatta, District palakadd Kerala-679517	166	1443P	S.s.v. college, Valayanchirangara p.o. Perumbavoor, District ernakulam Kerala-683556
153	1449P	Nehru arts & sci. College Kanhagar, Padanekat, District kasaragod, Kerala-671328	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

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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, Udhsam Singh 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, Rahanabad 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			

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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			
217	0769	Shyam lal college G.t. road, Shahdara, Delhi Delhi-110032	232	29035D	Krishna education centre C/o greenfields public school Dilshad garden, Ned delhi-110093
218	0729	Swami shradhanand college Alipur, New delhi, Delhi-110036	233	29038	Govindam business school 514, industrial estate, Patparganj Delhi-110092
219	0718	Bhim rao ambedkar college Fc-vii, wazirabad road Loni road, yamuna vihar, New delhi Delhi-110053			DELHI 3
220	0708	Research foundation edn centre Shiksha bhawan csc-5, sector 9 Rohini, New delhi, Delhi-110085	234	07124	V d institute of technology Krishan vihar New delhi-110086

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Sl. No.	Centre Code	Centre Address	Sl. No.	Centre Code	Centre Address
235	1045	Govt girls college Sector 14, Gurgaon, Haryana	253	0507	Edn. & research trust (nipm) New admn. Building iii/b School bokaro steel city, Bokaro Jharkhand-827006
236	07127D	Inst. Of vocational studies C/o baswa international school Setcor 23 dwarka, New delhi-110075	254	3603	Guru nanak college, Post box - 93 Dhanbad, Jharkhand, 826001
237	0701	Shyama prasad mukherjee coll. For women, Punjabi bagh (west) New delhi, Delhi-110026	255	32011	Mahuda mahavidyalaya Mahuda Dhanbad, Jharkhand
238	0719	Tihar central jail, No. 3, tihar jail Hari nagar (only for inmates) New delhi, Delhi-110064	GANGTOK		
239	0709	Ramlal anand college Benito juarez road, New delhi Delhi-110021	256	2401	Sikkim government college Tadong, Gangtok, Sikkim, 737102
240	1006	Dronacharya government college Gurgaon, Haryana-122001	257	2402D	Govt. Sr. Secondary school Mangan, North sikkim, Sikkim
241	38014W	Dr br ambedkar community coll. Sarla sadan mehchana road Near govt coll. jataulihaily Mandi teh. pataudi gurgaon, Haryana	258	2404	Namchi government college Namchi, South sikkim, Sikkim-737126
242	38015D	District jail, Bhondsi Gurgaon, Haryana-122002	259	2411	Paljor namgyal girls Higher secondry school P n g road gantok, Dist east sikkim Sikkim-737101
DEOGHAR			GUWAHATI		
243	3605	Sahibganj college Sahibganj, Jharkhand-816109	260	0448	Diphu govt. college Distt. Karbi anglong, Assam-782462
244	0503	P.k. roy memorial college Seraidhela, Dhanbad Jharkhand-826001	261	0435	Jagiroad college Jagiroad, Morigaon, Assam-782410
245	0521	Sindri college, P.o. sindri Dhanbad, Jharkhand-828122	262	0411	Bajali college, Pethsala Pethsala p.o., Barpeta, Assam-781325
246	3609	A.s. college, Deoghar Jharkhand-814112	263	0421D	Chaiduar college, Gohpur po Sonitpur, Assam-784168
247	3604	S.p. college Dumka, Jharkhand-814101	264	0408	Handique girls college Dept. Of history, Pan bazar Guwahati, Assam-781001
248	3607	Giridih college Giridih, Jharkhand-815301	265	0455	Darrang college Tezpur district sonitpur, Assam-784001
249	0526D	Adithi, At/po: jarmundi Dumka, Jharkhand	266	0403	Women's college, Durgabari po Tinsukia, Assam-786125
250	3601	Godda college, P.o. godda Godda, Jharkhand-814133	267	0420D	Gram vikas parishad, Village-rangaloo, Po jumarmur via kathiatiali, Nagaon, Assam
251	3615D	Badlao foundation Po mihijam, Dt. Jamtaara Jharkhand-815354	268	0413	Lakhimpur commerce college North lakhimpur, Assam-787001
252	3627	Kkm college, Po & distt. pakur Pakur, Jharkhand-816106	269	0417D	District jail, Fancy bazar Guwahati, Assam-781001
			270	0416D	Debraj roy college, Golaghat p.o. Golaghat, Assam-785621

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Sl. No.	Centre Code	Centre Address	Sl. No.	Centre Code	Centre Address
271	0414	Kokrajhar college Kokrajhar, Assam-783370	289	0157	S.d. signodia college of arts & commerce & pg centre 21-2-723/21, rikab ganj, Hyderabad Andhra pradesh-500002
272	0418D	B.k. aru samaj kalyan samity Noor nagar, Herapati p.o., Nagaon Assam-782002	290	01132D	Mesco institute of management & Computer sciences, Mustaidpura karwan, Hyderabad, Andhra pradesh-500006
273	0405	Gurucharan college Silchar, Assam-788004	IAEP - CHANDIMANDIR		
274	0402	D.k.d. college Dergaon, Assam-785614	291	5201	Western command hrdc C/o hq western command (edn) Chandimandir
275	0404	Birjhora mahavidyalaya Bongaigaon, Assam-783380	292	5202	Hq 2 corps hrdc C/o 56 apo
276	0410	C.k.b. commerce college Jorhat, Assam-785001	293	5204	Hq 11 corps hrdc C/o 56 apo
277	0415D	Dr. Shashi bhushan inst of edn Lakshmirbond, Hailakandi Assam-788155	294	5502	29 inf div hrdc C/o 56 apo
278	0431	Sibsagar girl's college Sivasagar po, Sivasagar, Assam-785640	IAEP-JAIPUR		
279	04171	Nowgoan college Nagaon, Dist nagaon, Assam-782001	295	5203	Hq 10 corps hrdc C/o 56 apo
280	04177	Arya vidyapeeth college Gopinath nagar, Guwahati-781016	296	5303	Hq i corps hrdc C/o 56 apo
HYDERABAD			IAEP-KOLKATA		
281	0155	Indira priyadarshini govt. Degree colege for women, Nampally Hyderabad, Andhra pradesh	297	5102	Hq 3 corps hrdc C/o 99 apo
282	0184	Loyola polytechnic (ysrr) Pulivendula, Kadapa distt. Andhra pradesh-516390	298	5103	Hq 4 corps hrdc C/o 99 apo
283	0177	Vishnu vidya peeth C/o st.francis xavier deg.col. 3-4-809-ia, st. No.1,barkatp, Hyderabad Andhra pradesh	299	5101	Eastern command hrdc C/o 101 area, C/o 99 apo
284	0111	Aurora's degree & p g college H no 16-11-210 krishna tulsi Nagar moosarambagh, Hyderabad Andhra pradesh-500036	300	5104	Hq 33 corps hrdc C/o 56 apo
285	0105	Lal bahadur college Warangal, Andhra pradesh-506007	IAEP - LUCKNOW		
286	0108	Osmania college Kurnool, Andhra pradesh-518001	301	5301	Central command hrdc-1 C/o hq central command (edn) Lucknow-226002
287	0106	Shri saibaba nat. Degree coll. Anantapur, Andhra pradesh-515001	302	5302	1, signal training centre Jabalpur, 482001
288	0179	Vivekanada degree & pg college Jagityal road, Karimnagar Andhra pradesh-505001	303	5305	Hrdc headquarters Bengal engineer group & centre Roorkee cantt, Uttarakhand-247667

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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	Sl. No.	Centre Code	Centre Address
374	15101D	S s agarwal pg college, Seohara Dist jabalpur, Jabalpur, Madhya pradesh	391	2318D	Swami keshwanand mahavidyalaya Gramotthan vidyapeeth, Sangaria Rajasthan-335063
375	1599	Mata gujri mahilya mahavidyala Marhatal civic centre, Jabalpur Madhya pradesh-482002	392	2317D	Central jail, Ghatgate Jaipur, Rajasthan-302003
376	1567D	Govt.j.s.t. pg college,Distt. Balaghat Balaghat, Madhya pradesh-481001	393	2312	Shri bhagwandas todi pg colleg (sikar), Lakshmangarh, Rajasthan-332311
377	1565D	Govt. Pg college, Narsingpur, kandeli, Itwara bazar, Dt. Narsingpur, Madhya pradesh	394	2310	Md p.g. college Sriganga nagar, Rajasthan-335001
378	1566D	Govt. C.v. college, Dindori, Dt. Dindori, Madhya pradesh	395	2307	Government p.g. college Banswara, Rajasthan-327001
379	15116D	Govt degree college, Harrai Dist chhindwara, Madhya pradesh-480224, Blank	396	2308	Rajrishi college Alwar, Rajasthan-301001
380	1502	Rani durgawati university Jabalpur, Madhya pradesh-482001	397	2345D	Sony tech shikshan sansthan Ho. 2-c-32, vikas nagar, Chogan bazar Bundi, Rajasthan-323001
381	1593D	Govt tulsi college, Anuppur Madhya pradesh-484224	398	2326D	Indian public school, (bundi) Keshorai patan, Rajasthan
382	1584D	Central jail, Jabalpur Madhya pradesh	399	2333	S.p.u. (p.g.) college Falna (pali), Rajasthan-306116
383	1560D	Govt. Post graduate college Seoni, Distt. Seoni, Seoni Madhya pradesh-480661	400	2332D	National computer sansthan Near bus stand, (jhunjhunu) Khetri, Rathasthan
384	41002D	Government college Narsingpur road, Amarwara Chhindwara dist, Madhya pradesh-480221	401	2372D	Jan shikshan sansthan 9-10 jhalawar road, Vigyan nagar Kota, Rajasthan
385	1592D	Government science college Pandhurna, Dist chhindwara Chhindwara, Madhya pradesh	402	2322D	Nehru memorial law college Hanumangarh town, Hanumangarh Rajasthan-335513
386	1515	Danielson degree college Chhindwara, Madhya pradesh-480001	403	2306	Govt college Ajmer, Rajasthan-305001
387	1561D	Govt. Tilak pg college Shadol road, Katni, Madhya pradesh	404	2303	Kota engineering college Rawat bhata road, Kota Rajasthan-324010
388	41016D	Government degree college Junnardeo, Chhindwara, Madhya pradesh-480551	405	2370	Govt pg college Dist pratapgarh,Rajasthan
JAIPUR					
389	2324D	Health & social dev res centre B-130, sethi colony,Jaipur Rajasthan- 302004	406	2320D	India int. Instt. Of mgt. Sector-12, mahaveer marg, Mansarovar Jaipur, Rajasthan-302020
390	2328D	Seth g.b. podar college Rambilas podar road, Nawalgarh Rajasthan-333042	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	Sl. No.	Centre Code	Centre Address
410	2388D	Central jail, Ajmer Rajasthan-305001	426	1201	University of jammu Jammu tawi, J & k-180001
411	2334D	Banshiwala mahavidyalaya Banshiwala marg, Shastri nagar Losal (sakar), Rajasthan-332025	427	1208	Government degree college Poonch, J & k
412	2327D	Government girls college Sawaimadhopur city Rajasthan-322001	428	1268	Govt degree college Bhaderwahs, Doda, J & k
413	23102D	Vivekananda inst.prof.studies Vips, 178 anand nagar sirsi road, Khatipura jaipur Rajasthan, Vipsjaipur.178@gmail.com,	429	1267	Govt degree college Kistwar, J & k-182204 IGNOU1267@gmail.com
414	23105W	Rai community college 126 mile stone, Delhi-jaipur nh-8 vill-dughera Behror distt alwar, Rajasthan-301010	430	1250	Govt. Degree college (boys) Udhampur, J & k
JAMMU			431	1285	Govt college of women Gandhi nagar, Jammu, J & k-180004
415	1280	Bhargava degree college National highway, Near basantar bridge samba Dist samba jammu, J & k	432	1290	Govt degree college R s pura, Jammu-181102
416	1277D	Voice college higher edu, Campus of garden modern, Academy, Gool J & k-182144	433	1297D	Voice college of education Mohalla havelli, Bhadarwah Doda dist, J&k-182222
417	1232	Govt. M.a.m. college Jammu, J & k	JODHPUR		
418	1270D	Central jail, kote Bhalwal, Jammu, J & k	434	2323P	Urmul rural health r&d trust Po box no. 55, Sri ganganagar road Bikaner, Rajasthan-334001
419	1264D	Gr. azad college of hr. Edu. Village changa, Post-kilhotran, tq-gandoh Bhalessa distt. Doda, J & k-182203	435	2309	Government college Jalore, Rajasthan-343001
420	1235	Government degree college Doda, J & k-182210	436	2321D	Ab memorial secondary school E-43, shastri nagar, Jodhpur Rajasthan-342003
421	1258	Shri mata vshno devi shrne brd Katra, Jammu, J & k-182301 Keeping in abeyance	437	2305	Bjs rampuria jain college J n vyas nagar, Bikaner Rajasthan-334003
422	1275D	Alfallah college of Higher education Doda, J & k-182202	438	2302	Vidya bhawan rural institute Badgaon road, Udaipur Rajasthan-313004
423	1227D	Distt. Jail, Amphalla Jammu, J & k	439	2304	Onkarmal somani college of com Jodhpur, Rajasthan-342008
424	1207	Government degree college Rajouri, J & k-185131	440	2367	Govt college National highway no 8, Rajasmand, Rajasthan
425	1206	Government degree college Department of geography, Kathua J & k	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 brahman 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 Sonapat, 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	District jail Dist. Sirsa, Haryana
456	1059	I b post graduate college G t road, 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	Wangkhaogovt. 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	Sl. No.	Centre Code	Centre Address
480	2810	Maulana azad college 8 ra kidwai road, Kolkata West bengal-700013	494	2822D	Abbs inst. For hr. Education 1, agrasain street, liluah, Howrah West bengal-711204
481	2855	Asansol girls' college Dr. Anjali sarani, Dt. Burdwan Asansol, West bengal-713304	495	2865D	Jawahar lal nehru vidyapith 5/2, bhukailash road, Kidderpore Kolkata, West bengal-700023
482	2886	Adhyapak jyotish chandra ghosh Balika vidyalay bhudeb bhaban Barabazar,chinsurah, Dist hooghly West bengal-712101	496	2862D	Savitri girls' college 13, muktaram babu street, Kolkata West bengal-700007 Blank
483	2809	Banwarilal bhalotia college Asansol, Burdwan West bengal-713303	497	2841	The indian inst of psychometry Evergreen plaza, ii to v floor 117, barrackpore trunk road Kolkata, West bengal-700035
484	2813	Midnapur college Midnapur, West bengal-721101	498	2801	Ishwar chandra pathabhavan 299 acharya prafula chandra rd Kolkata, West bengal-700009
485	2807	Jagannath kishore college Ketika, Purulia West bengal-723101	499	2814	Dinabandhu andrews college Garia p.o., Kolkata West bengal-700084
486	2827D	Vidyasagar smriti mandir 36 vidyasagar street, Kolkata West bengal-700009	500	2803	Railway technical school Kanchrapara, 24 parganas (n) West bengal-743145
487	2817	Netaji mahavidyalaya Arambagh p.o., Hooghly West bengal-712601	501	2804	Aswini datta memorial college 94/2, park circus, Kolkata West bengal-700017
488	2829D	Tarun sangha inf. & documentn. Biswas po, Tamluk town, Purba medinipur West bengal-721636	502	2864	Belda college Dist. Paschim medinipur West bengal-721424
489	2882	Pandua sultania high madrasah Higher secondary, Po pandua Dist hooghly-West bengal-712149	503	2847D	Turning point edu. Academy 51,gnpc rd, nr durga das park Ranaghat, Nadia West bengal-741201
490	2824D	Prabuddha bharati shishutirtha Po inda, Kharagpur town Kharagpur, West bengal-721305	504	2826D	Rural development society Central church compound College road, Bankura West bengal-722101
491	2828D	Turning point 15/1, d-l. Roy road, bow bazar Hoognitala, krishna nagar, Nadia West bengal-741101	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
492	2823D	Baruipur sitakundu sneh kunja Village & po sitakundu ps, Baruipur, 24 parganas (south) West bengal-743387	506	2863	Indian cntr for adv.of res.edu Icare complex, po hatiberia Haldia, Distt. Purba medinipur West bengal-721657 Abeyance
493	2880	Iqra academic foundation Jessore road (west)ganji mill Po kazipara ps barasat Dist 24 parganas(n) kolkata West bengal-700125	507	2848	Durgapur women's college Durgapur, Distt. Burdwan West bengal-713209

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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	Thayaramma 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 sahkhahari Post-harbaspur,ghatampur Kanpur, Uttar pradesh
540	2750D	Isabella thoburn college 7, faizabad road, Lucknow Uttar pradesh-226020

ADDRESSES OF STUDY CENTRES OF B.Com (CA & A)

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

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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 niktan 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 Gt. 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

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Sl. No.	Centre Code	Centre Address	Sl. No.	Centre Code	Centre Address
603	2728	Meerut college Meerut, Uttar pradesh-250001	617	1312	Bgvs arts, commerce & sci coll Sadashivgad, Karwar Karnataka-581301
604	2730R	N.t.p.c. Vidyut nagar, Gautam budh nagar Ghaziabad, Uttar pradesh-201001	618	08017	Sdm degree college of arts & Sci. Commerce & business admn., Prabhat nagar Honavar, Karnataka-581334
605	2739	Government p.g. college Sector - 39, Noida Uttar pradesh-201303	619	08020	Deshbhatk shankarrao gavankar College of commerce Rameshwar plaza nr moti talao Sindhudurg distt savantwadi Maharashtra-416510
606	2799	D.n. post graduate college Meerut, Uttar pradesh-250005	620	08025	Dpm's.shree malikarajuna coll. Of arts & commerece Dalem south goa dist canacona Goa-403702
607	39003D	District jail meerut Jail road, Jail chungi, Meerut Uttar pradesh-250001	621	08026	Fr.agnel college of arts&comm. Taluka (tiswaadi), Dist north goa) pilliar Goa-403203
608	39007	Modern inst.for tech.& mang. Nh-58 duhai, Delhi-meerut road Distt. Ghaziabad, Uttar pradesh-201206	PATNA		
609	39008	Manyawar kanshiram govt Degree college, Near asharam babu ashram loni Nand gram ghaziabad, Uttar pradesh	622	05138	Bihar vidyapith Sadaquat ashram, Patna Bihar-800010
610	39010	Nanakchand anglo sanskrit College (nasc), E k raod, Distt meerut Uttar pradesh	623	0588	Patna muslim sc. College Ashok rajpath opp sci. College Po mahendru, Patna Bihar-800006
PANAJI			624	0501	Vanijya mahavidyalaya Patna college campus, Patna Bihar-800005
611	1384D	Career management academy Plot no 34,iined stage,iiird Main behind hanuman temple Hanuman nagar,belgaum Karnataka-590001	625	0556	S p jain college Sasaram, Rohtas dist Patna-821115
612	1308	R.p.d. college Tilak wadi, Belgaum Karnataka-590006	626	05147P	Magadh educational Development institute, Mahendru Patna, Bihar-800006
613	1339	Basavaprabhu kore college For arts, science & commerce Chikodi, District belgaum Karnataka-591201	627	0591	M v college Buxar, Bihar
614	1303	J.s.s. college Vidyagiri, Dharwad Karnataka-580004	628	0529	Anugrah narayan college Boring road, Patna Bihar-800013
615	0802	Dhempe coll. Of arts & science P.b. no. 222, Panjim Goa, Goa-403001	629	0573	Nalanda college Biharsharif, Nalanda Bihar-803101
616	0801	Sh. Damodar coll. Of com & eco P.b. no. 347, Tansor, comba Goa-margaon, Goa-403601	630	0524	Bihar national college Ashok rajpath, Patna Bihar-800004

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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	Sl. No.	Centre Code	Centre Address
662	2879	Domkal college Basantpur, Po& ps domkal Dist murshidabad-742406	678	3514	Govt. P.g. college Rajgamar road, Korba Chhattisgarh
663	2815	Satyananda vidyarthee bhawan Suri p.o., Birbhum, West bengal-731101	679	3504	Govt post graduate college Dhamtari, Chhattisgarh-493773
664	2808	Govt. Teachers' trg. College Malda, West bengal-732101	680	35137D	Active educational r&w society Near gurudwara, Station road Mahasamund-493445
665	2881	Narshipur high madrasah Higher secondary po islampur Dist murshidabad, West bengal-742304	RAJKOT		
666	2883	Bsmm high madrasah Higher secondary, Po bilaspur ps domkal Dist murshidabad, West bengal-742303	681	0959D	Shri mp shah arts & science col Opp.cross way road, Surendra nagar Dt. Surendra nagar, Gujarat-363001
667	2849D	Ram mohan mission Sabuj soudha, Bolpur, Distt. Birbhum West bengal-731204	682	0982D	Mithapur higher sec. School Tata chemicals ltd campus, Mitapur Dist jamnagar, Gujarat
668	50001D	Dav education society Jiaganj, Distt murshidabad Raghunathganj, West begal-742123	683	0923	Tolani commerce college P.b. n. 27, (kutch) Adipur, Gujarat-370205
RAIPUR			684	0961B	Kamani science college & Prataprai arts college, Vidya vihar, amreli Amreli, Gujarat-365601
669	3510	Govt. Digvijaya college Rajnandgaon, Chattisgarh-491441	685	0980D	V j m girls hr.sec school Memonwada, Porbander Gujarat-360575
670	3505	Bhanu pratap dev govt. Pg coll Kanker, Distt.: uttar bastar Chhattisgarh-494334	686	0968D	Govt. Hr. Sec. School Near fort, Diu, Daman & diu-362520
671	3507	Government degree college Champa, Chhattisgarh-495671	687	0978D	K.d. ambani vidya mandir Sector-xi, reliance greens Moti khavdi, Jamnagar, Gujarat-361140
672	1510	Pt. Ravi shankar shukla univ. Arts block extn. (right wing), Raipur Chhattisgarh-492010	688	0906	Jb thacker commerce college Bhuj, Gujarat-370001
673	1534D	Nav ambika shikshan samiti Lal bungalow palace, Ambikapur Surguja, Chhattisgarh-497001	689	0908	L r valia arts pr mehta comm. College opp bpti vidhyanagar Bhavnagar, Bhavnagar Gujarat-364002
674	1505	Govt e raghavendra rao P g college, Seepat road Bilaspur, Chhattisgarh-495001	690	0914	M.p.s.m. commerce college Sat rasta, M.p. circle, Jamnagar Gujarat-361001
675	1503	Govt. Arts & sci. College Durg, Chhattisgarh-491002	691	0962D	Sri.sardar patel voc. Instt Joshiपुरa, Dt. Junagadh Gujarat-362002
676	3515	Govt. P.g. college At. Post kawardha, Dist. Kabirdham kawardha Chhattisgarh-491995	692	0957D	Vrg arts & commerce college Khijadi plot, Opp.income tax office Porbander, Gujarat-360575
677	3516	Kirodimal govt. Arts & sc.coll Chakradhar nagar, Raigarh Raigarh-496001			

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Sl. No.	Centre Code	Centre Address
693	42017D	Surendra nagar sub jail Near tower chowk, Near city police station Surendranagar, Gujraj-363001
694	42018D	Amreli sub jail & open jail Near tarwadi, Amreli, Gujrat-365601
695	42019D	Palara special prison 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

Sl. No.	Centre Code	Centre Address
709	0502	Jamshedpur cooperative college Jamshedpur, Jharkhand
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 umpohliew 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					
735	1138	Govt college Karsog, Mandi district Himachal pradesh-171304	750	1133	Govt. Degree college Poanta sahib, Dt. Sirmour Himachal pradesh-173025
736	1140	Govt pg collge Dhaliara village, Tehsil dehra, Dist kangra, Himachal pradesh-177103	751	1141D	J.h.n. jyoti shiksh samiti J.h.n.jyoti sr school Vpo talyana dist bilaspur, Bilaspur Himachal pradesh-174026 Blank
737	1130	Sr, sec.school Keylong, Distt. Lahaul & spiti Himachal pradesh-175142	752	1125	Government degree college Indora, distt. Kangra, Shimla Himachal pradesh-176401
738	1158D	Govt degree college Tissa, Teh. Churaha, Distt chamba Himachal pradesh-177310	753	1120D	Himachal research intitute Chakmoh, Hamirpur Himachal pradesh-176039
739	1157	Govt degree college Nalagarh, Dist solan Himachal pradesh-174101	754	1124	Govt. P.g. college Sarkaghat, Dt. Mandi, Mandi Himachal pradesh-175024
740	1101	Government degree college Sanjauli, Shimla Himachal pradesh-171006	755	1106	Government degree college Chamba, Himachal pradesh-176310
741	1113	Govt. P.g. college, Bilaspur Himachal pradesh-174001	756	1109	Government pg college Una, Himachal pradesh-174303
			757	1108	Government degree college Nahan, Himachal pradesh-173001
			758	1103	Government degree college Solan, Himachal pradesh-173212

ADDRESSES OF STUDY CENTRES OF B.Com (CA & A)

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 abyanca 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 B.Com (CA & A)

Sl. No.	Centre Code	Centre Address	Sl. No.	Centre Code	Centre Address
791	30006D	Govt degree college Kandi, Karnah dist kupwara J & k-193225	807	2708	Udai pratap pg college Varanasi, Uttar pradesh-221002
792	30007	Govt degree college Kulgam, Dist kulgam, J & k-192231	808	2709	Gorakhpur university Department of physics, Gorakhpur Uttar pradesh-273009
793	30008W	Ceit-IGNOU community college Chanapora, J & k-190015	809	2722R	N.t.p.c., Shaktinagar Uttar pradesh-231222
TRIVANDRUM					
794	1441P	M.s. inst of adv studies TrivandrumMarivanios college campus Nalanchira, District trivandrum Kerala-695015	810	2745	Vbs purvanchal university Shahganj road, Jaunpur Uttar pradesh-222002
795	2511	S.t. hindu college Nagercoil, Tamilnadu-629002	811	2716	S.c. college, Ballia Uttar pradesh-277001
796	1413	Sree narayana college Kollam, Kerala-691001	812	27130	H r n p g college Khalilabad, Sant kabir nagar Uttar pradesh
797	1404	Catholicate college Po box no. 102, Pathanamthitta Kerala-689645	813	2778	Binani pg college Mirzapur, Uttar pradesh
798	1473	Biar, Samskrithi bhawan gpo lane Thiruvananthapuram, Kerala-695001	814	48013D	Central jail Varanasi, Uttar pradesh
799	1464	C achyutha menon study centre & library, Poojappura Thiruvananthapuram, Kerala-695012	815	48016D	District jail Gorakhpur, Shahpur colony Gorakhpur, Uttar pradesh-273001
800	40024W	Doctor m community college Vavvakavu po, Karunagappally-690528	816	48017	Tilak dhari college Jaunpur, Uttar pradesh-222002
VARANASI					
801	27128	Budha post graduate college Kushi nagar, Uttar pradesh	817	48020D	Darul uloom habibia rizvia Gopiganj, Sant ravidas nagar Bhadohi, Utttar pradesh-221303
802	2721D	Islamia girls inter college Gorakhnath, zahidabad, Dt. Gorakhpur Gorakhpur-Uttar pradesh-273015	818	48021D	S.g.r. pg college Dobhi, Jaunpur Uttar pradesh-222149
803	27101	Pg college Ravindrapuri, Ghazipur, Dt. Ghazipur Uttar pradesh-233002	VATAKARA		
804	2774	K.n. govt. Pg. college Gyanpur, sant ravidas nagar, Bhadohi Uttar pradesh	819	1485	Irish Po nirmalagiri, Dist kannur Kerala-670701
805	2780	Govt. College Allapur, fatehpur khas, Naryeon, Dt. Ambedkar nagar Uttar pradesh-224147	820	1405	Shri narayana college Kannur, Kerala-670007
806	2723R	Children college A i c c e d s, C/o children college Azamgarh, Uttar pradesh-276001	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

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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

ADDRESSES OF STUDY CENTRES OF M.COM (BP & CG)

Sl. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
1	Agartala	2601	Agartala	Coordinator, IGNOU study centre Tripura university University campus Agartala, Tripura-799004
2	Ahmedabad	0920	Ahmedabad	Coordinator, IGNOU study centre L.j. commerce college Vastrapur, Ahmedabad Gujarat-380015
3	Ahmedabad	0909	Mehsana	Coordinator, IGNOU study centre New progresive education trust Above homeopathy college Mehsana, Gujarat-384002
4	Ahmedabad	0928R	Rajkot	Coordinator, IGNOU recog. Study centre N.I.M.I.T. C/o parag ad. Jansatta press Rajkot, Gujarat-360005
5	Ahmedabad	0940D	Madana-gadh	Coordinator, IGNOU spl study centre-ra Nootan bharati Madana-gadh Palanpur taluk Banaskantha, Gujarat-385519
6	Ahmedabad	0910	Anand	Coordinator, IGNOU study centre Sardar patel university University health centre Vallabh vidyanagar Anand, Gujarat-388120
7	Ahmedabad	0902	Vadodara	Coordinator, IGNOU study centre M.s. university General education building Vadodara, Gujarat-390002
8	Ahmedabad	0913	Bharuch	Coordinator, IGNOU study centre Anjuman-e-talime-idara Court road Opposite treasury Bharuch, Gujarat-392001
9	Ahmedabad	0905	Surat	Coordinator, IGNOU study centre Mtb arts college Surat Gujarat-395001
10	Ahmedabad	0922R	Ankleshwar	Coordinator, IGNOU recog. Study centre

ADDRESSES OF STUDY CENTRES OF M.COM (BP & CG) – Contd.

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

ADDRESSES OF STUDY CENTRES OF M.COM (BP & CG) – Contd.

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

ADDRESSES OF STUDY CENTRES OF M.COM (BP & CG) – Contd.

S1. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
30	Bhopal	1501	Bhopal	Coordinator, IGNOU study centre Motilal vigyan mahavidyalaya Bhopal Madhya pradesh-462008
31	Bhopal	1506	Indore	Coordinator, IGNOU study centre Holkar science college Indore Madhya pradesh-452001
32	Bhopal	1516	Ujjain	Coordinator, IGNOU study centre Vikram university Ujjain Madhya pradesh-456010
33	Bhopal	1519	Rajgarh	Coordinator, IGNOU study centre Government boys pg college Rajgarh Madhya pradesh-465661
34	Bhopal	1504	Gwalior	Coordinator, IGNOU study centre Jiwaji university Gwalior Madhya pradesh-474011
35	Bhopal	15219	Indore	Coordinator, IGNOU study centre Indian institute of management Prabandh shikhar Rau-pithampur road Indore-Mp-453556
36	Bhubaneshwar	2104	Berhampur	Coordinator, IGNOU study centre Khalikote college Ganjam, Berhampur Orissa-760001
37	Bhubaneshwar	2108	Sambalpur	Coordinator, IGNOU study centre Gangadhar meher college Sambalpur Orissa-768004
38	Bhubaneshwar	2103	Rourkela	Coordinator, IGNOU study centre Government college Rourkela Orissa-796004
39	Bhubaneshwar	2101	Bhubaneshwar	Coordinator, IGNOU study centre Kalinga instt of indl. Tech Patia Bhubaneshwar Orissa-751024

ADDRESSES OF STUDY CENTRES OF M.COM (BP & CG) – Contd.

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

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S1. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
49	Chennai	2506	Salem	Coordinator, IGNOU study centre Thyagarajar polytechnic P b no. 523, Salem Tamilnadu-636005
50	Chennai	2501	Chennai	Coordinator, IGNOU study centre Ddgd vaishnava college 445, e.v.r. periyar high road Arumbakkam, Chennai Tamilnadu-600106
51	Chennai	3101	Pondicherry	Coordinator, IGNOU study centre Academic staff college Central university, Lawspet, Puducherry Puduchery-605008
52	Chennai	2532	Thiruvellore	Coordinator, IGNOU study centre Jaya college of arts & science Mth road, Tiruninravur Thiruvellore, Tamilnadu-602024
53	Chennai	2535D	Ayikudy	Coordinator, IGNOU spl study centre-ph Amar seva sangam 7-4-104 b, tenkasi road Sulochana gardens (p.b.no.001) Ayikudy Tamilnadu-627852
54	Chennai	2570	Perambalur	Coordinator, IGNOU study centre Thanthai hans roever college Perambalur Tamilnadu-621212
55	Chennai	25160	Chennai	Coordinator, IGNOU study centre Shri s s s jain college(women) No 3 madley road T nagar, Chennai Tamilnadu-600017
56	Chennai	2554	Cuddalore	Coordinator, IGNOU study centre Saint joseph col.of arts & sci Manjai nagar Distt.cuddalore Cuddalore Tamilnadu-607001
57	Cochin	1442P	Calicut	Coordinator, IGNOU prog. Study cetnre Farook college Calicut, District kozhikode Kerala-673672

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

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

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

ADDRESSES OF STUDY CENTRES OF M.COM (BP & CG) – Contd.

S1. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
84	Delhi 2	0769	Delhi	Coordinator, IGNOU study centre Shyam lal college G.t. road Shahdara, Delhi Delhi-110032
85	Delhi 2	0729	Delhi	Cordinator, IGNOU study centre Swami shradhanand college Alipur, New delhi Delhi-110036
86	Delhi 2	0718	Delhi	Coordinator, IGNOU study centre Bhim rao ambedkar college Fc-vii, wazirabad road Loni road, yamuna vihar New delhi Delhi-110053
87	Delhi 2	0708	Delhi	Coordinator, IGNOU study centre Research foundation edn centre Shiksha bhawan csc-5, sector 9 Rohini New delhi Delhi-110085
88	Delhi 2	07111	Delhi	Coordinator, IGNOU study centre Dot com academia n r convent School premises nangloi Nilothi main nangloi Najafgarh Road New Delhi-110041
89	Delhi 2	0731	Delhi	Coordinator, IGNOU study centre Pc training institute Pcti house, uu-11 North pitampura New delhi Delhi-110034
90	Delhi 2	0784	Rohini	Coordinator, IGNOU study centre Bitcom services (p) ltd. Plot not 366,3rd floor Kohat enclave, Delhi Delhi-110034
91	Delhi 2	07107	Delhi	Coordinator, IGNOU study centre Maharaja agrasen college Vasundara enclave Near chilla sports complex Delhi Delhi-110096

ADDRESSES OF STUDY CENTRES OF M.COM (BP & CG) – Contd.

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

ADDRESSES OF STUDY CENTRES OF M.COM (BP & CG) – Contd.

S1. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
101	Guwahati	0410	Jorhat	Coordinator, IGNOU study centre C.k.b. commerce college Jorhat Assam-785001
102	Guwahati	0401	Guwahati	Coordinator, IGNOU study centre Guwahati university Guwahati Assam-781014
103	Guwahati	0407	Dibrugarh	Coordinator, IGNOU study centre Dibrugarh university Dept. of applied geology Dibrugarh Assam-786004
104	Hyderabad	0155	Hyderabad	Coordinator, IGNOU study centre Indira priyadarshini govt. Degree colege for women Nampally, Hyderabad Andhra pradesh
105	Hyderabad	0105	Warangal	Coordinator, IGNOU study centre Lal bahadur college Warangal Andhra pradesh-506007
106	Hyderabad	0106	Anantapur	Coordinator, IGNOU study centre Shri saibaba nat. Degree coll. Anantapur Andhra pradesh-515001
107	Hyderabad	0179	Karimnagar	Coordinator, IGNOU study centre Vivekanada degree & pg college Jagityal road Karimnagar Andhra pradesh-505001
108	Hyderabad	0157	Hyderabad	Coordinator, IGNOU study centre S.d. signodia college of arts & commerce & pg centre 21-2-723/21, rikab ganj Hyderabad Andhra pradesh-500002
109	Hyderabad	0101	Hyderabad	Coordinator, IGNOU study centre Pmr degree college Chintalakunta check post L.b. nagar, Hyderabad Andhra pradesh-500074

ADDRESSES OF STUDY CENTRES OF M.COM (BP & CG) – Contd.

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

ADDRESSES OF STUDY CENTRES OF M.COM (BP & CG) – Contd.

S1. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
119	Jaipur	2306	Ajmer	Coordinator, IGNOU study centre Govt college Ajmer Rajasthan-305001
120	Jaipur	2303	Kota	Coordinator, IGNOU study centre Kota engineering college Rawat bhata road Kota Rajasthan-324010
121	Jaipur	2370	Pratapgarh	Coordinator, IGNOU study centre Govt pg college Dist pratapgarh Rajasthan
122	Jaipur	2320D	Jaipur	Coordinator, IGNOU spl study centre-ra India int. Instt. of mgt. Sector-12, mahaveer marg Mansarovar Jaipur Rajasthan-302020
123	Jaipur	2385	Dholpur	Coordinator, IGNOU study centre Govt p.g.college Dholpur Rajasthan
124	Jammu	1207	Rajouri	Coordinator, IGNOU study centre Government degree college Rajouri J & K-185131
125	Jammu	1206	Kathua	Coordinator, IGNOU study centre Government degree college Department of geography Kathua J & k
126	Jammu	1201	Jammu	Coordinator, IGNOU study centre University of jammu, Jammu tawi J & k-180001
127	Jammu	1208	Poonch	Coordinator, IGNOU study centre Government degree college Poonch J & k
128	Jodhpur	2321D	Jodhpur	Coordinator IGNOU spl study centre-w Ab memorial secondary school E-43, shastri nagar, Jodhpur Rajasthan-342003

ADDRESSES OF STUDY CENTRES OF M.COM (BP & CG) – Contd.

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

ADDRESSES OF STUDY CENTRES OF M.COM (BP & CG) – Contd.

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

ADDRESSES OF STUDY CENTRES OF M.COM (BP & CG) – Contd.

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

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

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

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

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

ADDRESSES OF STUDY CENTRES OF M.COM (BP & CG) – Contd.

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

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

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

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

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S1. NO.	REGIONAL CENTRE	CODE OF STUDY CENTRE	PLACE OF STUDY CENTRE	NAME & ADDRESS OF THE IGNOU STUDY CENTRE
226	Ranchi	0502	Jamshedpur	Coordinator, IGNOU study centre Jamshedpur cooperative college Jamshedpur Jharkhand
227	Ranchi	0514 R	Ranchi	Coordinator, IGNOU recog. Study centre Indian instt. Of coal mgt. Kanke, Ranchi Jharkhand-834006
228	Ranchi	32019	Ranchi	Coordinator, IGNOU study centre Gossner college Ge.l church compound Club road, Ranchi Jharkhand-834001
229	Saharsa	0560 B	Madhepura	Coordinator, IGNOU study centre T.p. college Madhepura Bihar
230	Saharsa	0564 B	Kishanganj	Coordinator, IGNOU study centre Marwari college Kishanganj Bihar
231	Saharsa	0558 B	Khagaria	Coordinator IGNOU study centre Koshi college Khagaria Bihar 851205
232	Shillong	1801	Shillong	Coordinator, IGNOU study centre North eastern hill university Bijni complex Laitumkhrah Shillong Meghalaya-793003
233	Shimla	1113	Bilaspur	Coordinator, IGNOU study centre Govt. P.g. college Bilaspur Himachal pradesh-174001
234	Shimla	1105	Dharamshala	Coordinator, IGNOU study centre Government degree college Dept. Of chemistry Dharamshala Himachal pradesh-177005

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

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

ADDRESSES OF STUDY CENTRES OF M.COM (BP & CG) – Contd.

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

ADDRESSES OF STUDY CENTRES OF M.COM (BP & CG) – Contd.

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

ADDRESSES OF STUDY CENTRES OF M.COM (BP & CG) – Contd.

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

LIST OF STATE CODES

Code	Description
<i>STATE CODE</i>	
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	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

(To be filled in by the Candidate)

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Region Code

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Bank & Branch Code

(To be filled by the Bank)

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Computerised No.

Programme Name

Year:

Session: (January/July)

Semester:

Enrolment No. (if already allotted)

Programme Fee

₹ _____

Late Fee

₹ _____

Any other Fee

₹ _____

Service Charges

₹ _____

Total ₹

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 FOR PREVENTION, PROHIBITION AND PUNISHMENT OF SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE

IGNOU has adopted a policy for the prevention, prohibition and punishment of sexual harassment of women at workplace in compliance to the directive of Hon'ble Supreme Court of India.

Information on this policy, rules and procedures can be accessed from the IGNOU website www.ignou.ac.in. Any 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 whose contact details are given in the following table.

I. IGNOU REGIONAL SERVICES DIVISION COMMITTEE AGAINST SEXUAL HARASSMENT (RSDCASH)

1	Dr. Bini Toms, RSD, Chairperson RSDCASH	29572407/2505	isdcash@ignou.ac.in
2	Dr. G. Mythili, Dy. Director, STRIDE	29572604	gmythili@ignou.ac.in
3	Ms. Azra Arshad, maintenance Engineer EMPC	29573261 29532164	aarshad@ignou.ac.in
4	Ms. Neeru Sayal, EA, RSD	29572417	neerusayal15@gmail.com
5	Dr. Radhika Menon, Asst. Professor, Mata Sundari College (Delhi University)		

II. IGNOU COMMITTEE AGAINST SEXUAL HARASSMENT (ICASH)

1	Prof. Uma Medury, Professor, SOSS, Chairperson ICASH	29572741	cash@ignou.ac.in
2	Dr. Gurmeet Kaur, Associate Professor, SOL	29572984	gurmeetkaur@ignou.ac.in
3	Dr. Neera Singh, Associate Professor, SOH	29572790	neerasingh@ignou.ac.in
4	Dr. Rakhi Sharma, Associate Professor, SOET	29572923	rakhisharma@ignou.ac.in
5	Ms. Renu Katyal, AR, SOA	29572977	renu@ignou.ac.in
6.	Mr. P.T. Raveendran, AR, F & A	29571211	ptraveendran@ignou.ac.in
7.	Ms. Rashmi Sarpal, PS, SOSS	29572702	rashmisarpal@ignou.ac.in
8.	Ms. Parineeta, Assistant, SOTHSM	29571751/1758	parinita@ignou.ac.in
9.	Dr. Taisha Abraham- Associate Professor Department of English, Jesus & Mary College		
10	Ms. Naina Kapoor, Director Sakshi, NGO		
11.	Ms. Swati Pal-Ph. D. in Chemistry		

III. IGNOU APEX COMMITTEE AGAINST SEXUAL HARASSMENT (ACASH)

1	Prof. Anju Sehgal Gupta, Professor, SOH Chairperson ACASH	29532054	asgupta@ignou.ac.in
2	Ms. Kailash Saljua, AR, PMDD	29572006/2030	kailashsaluja@ignou.ac.in
3	Ms. Gazala Parveen, Prod. Asst. EMPC	29573366	ghazala.syed.mail@gmail.com
4	Prof. Jyantika Dutta, Lady Irwin College		

Regional Centre Committee against Sexual Harassment (RCCASH) has been constituted at each Regional Centre.

For Complaints please write to:

Address at IGNOU (Hqrs.):

Chairperson, RSDCASH, Regional Services Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068

Email: rsdcash@ignou.ac.in

OR

Address at your Regional Centre:

Chairperson, Regional Centre Committee against Sexual Harassment (RCCASH) (Address of your Regional Centre).

18. GUIDELINES FOR FILLING IN THE APPLICATION FORM

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

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

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

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

A	1
---	---

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

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

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

0	5	0	6	1	9	7	6
---	---	---	---	---	---	---	---

9-17. Write the relevant codes in the boxes provided, as per the details given in the application form.

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

V	I	R	E	N	D	E	R		K	U	M	A	R		H	A	S	I	Z	A						
---	---	---	---	---	---	---	---	--	---	---	---	---	---	--	---	---	---	---	---	---	--	--	--	--	--	--

- Please write your Father's/Husband's/Mother's name. If the name is KEDAR NATH HASIZA, then write it as follows:

K	E	D	A	R		N	A	T	H		H	A	S	I	Z	A										
---	---	---	---	---	--	---	---	---	---	--	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--

- (a) Applicants for B.Com (CA & A) have to select BEGE-103 or BEGE-104. For example, if you select EEG-03 write A1 in the box and if you select EEG-04 write B2 in the box.
(b) Applicants for M.Com (BP & CG) have to select IBO-06 or MCO-05. For example, if you select IBO-06 write A1 in the box and if you select MCO-05 write B2 in the box.

For B.Com (CA & A), FHS-01, AED-01 and ECO-12 are compulsory and for M.Com (BP & CG) MCO-01, MCO-03 and IBO-01 are compulsory. Therefore, they are not shown in the list of choice here.

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

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

25. Write the relevant code for mode of payment.

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

Make a Demand Draft for ₹6,000 for B.Com (CA & A) or ₹7,000 for M.Com (BP & CG) in favour of IGNOU payable at the city where your Regional Centre is situated, and fill the relevant column.

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

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

CHECKLIST

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

(A) Affixed your **photograph**

(B) Enclosed the following certificates:

i) Demand Draft/Challan Form for programme fee.

ii) Certificates in support of your +2 qualification.

iii) Proof of registration for Foundation/Executive programme or students should submit proof of passing the same [**for B.Com (CA & A) applicants**].

iv) Proof of registration/passing Company Secretaryship Professional programme [**For M.Com (BP & CG) applicants**].

v) Proof of passing **B.Com (CA & A)** or Bachelor degree and proof of registration or passing CS final [**For M.Com (BP&CG) applicants**]

vi) Student Card duly filled in along with photograph.

vii) Acknowledgement Card duly affixed with the postage stamp for Rs. 6/-.

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

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

OR

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

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

B.Com (CA & A) / M.Com (BP & CG)

STUDENTS IDENTITY CARD



Indira Gandhi National Open University

ACKNOWLEDGEMENT CARD

Dear Student,

Thank you for joining IGNOU B.Com (CA & A) / M.Com (BP & CG). 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 : /

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

Request for the Issue of Grade Card and Provisional Certificate

For the Issue of Comprehensive Grade Card and Provisional Degree Certificate of B.Com (CA&A) on completion of ICSI courses and IGNOU courses and required period of studies the student should submit self attested copies of the:

- Mark sheet of Foundation
- Mark sheet of Executive Programme
- Grade Card status

Similarly, a student of M.Com (BP&CG) is required to submit self attested copies of the:

- Bachelor degree or its equivalence
- Mark sheet of Professional Programme
- Grade Card status

The above documents are to be submitted to the Programme Coordinator[B.Com (CA&A)/M.Com (BP&CG)], School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110068 or self attested scanned copies of the documents can be sent through email id: soms-icsi@ignou.ac.in

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.”