Student Handbook and Prospectus

Master of Business Administration (Agribusiness Management) MBAABM

School of Agriculture
Indira Gandhi National Open University
Maidan Garhi, New Delhi –110068
Website: www.ignou.ac.in

RECOGNITION

- IGNOU is a NATIONAL OPEN UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985).

- It is the First Open University in the Country to have been accredited with the highest A++ Grade by NAAC and also secured Rank 1st in NIRF-2024 in ODL category.

- IGNOU has been exempted from applicability of UGC (Open and Distance Learning Programme and Online Programme) Regulations, vide Letter No. F. No. 1-8/2019 (DEB-I) dated 9th August 2019 & F.No.2-/2019 (OL) dated 17th March, 2020.
  (http://ignou.ac.in/userfiles/Exemption%20from%20UGC%20regulations.pdf)

- The Degrees/ Diplomas/ Certificates issued by IGNOU are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with the corresponding Degrees/ Diplomas/ Certificates issued by all Indian Universities/ Deemed Universities/ Institutions etc.

- The UGC Notification No. F. 1-1/2020(DEB-I) dated 4th Sept. 2020 regarding recognition of Degrees and Certificate acquired through ODL mode states as under: —

  "22. Equivalence of qualification acquired through Conventional or Open and Distance Learning and Online modes.— Degrees at undergraduate and postgraduate level in conformity with UGC notification on Specification of Degrees, 2014 and post graduate diplomas awarded through Open and Distance Learning mode and/or Online mode by Higher Educational Institutions, recognised by the Commission under these regulations, shall be treated as equivalent to the corresponding awards of the Degrees at undergraduate and postgraduate level and post graduate diplomas offered through conventional mode."

- All the Programmes are recognized by AICTE vide Letter No. F.No. North-West/2022- 23/1-112783440263 dated 31-May 2022.

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

AT A GLANCE

Name of the Programme	Programme Code	Eligibility	Duration	Fee
Master of Business Administration (Agribusiness Management)	MBAABM	Passed bachelor's degree of Minimum 3 years duration with at least 50% marks (45% in case of candidates belonging to reserved category).	**Min**.: 2 Years **Max**.: 4 Years	Rs.15,500/- per semester for 1st, 2nd and 4th semester Rs.17, 500/- for 3rd semester.

Master of Business Administration (Agribusiness Management)

MBAABM

- Student Handbook & Prospectus would be available **online** only **at www.ignou.ac.in**
- **Application Form is to be filled through online mode only using IGNOU admission portal https://ignouadmission.samarth.edu.in/**

CONTENT

1.0 INDIRA GANDHI NATIONAL OPEN UNIVERSITY (IGNOU)

1.1 Introduction

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

- democratising higher education by taking it to the doorsteps of the learners,
- providing access to high quality education to all those who seek it irrespective of age, region, religion and gender,
- offering need-based academic programmes by giving professional and vocational orientation to the courses, and
- promoting and developing distance education in India.

1.2 Prominent Features

IGNOU has certain unique features such as:

- National jurisdiction with international presence
- Flexible admission rules
- The programmes are offered in compliance to NEP 2020 Guidelines
- Individualised study: flexibility in terms of place, pace and duration of study
- Use of latest information and communication technologies
- Nationwide student support services network
- Cost-effective programmes
- Modular approach to programmes
- The programmes follow the multidisciplinary and inter-disciplinary approach
- Resource sharing, collaboration and networking with conventional universities, open universities and other institutions/organisations
- Socially and academically relevant programmes based on students' need analysis, and
- Convergence of open and conventional education systems

1.3 Important Achievements

- First Open University in the Country to have been accredited with the highest A++ Grade by NAAC.
- Secured Rank 1st in NIRF-2024 in the Open and Distance Learning category.
- Emergence of IGNOU as the largest Open University in the world.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of Excellence for Distance Education Material by Commonwealth of Learning (1999).

- Regular educational broadcast with facility for live interaction

- Launch 24-hour Educational Channel - Gyan Darshan. IGNOU is running Gyan Darshan channel and regular transmissions are done from the studios at Electronic Media Production Centre (EMPC), IGNOU.
- IGNOU has been entrusted with the responsibility of National Coordinator for Swayam Prabha Project for four channels (CH 11 to 16). These channels are broadcasting the recorded videos as well as live telecasting of IGNOU programmes on 24x7 basis.
- UNESCO has declared IGNOU as the largest institution of higher learning in the world in 2010.
- Largest network of learning support system.
- Declaration of Term-end result within 30 days.

1.4 The Schools of Studies

With a view to develop interdisciplinary programmes, the University operates through its Schools of Studies. Each School is headed by the Director who arranges to organise its academic programmes and courses in coordination with the school faculty and staff, and different academic, administrative and service divisions of the University. The emphasis is on providing a wide choice of courses at different levels.

The following Schools of Studies are in operation currently:

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

1.5   Academic Programmes

The University offers Certificates, Diplomas, Advance Diplomas, Post Graduate Diplomas and Degrees, which are conventional as well as innovative. Most of these programmes have been developed after need based survey for such programmes. They are launched with a view to fulfilling the learners' needs for:

- certification,
- improvement of skills,
- acquisition of professional qualifications,
- continuing education and professional development at workplace,
- self-enrichment,
- diversification and updating of knowledge, and
- empowerment.

1.6   Modular Approach to Programmes

The Programmes offered by the University are in compliance to the National Education Policy 2020. The teaching-learning arrangements in IGNOU are highly flexible. With this objective in mind, the University has followed a modular approach to Programme development for many of its degree level programmes. As per the University policy, programmes with modular approach are designed keeping in mind the need of the learners and offer the flexibility in the combination of courses as well as methods. The learners have the choice to decide the pace of their learning and they have the option of course-wise registration for various programmes.

Under the modular approach, each course is allocated a certain credit weightage. A learner enrolled in a modular programme can exit the programme at designated points and obtain a certificate or diploma, depending on the number of credits completed. Alternately depending on the number of credits earned, a learner with Certificate level can complete a Diploma or a Degree.

1.7   Credit System

Defining Credit in ODL

The University follows the Credit System for most of its programmes. Each credit in our system is equivalent to 30 hours of learner study comprising all learning activities (i.e., reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses). Thus, 4 - credit course involves 120 hours of study and a 6-credit course involves 180 hours of study. This helps the learner to know the academic effort he/she has to put in, to successfully complete a course. Completion of an academic programme (Degree or Diploma) requires successful completion of the assignments, practical, projects and the Term-End Examination as per requirement of each course in a programme.

1.8   Student Support Services

In order to provide individualized support to its learners, the University has a large number of Learner Support Centres, spread across the country. These Learner Support Centres are coordinated by 67 Regional Centres and Recognised Regional Centres. At the Learner Support Centres, the learners interact

with the Academic Counselors and other learners, refer to books in the library, watch/listen to video/audio programmes and interact with the Coordinator on administrative and academic matters. The list of Regional Centres is given in this Prospectus **(Annexure-II)** Support services are also provided through Work Centres, Programme Learner Support Centres, Skill Development Centres and Special Learner Support Centres. Online Programmes are delivered on the LMS Platform of the University. In case the number of students enrolled in a program is small, the University shall provide Technology Enabled Learner Support (TELS) through Gyan Darshan / Gyan Vani / Swayam Prabha/ Web based support.

1.9   Programme Delivery

The methodology of instruction in this University is different from that of the conventional Universities. The Open University system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. Most of the instructions are imparted through distance education methodology as per the requirement.

The University follows a multimedia approach for instruction, which comprises:

a) **Self-Instructional Printed Material**: The printed study material (written in self-instructional style) for both theory and practical components of the programmes is provided to the learners in the form of a single print book and/or e-book, comprising blocks and units or in the form of separate printed blocks for every course (on an average 1 block per credit). A block which comes in the form of a booklet usually comprises 3 to 5 units.

   Audio-Visual Material Aids: The learning package contains audio and video programmes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration.

b) The Video content is available on eGyankosh (www.egyankosh.ac.in) – the digital learning repository of the University.
   The video programmes are also telecast on National Network of Gyan Darshan and Swayamprabha channels. All Gyan Vani stations broadcast curriculum-based audio programmes as per their schedule that is notified in advance. In addition, some selected stations of All India Radio also broadcast the audio programmes. Learners can confirm the dates for the programmes from their Learner Support Centres. The information is also provided through the university website.

c) **Counselling Sessions:** Normally counselling sessions are held as per schedule drawn by the Learner Support Centres. These are mostly held outside the regular working hours of the host institutions where the Learner Support Centres are located. **However, in case the number of students in a programme is small, face-to-face counselling shall not be organized. In such cases the University shall provide Web Enabled Academic Support to the learners**.

d) **Tele conferences**: Live sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simultaneously webcast at http://ignouonline.ac.in/and via Facebook Live sessions.

e) **Practicals /Project Work:** Some Programmes have practical/project component also depending upon the learning requirements. Practical sessions are held at designated institutions for which schedule is provided by the Learner Support Centres. Attendance at practical sessions is

compulsory. For project work, comprehensive project guide, in the form of a booklet, is provided to the learner along with the study material.

1.10 Gyan Darshan

Gyan Darshan (GD) channel is a major milestone in the field of Educational Television in India. It is a joint venture of the Ministry of Human Resource Development (MHRD), Ministry of Information & Broadcasting (I&B Ministry), Prasar Bharati and IGNOU serving as the nodal agency. Launched in the year 2000, GD is a 24-hour educational channel, which offers the best of educational programmes covering a variety of subjects and catering to a wide range of viewers. These include pre-school, primary, secondary and higher secondary students, college/university students, youth seeking career opportunities, homemakers and working professionals. The software is pooled from various educational Institutions and Development Organisations. GD conducts two hours of live interactive sessions every day to build interactivity in the Open and Distance Learning (ODL) system. Teachers/Resource persons and IGNOU Regional Center functionaries interact for academic and administrative matters with students. Induction Programmes for new students and convocations for graduating students are conducted live through Teleconferencing every year.

Gyan Darshan is also available on webcast, thus extending the reach of IGNOU programmes to audiences world over. The Gyan Darshan telecast is also beneficial for students of the formal education system and the viewers can access Gyan Darshan on IGNOU's website http://gd.ignouonline.ac.in/gyandarshan/. As Gyan Darshan Channel is must carry channel as per the Government of India Gazette notification, a number of private DTH/Cable Operators carries Gyan Darshan in their Bouquets. Gyan Darshan is now part of Swayam Prabha and can be watched on SWAYAM Prabha Channel no.14.

1.11 Gyanvani

Gyan Vani (GV) FM Radio was conceived in 2001 as a network of educational FM Radio Channels operating from various cities in the country. With an aim to enhance and supplement the teaching-learning process, each GV Station has a range of about 60 kms and covers an entire city/town including the adjoining rural areas. Gyan Vani serves as an ideal medium for niche audience addressing the local educational, developmental and socio-cultural requirements of the people. The flavor of the channel is by and large local and the medium is English, Hindi or language of the region. The overall content pertains to Primary and Secondary Education, Adult Education, Technical and Vocational Education, Higher Education, Distance Education and Extension Education etc. Interactive Radio Counseling (IRC) facility is being provided by GV Stations to enable students to interact with the faculty, academic counselors and student support staff. The live phone-in programmes are popular components of the network. The programmes broadcast through each stations include both pre-recorded and live content. click the link – (http://gd.ignouonline.ac.in/gyandhara/)

1.12 Swayam Prabha

Swayam Prabha is an initiative of the Ministry of Education, Government of India to provide 41 High Quality Educational TV Channels through DTH (Director to Home) across the length and breadth of the country on 24x7 basis using GSAT 15 Satellite. Curriculum-based course content covering diverse disciplines are telecast through Swayam Prabha and are provided by NPTEL, IITs, UGC, CEC and IGNOU with the objective of meeting the needs of lifelong learners in India and abroad. Swayam Prabha channels are broadcasting the recorded videos as well as live telecasting of IGNOU programmes on 24x7 basis.

1.13   Gyandhara

Gyandhara is an internet audio counseling service offered by IGNOU. Students can listen to the live discussions by the teachers and experts on the topic of the day and interact with them through telephone, email and also chat mode. When live sessions are not on, Gyanvani Delhi is made available on this platform. The Gyandhara streaming is available for internet users anywhere in the world. Important events broadcast by GV Delhi are also relayed by all GV stations using the Gyandhara feed.

The Learners can access Gyandhara using the link https://www.ignouonline.ac.in/gyandhara//

1.14   International Students Residing in India

The foreign nationals are advised to visit the page of International Division of the University (http://ignou.ac.in/ignou/aboutignou/division/id/introduction) for the programmes on offer for them; programme fee and other fees applicable for them. They may also contact International Division of the University at the Headquarters for more details

1.15   eGyanKosh

The IGNOU eGyanKosh (http://egyankosh.ac.in/) is a national digital repository of educational resources in higher education. It is available for the learners and teachers, and public at large for free.

1.16   IGNOU e-Content Mobile App

IGNOU-e-Content Mobile App is an official mobile app of Indira Gandhi National Open University (IGNOU), New Delhi. This app is an ICT initiative of IGNOU to provide Digital Learning Environment to IGNOU learners and extending Technology Enhanced Learner Support Services to them. The aim of this initiative is to disseminate the digitised course material to IGNOU Learners. IGNOU learners can use this app to access their course material through their hand held devices such as Mobile Phones and Tablets.

1.17   Library Services

The IGNOU library is the most resourceful information centre in the country in the field of distance education. The collection of printed and electronic resources is quite strong, with 1.5 lakh printed books at IGNOU Headquarters and 2.5 lakh printed books at libraries of RCs and LSCs.

- The University Library provides remote access to 8–10 online databases through the UGC e-Shodh Sindhu Consortium. Users can access over 7900+ e-journals and more than1700 e-books (http://www.ignou.ac.in/ignou/aboutignou/division/ldd/EResources) as well as millions of open-access resources in digital form.
- The holdings of the library collection and access to e-resources can be browsed and downloaded from their desktops through Web OPAC (https://libraryopac.ignou.ac.in/) and Integrated Search Engines.
- Library is a member of the Developing Library Network (DELNET) (https://www.delnet.in/) that provides various resource sharing services like browsing of Union Catalogues, Inter-Library Loan and Document Delivery from more than 7000 member libraries.
- IGNOU is also a member of ‗The Daisy Forum of India' (DFI), which provides Sugamya Pustakalaya (https://library.daisyindia.org/ NALP/welcome Link.action) facilitating access to

- more than 67,000 books to the blind, people with low vision, or people with any other print disability.
- IGNOU library uploads Ph.D/M.Phil theses on UGC INFLIBNET's ―Shodhganga Repository for digital preservation and ensuring continuous access to scholarly content.
- IGNOU library uses Urkund/Ouriginal software provided by UGC INFLIBNET to check the texts of Research papers/Theses/Dissertations for originality and protect it against potential plagiarism (ouriginal.com/login/).
- Research Scholars can take library membership by paying refundable security deposit of 5000 for availing lending services.
- Post graduate students interested in remote access of e-resources should download the form from Link: http://www.ignou.ac.in/ignou/aboutignou/division/ldd/raf, fill up the same and email to librarian@ignou.ac.in to facilitate access.

2.0 SCHOOL OF AGRICULTURE

The School of Agriculture (SOA), established in January 2005 at IGNOU, strives for a flagship role in turning the rural unemployed youth to first rate agricultural entrepreneurs and agri-business managers of tomorrow. The SOA strives to address the need for education and knowledge management in agriculture for safe and sustainable resource utilization and nutritional food production. The School seeks to build the capacity of stakeholders in emerging issues in agriculture such as climate change and declining productivity through competency-based education and training. Academic, research and extension activities are undertaken with a mission to improve and sustain the productivity and quality of human life in rural areas.

The School follows a multimedia approach in programme delivery. It comprises self-learning printed course material, supporting audio-video programmes, face to face interaction with academic counselors at learner support centres, assignment for assessment and feedback, telecast of video programmes on Gyan Darshan, broadcast of Audio / Video programmes through Gyan Vani (interactive radio counseling) and teleconferencing through Gyan Darshan, Swayamprabha, and DTH.
The programmes offered by the School are designed in modular format offering maximum flexibility to the learners including multiple exit points. In recent years the school has collaborated with various apex institutions to develop programmes catering to the needs of specific target groups.

Looking at the demand and necessity for Open and Distance education in the field of Agribusiness, the School of Agriculture has launched MBA programme in Agribusiness Management from the July 2024 academic session.

Programs offered by the School of Agriculture are:
- ❖ **Master's degree**
  - ▪ Master of Business Administration (Agribusiness Management)-MBAABM
  - ▪ M.Sc. Food Safety and Quality Management (MSCFSQM)
- ❖ **PG Certificate/Diploma**
  - ▪ Post-Graduate Diploma in Food Safety and Quality Management (PGDFSQM)
  - ▪ Post Graduate Diploma in Agribusiness (PGDAB)
  - ▪ Post-Graduate Certificate in Agriculture Policy (PGCAP) –ODL and Online
- ❖ **UG Degree**
  - ▪ B.Sc. Food Safety & Quality Management (BSCFFSQM)- FYUP
- ❖ **Diploma**

- Diploma in Value Added Products from Fruits and Vegetables (DVAPFV)
- Diploma in Dairy Technology (DDT)
- Diploma in Meat Technology (DMT)
- Diploma in Watershed Management (DWM)
- Diploma in Horticulture (DHORT)
- Diploma in Agricultural Cost Management (DACM)

❖ **Certificate Programmes**
- Certificate in Sericulture (CIS)
- Certificate in Water Harvesting and Management (CWHM)
- Certificate in Poultry Farming (CPF)
- Certificate in Bee Keeping (CIB)
- Certificate in Organic Farming (COF)

❖ **Awareness Programmes**
- Awareness Programme on Dairy Farming (APDF)

3.0 MASTER OF BUSINESS ADMINISTRATION (MBAABM)

Master of Business Administration (Agribusiness Management), MBAABM programme fosters managerial skills and provides need-based education to enhance efficiency and increase livelihood security. The programme aims to enhance profitability in agriculture and allied sectors and improve the socio-economic conditions of stakeholders by inculcating business management practices.

This programme is designed to impart the skills required for career in agriculture industry. The programme was designed by renowned experts in the field of agriculture and management keeping in view the latest industry requirements and practices. All the courses are contemporary, covers diverse areas of study in agriculture-based input & output industry and its management relevant to the present-day needs. It is uniquely designed for both fresh graduates and the working personnel.

3.1 Programme Objectives:

- To generate competent business professionals in agriculture, food, rural, and allied sectors.

- To encourage startups and entrepreneurship among farmers, intermediaries and traders in the agri-business chain.

- To equip business professionals with specific managerial skills.

- To develop expertise in the management of techno-commercial aspects of agribusiness.

- To impart knowledge and expertise to agri-business managers to deal effectively with national development plans, agricultural policies and global trade.

3.2 Target group:

- Fresh graduates interested in pursuing career in agribusiness;

- Progressive farmers;

- Traders and intermediaries dealing with agricultural produce and products;

- Technicians and managers in agro-industries and enterprises dealing with agriculture inputs and outputs;

- Startups and Entrepreneurs in agriculture and allied sectors;

- Market researchers and managers; and

- Personnel of government and non-government organizations having a stake in agriculture and allied sectors.

3.3 Salient Features of the Programme(s):

Some of the salient features of the programme(s) are:

3.3.1	UGC approved
3.3.2	Offered across pan India and in selected Countries outside India
3.3.3	Contemporary curriculum and latest study material
3.3.4	Affordable fee
3.3.5	Flexible learning

3.4 Eligibility:

Passed bachelor's degree of Minimum 3 years duration with at least 50% marks for general category (45% in case of candidates belonging to reserved category).

3.5 Duration:

The minimum duration of the programme is 2 years and the maximum duration is 4 years. Students will be allowed to register/re-register seven courses in a semester to enable them to register/re-register all the required 28 courses for the award of MBA Degree in four semesters (i.e. **two years**). *The student has to <u>register</u> on the online portal for fresh admission for the programme in the first semester and subsequently <u>re-register</u> for all the other semesters.*

3.6 Medium of Instruction:

The medium of Instruction for this programme is English.

3.7 Programme Structure:

Courses	1st Semester-I	2nd Semester	3rd Semester	4th Semester
Core	7 (Seven)	7 (Seven)	-	-
Specialisation	-	-	6 (Six)	7 (Seven)
Project	-	-	1 (One) (Equivalent to 2 courses)	-

- The MBA Programme consists of 28 courses in all and includes:

a)　　Fourteen (14) Core management courses (from MMPC-001 to MMPC-014)

　　　b)　　Thirteen (13) courses from the specialization in Agribusiness management.

　　　c)　　One (01) Project course (MAMP-060 equivalent to 2 courses)

- Students need to register for 7 courses in each of the semesters during the programme.
- Students need to select only MMPC-001 to MMPC-007 (Seven courses) in the 1st semester (All Courses Compulsory) and need to select only MMPC-008 to MMPC-014 (Seven courses) in the 2nd semester (AllCourses are Compulsory).
- MAMP-060 (Project Course) is equivalent to two courses. The fee will be equivalent to two courses. However, for registration purposes MAMP-060 (Project course) is treated as one course.
- In order to get an MBA degree a student has to complete 28 courses with a total credit weightage of 116 credits. They are as follows:
　　　a)　　14 Core Courses of 4 Credit each = 56 Credits.
　　　b)　　One Project course = 8 credits
　　　c)　　13 Courses from Agribusiness Management of 4 credits each = 52 credits
- Programme structure of MBAABM programme is presented below. The detailed course outlines are given in the Appendix 1.

Semester-wise courses for registration / re-registration

Course code	Title of the Course	Type of Course	Course Credits
Semester 1 (I Year)			
MMPC-001	Management Functions and Organisational Processes	Theory	4
MMPC-002	Human Resource Management	Theory	4
MMPC-003	Business Environment	Theory	4
MMPC-004	Accounting for Managers	Theory	4
MMPC-005	Quantitative Analysis for Managerial Applications	Theory	4
MMPC-006	Marketing Management	Theory	4
MMPC-007	Business Communication	Theory	4
Semester 2 (I Year)			
MMPC- 008	Information Systems for Managers	Theory	4
MMPC-009	Management of Machines and Materials	Theory	4
MMPC-010	Managerial Economics	Theory	4
MMPC-011	Social Processes and Behavioural Issues	Theory	4
MMPC-012	Strategic Management	Theory	4
MMPC-013	Business Laws	Theory	4
MMPC-014	Financial Management	Theory	4
Semester 3 (II Year)			
MAM-051	Fundamentals of Agriculture	Theory	4
MAM-052	Agribusiness Management and Policies	Theory	4
MAM-057	Project Management in Agribusiness	Theory	4
MAM-061	Commodity Trading, Futures and Options	Theory	4

MAM-062	Production and Supply Chain Management in Agribusiness	Theory	4
MAM-063	Procurement and Materials Management in Agribusiness	Theory	4
MAMP-060	Project Work	Project	8
Semester 4 (II Year)			
MAM-064	Horticultural Production and Post-Harvest Management	Theory	4
MAM-065	Livestock Business Management	Theory	4
MAM-066	Agri Equipment Management	Theory	4
MAM-067	Management of Renewable Energy in Agriculture	Theory	4
MAM-068	Organic Farming Business Management	Theory	4
MAM-069	Food Safety and Quality Management	Theory	4
MAM-070	Agricultural Extension Management	Theory	4
Total Credits (4 Semesters)			116

3.8 Admission Process

The Admission Forms can be submitted online through online admission portal at https://ignouadmission.samarth.edu.in/ by the Indian Student. Foreign student residing in other countries can also join the online programmes and can submit their admission form at https://ignouforeigniop.samarth.edu.in/. The prospective learners are required to create their user ID and password for logging in the system and upload the required documents along with the submission of the Admission Form. The programme fee can be paid online using payment Gateway through net banking, debit/credit card or UPI. Once the admission form is submitted online, the students can track the progress of their admission. A message is sent on the mobile number and email ID registered with the System once admission is confirmed. In case of any discrepancy in the Admission Form, the prospective students are advised to remove the discrepancy within a stipulated time. Failing to do so will lead to rejection of admission form.

After going through the above given eligibility conditions a student can register for this programme. **The student has to _Register_ for the programme in the first semester and subsequently _Re-Register_ for all the other semesters.**

For any admission related queries kindly email to : csrc@ignou.ac.in.

3.9 Programme Fee:

- Rs.15,500/- per semester for 1st, 2nd and 4th semester

- Rs.17,500/- for 3rd semester (3rd semester has an 8-credit project)

- Registration fee and Development fee as applicable

N.B: The Programme fees and the registration fee shall be applicable as mentioned in the University admission portal.

3.10 Evaluation

The evaluation system of the programme for all the courses, except the project course, is based on two components:

a) **Continuous evaluation in the form of Assignments (weightage: 30%):**

This component carries a weightage of 30%. There will be one graded assignment per course. The assignment is to be submitted to the Co-ordinator of the Learner Support Centre to which the student is assigned or attached with. Students are required to attempt the assignments, which are prescribed for that semester.

b) Term End Examination (TEE) (weightage: 70%):

Term End Examinations will be held twice every year in the months of June and December. The students are at liberty to appear in any of the examinations conducted by the University during the year. A student will be allowed to appear in the Term-End Examination, only after she/he has registered for that course and submitted the assignment of that course.

C) For *Project course* the evaluation is based on the project report submitted by the student only.

Letter grade system is used in this programme. These letter grades are:
A = Excellent
B = Very Good
C = Good
D = Satisfactory
E = Unsatisfactory

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

Following is the system of converting the overall letter grades to percentage equivalents:
A = 80% and Above
B = 60% to 79.9%
C = 50% to 59.9%
D = 40% to 49.9%
E = Below 40%

Term-End Examination and Payment of Examination Fee

The University conducts Term-end Examination (TEE) twice a year in the months of June & December. A learner is permitted to appear in TEE subject to the following conditions: -

1. Registration for the courses is valid and not time barred.
2. Required number of assignments in the courses have been submitted by due date wherever applicable.
3. Minimum time to pursue these courses as per the provision of the programme has been completed.
4. Examination fee for all the courses the learner is appearing in the examination has been paid.

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

Term-end Examination

The learners are required to fill in the Examination form to appear in the TEE each time i.e., for every exam (June/ December) a learner has to apply a fresh. The Examination Forms are accepted

online only as per the schedule available on the IGNOU website (https://exam.ignou.ac.in/) from time to time.

Examination fee and Mode of Payment

Examination Fee	Mode of Payment
@ 200 per theory course	Credit Card/Debit Card/Net Banking

Examination fee will be as per the University policy. Please check the actual examination fees on the University website at the time of examination form filling.

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

Hall Ticket for Term End Examination

No hall ticket shall be dispatched to the examinees. Hall Tickets of all examinees are uploaded on the University Website (www.ignou.ac.in) 7-10 days before the commencement of the Term End Examinations. Therefore, learners are advised to visit IGNOU website for updates.

Students are advised to take the printout of the Hall Ticket from University website after entering the enrolment number and name of programme of study, and report at the examination centre along with the Identity Card issued by the University. Without a valid IGNOU Student ID Card issued by the University, examinees will not be permitted to appear in the examination.

Always remember your Enrolment Number is your Roll Number for the term-end-examination (theory paper). Please exercise enough care in writing it correctly. Any mistake in writing the Roll Number will lead to the non-declaration of the result.

If you do not get the Hall Ticket, check the list of students registered for the examination at the Examination Centre or on the IGNOU website www.ignou.ac.in. If your name is on the list, you shall be permitted to appear at the examination by showing your Identity Card (Student Card)/downloaded Hall Ticket to the Examination Centre Superintendent.

Declaration of Results

Although all efforts are made to declare the result in time.

Due to unforeseen/unavoidable reasons, if the results of the last examination are not declared before the commencement of the next examination. You are, therefore, advised to fill up the term-end examination form for the next term-end examination without waiting for the result of the previous term-end examination.

Always quote your name, Enrollment Number, name of the programme and complete address for any correspondence with the University (including the Regional Centre and Study Centre). In the absence of such details, we may not be able to attend to your problems.

No student is allowed to re-appear in an examination or re-submit assignment responses to improve the marks/grade after completing it.

Early Declaration of Results

The University has the provision of early declaration of term-end examination results of theory courses. The application for early declaration of results shall be entertained only if you have been selected for any post or applied for further studies, wherein a mark sheet/certificate for qualifying examination is required to be submitted to the institution by a particular date, which may be before the date of declaration of the University results. You must compulsorily submit documentary evidence (proof) in support of the reason for the early declaration of your result.

It may be noted that early declaration of results is allowed only in respect of theory courses. **This facility is not applicable for practical/lab courses, projects, workshops, assignments,**

seminars,etc. The application for early declaration of results shall be entertained for final year courses or a maximum of four backlog courses only. The application for Early Declaration of Results shall be submitted in on-line. The link is available in IGNOU website. The prescribed fee shall be paid for early result declaration. Application form along with required amount of fee must be submitted to Regional Director/Dy. Registrar of concerned Regional Evaluation Centre for which early evaluation is sought before the date of the commencement of term-end examination i.e.,before 1ˢᵗ June and 1ˢᵗ December, respectively. The list of the Regional Evaluation Centre is given at **Annexure-I**

Re-evaluation of Answer Script(s)

The students who are not satisfied with the marks/grades secured them in the Term-end Examination can apply for re-evaluation within 40 days from the date of result declaration i.e., the date on which the results are made available on the University website on payment of the prescribed fee as per the prescribed application form available on the University website. The better of the two scores of original marks/grades and re-evaluated marks/grades will be considered and the revised marks/ grades shall be incorporated into the student's records, if applicable. Re-evaluation is not permissible for Projects, Practicals, Assignments, Seminars and OMR based paper. The application for Re-evaluation will be accepted in online mode only. No hard copy of the revaluation form will be considered. There is no provision of second Re-valuation; hence no request regarding second revaluation will be entertained.

Issue of Official Transcript

The students may also obtain an '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.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the Common Prospectus and also made available at http://www.ignou.ac.in/ignou/studentzone/forms/ 1 on the University's website www.ignou.ac.in.

Photocopy of the Evaluated Answer Script

The students may obtain a photocopy of the evaluated answer scripts for the term-end examination on request. They may apply the prescribed application form within 30 days from the date of result declaration i.e. the date on which the result are made available on the University Website portal along with the requisite fee.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the Common Prospectus and also made available at http://www.ignou.ac.in/ignou/studentzone/forms/1 on the University's website www.ignou.ac.in.

4.0 UNIVERSITY RULES

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

4.1 Validity of Admission

Learners offered admission have to join on or before the due dates specified by the University. In case they want to seek admission for the next session, they will have to apply afresh and go through the admission process again.

4.2 Re-Registration

Re-registration means registration in the next semester/year of a programme, wherever applicable. Learners are advised to submit the Re-Registration (RR) forms online on the web portal www.ignou.ac.in as per schedule being notified by the University from time to time, irrespective of the fact that whether the learners appeared in the examination or not or whether they are passed or not in the course(s) registered in the current academic session.

4.3 Additional time for Learners with Disability

(a) Learners with disability of 40% or more are given additional 2 (two) years beyond the maximum duration prescribed for all academic programmes.
(b) Learners with disability seeking benefit of the aforesaid facility should submit the Disability Certificate issued by the competent authority at the Regional Centre concerned, which, in turn will verify it, make entry in the data base and transmit the data to SRD for updating in the Master records.

4.4 Reservation for Scheduled Castes and Scheduled Tribes, non- creamy layer of OBC, Economically Weaker Sections (EWS) for admission in Central Educational Institutions

The University provides reservation of seats for Scheduled Castes and Scheduled Tribes, non-creamy layer of OBC, Economically Weaker Sections, (as notified by MHRD vide OM 12-4/019-U1 dated January 2019), War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its programmes in which there are limited number of seats and admission is through a merit lst. However, submission of forged certificate under any category shall make the student liable not only for cancellation of admission but also legal action as per Government of India rules.

Ministry of Human Resource Development, Department of Higher Education, Govt. of India, vide their Office Memorandum F.No. 12-4/2019-Ul, dated 17th January, 2019, on the subject cited above, has conveyed that in accordance with the provisions of the Constitution (One Hundred and Third Amendment) Act 2019, and in reference of Ministry of Social Justice and Empowerment vide OM No. 20013/01/2018-BC-II dated 17th January, 2019, enabling provision of reservation for the Economically Weaker Sections (EWSs) who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and the Socially and Educationally backward Classes, it has been decided to provide reservation in admission to educational Institutions subject to a maximum of ten per cent of the total seats in each category. The provision of reservations to the Economically Weaker Sections shall be in accordance with the directions contained in the OM No. 20013/01/2018-8C-11 dated 17th January, 2019 of the Ministry of Social Justice & Empowerment subject to the condition mentioned in the Office Memorandum of MHRD

Accordingly, the reservations shall be provided to EWSs for admission in the University from the academic year 2019-20 onwards beginning academic session July 2019. The reservation shall be applicable only in Programmes having seat restriction.

4.5 Scholarships

The learners enrolled in IGNOU are eligible for Government of India Scholarships. They are advised visit the National Scholarship Portal of the Government of India https://scholarships.gov.in/ and submit their application online. For further details students may contact at the headquarters, Student Service Centre can be contacted for details.

Students belonging to the Scheduled Caste category may apply for financial assistance under the Centrally Sponsored Scheme of Post Matric Scholarship. Details of the Scheme are available at https://scholarships.gov.in/public/schemeGuidelines/Postmatric_SC.pdf

Students belonging to the Scheduled Tribe category may apply for financial assistance under the Centrally Sponsored Scheme of Post Matric Scholarship. Details of the Scheme are available at
(1) https://scholarships.gov.in/public/schemeGuidelines/Goa/Goa_3004_G.pdf
(2) https://scholarships.gov.in/public/schemeGuidelines/tribalfellowshipguideline.pdf

4.6 Digital Study Material and Assignments

The University has a provision to provide soft copy of the self-learning material in place of printed material. A learner opting for the **soft copy will be given a discount of 15% in the Programme Fee.** The Option to this effect has to be indicated by the learners while filling in the Online Admission Form. Such learners will not be given printed self-learning material. The University has digitized the study material for different prorammes. The digitized material is available on eGyankosh, the digital repository of the University.
The University encourages the use of digital study material. It has been decided that as an incentive **15% concession shall be given to the students who opt for digital study material in place of printed study material.**
The University sends study material to all the students and if a student does not receive the same for any reason; whatsoever, the University shall not be held responsible for that. Assignments for the current session are made available on the website. Students are advised to download the same.
For non-receipt of study material, learners are required to write to the Registrar, Material Production and Distribution Division, IGNOU, Maidan Garhi, New Delhi – 110 068.

4.7 Guidelines for Admission in respect of International Students residing in India

a) Download the Admission form for the respective Programme from IGNOU's website www.ignou.ac.in
b) Fill up all the columns of the Admission forms and attach the relevant documents (as mentioned in the Prospectus) along with fee and cost of registration fee.
c) Submit the hard copy of the form along with documents and fees at the following address Director, International Division, IGNOU, Block No. 15, Maidan Garhi. New Delhi.
d) The learner must fill all the Columns of the Admission Form, failing which the admission form will not be processed for admission. The complete applications should reach at the above address not later than the last date of submission of forms.
e) The learner may apply only for those courses for which International fees have been prescribed.
f) The learner will have to produce the valid STUDY VISA for the minimum duration of the programme. Presently, the students from Nepal and Bhutan are not required to submit the Study Visa.
g) The learner will have to remit the International Fees of Programme.
h) The fee has to be remitted through Bank Draft favoring "IGNOU" payable at New Delhi.
i) The learner should possess the minimum qualification specified for the Programme. However, for equivalence of the qualification of the candidate reference may be made to Booklet Equivalence of Foreign Degrees‖ published by Association of Indian University. In

case the Degree/Certificate possessed by the candidate is in a language other than English or Hindi, a translated copy duly verified by the concerned Embassy should be submitted.

j) The fees once paid will neither be refunded nor transferred. However, in cases where University denies admission, the programme fee will be refunded through A/c Payee Cheque only.

k) The student needs to submit NO OBJECTION CERTIFICATE from the concerned embassy.

l) In the letter it should be clearly written that the Embassy has no objection regarding study of the concerned student in IGNOU as well as extension of visa from time to time. PIO / OCI Card holders are not required to submit the NOC from concerned Embassy.

m) PIO/OCI card holders and also Refugees (UNCHR) Card Holders will pay the fee applicable to International Students.

For further details you may visit: http:www.ignou.ac.oin/ignou/aboutignou/division/id/introduction

4.8 Migration Certificate

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

1. Application Form
2. Self-attested copy of the Grade card and Provisional certificate.
3. Fee of **Rs.500/-** in the form of demand draft drawn in favour of IGNOU payable at the city where RegionalCentre is located.

4.9 Correction/Change of Name/Surname of Learner

Spelling mistakes, if any, committed at the time of data entry stage will be rectified at the Regional Centre and corrected data transmitted to Student Registration Division for updating in the database. However, Learners are expected to write their correct name (as indicated in the High School Certificate) in the Admission Form. In case any change in the name (other than the one mentioned in his/her High School Certificate), then it is mandatory for the prospective learners to furnish legal evidence of having changed his/her name/ surname while submitting the admission form.

For Change of Name/Surname, after confirmation of admission, the learners are required to submit the following documents at the Regional Centre, for on ward transmission to Registrar, SRD:

a) Original copy of Notification in a daily newspaper notifying the change of name;
b) Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name;
c) Marriage Card/Marriage Certificate in case of women candidates for change in surname;
d) Gazette Notification, in original, reflecting the change of name/surname;
e) Demand Draft of Rs.500/- drawn in favour of IGNOU payable at New Delhi

Request for correction and/or change of Name / Surname will be entertained only before award of the Degree/Diploma/Certificate. For change/correction of name after completion of programme, but before award of degree please see the guidelines available at: http://www.ignou.ac.in/userfiles/Notification%20(4)(3).pdf

4.10 Prevention of Malpractice/Notice for General Public

Students seeking admission to various academic programmes of Indira Gandhi National Open University are advised to directly contact IGNOU headquarters at New Delhi or Regional Centres of

IGNOU only. Students interacting with intermediaries shall do so at their own risk and cost. However, in case of any specific complaint regarding fraudulent institutions, fleecing students etc., please contact any of the following members of the Malpractices Prevention Committee:

1. Director, Research Unit (Tele: 29534336)
2. Director, SSC (Tele: 29535714)
3. Director, RSD (Tele: 2953 2118, 29572412)
4. Registrar, SED (Tele: 2953 5828, 29572204)
5. Registrar, SRD (Tele: 2953 2741,9571302)
6. Registrar, MPDD (Tele: 29534521,29572002)
7. Deputy Registrar, F&A (Tele: 29534934)
8. Registrar (SRD) (Tele: 29571302)
Alternatively, complaints may be faxed on 29532312.

Email: registraroffice@ignou.ac.in

Website: http://www.ignou.ac.in

Note: Except the above-mentioned complaints, no other queries will be entertained at the above phone numbers.

As per directions of Hon'ble Supreme Court of India ragging is prohibited. If any incident of ragging comes to the notice of the authority the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, authority would expel him from the University.

IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed by the university will be admitted. Learners will not be admitted if they are not eligible as per the eligibility criteria. Therefore, the candidates should not be misled by the false promises of admission made by any private individuals or institution.

4.11 Placement Services

In order to further extend learner support services to its geographically distributed student population who are pursuing various IT and Non-IT related Degree, Diploma and Masters Programme, the university has established the Campus Placement Cell (CPC). The mission and endeavor of CPC is to enhance and facilitate the process of prospective suitable employment opportunities that are commensurate with the personal profiles of our learners. All students interested in seeking the assistance of CPC for procuring suitable job opportunities are requested to send their current resume/biodata to campusplacement@ignou.ac.in. They are further advised to visit our home page www.ignou.ac.infor regular updates on placement related activities.

4.12 Equal Opportunity Cell

In order to implement the provisions of the UGC (Promotion of Equity in Higher Education Institutions) Regulations, 2012, IGNOU has setup an Equal Opportunity Cell with the objectives of safeguarding the interests of all the students without any prejudice to their caste, creed, religion, language, ethnicity, gender and disability so that equality is promoted among all the sections of students.

5.0 LIST OF AGRICULCTURE FACULTY

Name of faculty	Designation	Qualification	Area of Specialization
Prof. Praveen Kumar Jain	Professor	M.Sc. Ph. D	Agricultural Economics
Prof. S. K. Yadav	Professor	M.Sc. Ph. D	Agronomy
Prof. P. Vijayakumar	Professor	M. V. Sc. Ph. D	Livestock Production Management
Prof. Mukesh Kumar	Professor	M.Tech., Ph.D	Agricultural Engineering
Dr. Mita Sinhamahapatra	Asso. Professor	M.V.Sc., Ph.D	Livestock Product Technology
Dr. Dinkar B. Kamble	Asst. Professor	M.Tech., PhD	Food Science and Technology
Dr. Chaithra N.R	Asst. Professor	M.Sc., PhD	Agriculture Extension

Master of Business Administration (Agribusiness Management) (MBAABM)

Programme Coordinator- Prof. Praveen Kumar Jain

Dr. Dinkar B. Kamble

Dr. Chaithra N.R

6.0 GUIDELINES FOR SUBMISSION OF ASSIGNMENTS AND APPEARING IN TERM-END EXAMINATIONS

6.1 ASSIGNMENTS

Assignments are part of the continuous evaluation of the student. The submission of assignments is compulsory. The grade that you get in your assignments will be counted in your final result. Assignments of a course carry 30% weightage while 70% weightage is given to the term-end examinations. Therefore, you are advised to take your assignments seriously. You cannot appear for the term-end examination for any course if you do not submit your assignment. Assignments are uploaded on the university website in the month of July. The validity of the assignments is one year which implies that these assignments are to be attempted by the students who have taken admission in July and January cycles.

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

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

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

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

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

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

In case you find that the score indicated in the assessment sheet of your assignments has not been correctly reflected or is not entered in your grade cards; you are advised to contact the coordinator of your Learner Support Centre with a request to forward correct award list to the Student Evaluation Division (SED) at the Headquarters.

INSTRUCTIONS FOR ASSIGNMENTS

1. Write your Enrolment Number, Name, full address, signature and date on the top right hand corner of the firstpage of your response sheet.
2. Write the programme title, course code, course title, assignment code and name of your learner support centreon the left hand corner of the first page of your response sheet.

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

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

```
                              ENROLMENT NO
                              ....................................................................
                              NAME
                              ....................................................................
                              ADDRESS
                              ....................................................................


PROGRAMME TITLE...........................
COURSE CODE ............................
COURSE TITLE............................
ASSIGNMENT CODE.........................
(As printed on assignments)


LEARNER SUPPORT CENTRE
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1) Read the assignments carefully and follow the specific instructions, if any, given on the assignment itself about the subject matter or its presentation.
2) Go through the Units on which assignments are based. Make some points regarding the question and then rearrange those points in a logical order and draw up a rough outline of your answer. Make sure that the answer is logical and coherent and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make surethat you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasize. While solving numerical, use proper format and give working notes wherever necessary.
3) Use only A4 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 the answers. 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. Write the question number with each answer.

7) The completed assignment should be sent to the Coordinator of the Learner Support Centre allotted to you. Under any circumstances do not send the tutor marked response sheets to the SED at Headquarters for evaluation.

8) After submitting the assignments at the Learner Support Centre get the acknowledgment from the coordinator on the prescribed assignment remittance-cum-acknowledgement card.

9) In case you have requested for a change of Learner Support centre, you should submit your assignments only to the original Learner Support Centre until the change of Learner Support Centre is notified by the University.

10) The assignments can be obtained from the Learner Support Centre/Regional Centre or may be downloaded from IGNOU Website www.ignou.ac.in.

11) There is no provision for re-evaluation of assignments as per rules.

12) The validity of assignments is for two semesters.

7.0 COURSE OUTLINE

MMPC-001: MANAGEMENT FUNCTIONS AND ORGANISATIONAL PROCESSES

Block-I: Introduction to Management
Unit - 1:   Management: An Overview
Unit - 2:   Management and its Evolution
Unit - 3:   Roles of Managers

Block-II: Managerial Processes -I
Unit -4:   Planning
Unit- 5:   Organizing
Unit-6:   Staffing and Directing

Block-III: Managerial Processes -II
Unit-7:   Controlling
Unit-8:   Leading and Motivating
Unit-9:   Decision Making

Block-IV: Organisational Processes
Unit-10:   Organisation Structure & Design
Unit-11:   Organisation Communication Processes
Unit-12:   Organisation Cultures
Unit-13:   Managing Change
Unit-14:   Ethics and Corporate Social Responsibility

MMPC-002: HUMAN RESOURCES MANAGEMENT

Block-I: Introduction to Human Resource Management
Unit-1: Concept and Evolution of HRM
Unit-2: Functions of HRM
Unit-3: Environment and HRM

Block-II: Sourcing of Human Resources
Unit-4: Human Resource Planning
Unit-5: Job Analysis, Design and Evaluation
Unit-6: Recruitment and Selection
Unit -7: Socialisation and Mobility

Block-III: Performance and Compensation Management
Unit-8: Performance Management
Unit-9: Career Development
Unit-10: Training and Development
Unit-11: Compensation and Rewards Management

Block-IV: Employer –Employee Relations
Unit-12: Employee Engagement Processes
Unit-13: Grievance Handling and Discipline Procedures
Unit-14: Unions and Associations

MMPC-003: BUSINESS ENVIRONMENT

Block -I: Introduction to Business Environment
Unit 1: Introduction to Business and Environment
Unit 2: Economic Growth and Development
Unit 3: Socio-cultural and politico Legal Environment
Unit 4: Business Ethics and CSR

Block -II: Overview of Indian Economy
Unit 5: Indian Financial System
Unit 6: Industrial Policy Framework
Unit 7: Agribusiness Environment

Block -III: Structural Reforms
Unit 8: New Economic Policy
Unit 9: Financial Sector and Fiscal Sector Reforms

Block -IV: International Business Environment
Unit 10: International Financial System
Unit I 1: BOP
Unit 12: Foreign Trade
Unit 13: Sources of Global Financing
Unit 14: Technological Environment

MMPC-004: ACCOUNTING FOR MANAGERS

Block-I: Accounting: An Overview
Unit-1: Introduction to Accounting
Unit-2: Preparation of Books of Accounts
Unit-3: Financial Statements
Unit-4: Preparation of Final Accounts of Companies
Unit 5: Cash Flow Statement

Block-II: Cost Accounting
Unit-6: Understanding and Classifying Costs
Unit-7: Absorption and Marginal Costing
Unit-8: Activity based costing

Block-III: Application of Cost Accounting
Unit-9: Cost-Volume-Profit Analysis
Unit-10: Budgeting and Budgetary Control
Unit-11: Variance Analysis

Block-IV: Financial Statement Analysis
Unit-12: Understanding Annual Reports
Unit-13: Comparative, Common Size and Trend Statements
Unit-14: Ratio Analysis

Block-V: Emerging Issues in Accounting
Unit-15: Human Resource Accounting
Unit-16: Forensic Accounting

MMPC-005: QUANTITATIVE ANALYSIS FOR MANAGERIAL APPLICATIONS

Block-I: Data Collection & Analysis
Unit-1: Quantitative Decision Making - An Overview
Unit-2: Collection of Data
Unit-3: Presentation of Data
Unit-4: Measures of Central Tendency
Unit-5: Measures of Variation and Skewness

Block-II: Probability & Probability Distribution
Unit-6: Basic Concepts of Probability
Unit-7: Discrete Probability Distributions
Unit-8: Continuous Probability Distributions
Unit-9: Decision Theory

Block-III: Sampling & Sampling Distributions
Unit-10: Sampling Methods
Unit-11: Sampling Distributions
Unit-12: Testing of Hypotheses
Unit-13: Chi-Square Tests

Block-IV: Forecasting Methods
Unit-14 Business Forecasting
Unit-15: Correlation & Regression
Unit-16: Time Series Analysis

MMPC-006: MARKETING MANAGEMENT

Block-I: Introduction to Marketing and Markets
Unit-1: Marketing: An Overview
Unit-2: Marketing Environment Analysis
Unit-3: Market Segmentation, Targeting and Positioning
Unit-4: Consumer Behaviour

Block-II: Product and Pricing Decisions
Unit-5: Product Decisions
Unit-6: Branding Act packaging Decisions
Unit-7: Product Life Cycle (PLC) and New Product Development (NPD
Unit-8: Pricing Decisions

Block-III: Distribution and Promotion Decisions
Unit-9: Integrated Marketing Communication
Unit-10: Advertising and Sales Promotion
Unit-11: personal Selling and Managing Sales Personnel
Unit-12: Distribution Management

Block-IV: Sectoral Applications and Emerging Issues
Unit-13: Marketing of Services
Unit-14: Digital Marketing
Unit-15: Other Emerging Issues in Marketing

MMPC-007: BUSINESS COMMUNICATION

Block-I: Introduction to Communication
Unit-1: Basic of Communication
Unit-2: Process of Communication
Unit-3: Types of Communication
Unit-4: Forms of Communication at Workplace

Block-II: Oral Communication at Work
Unit-5: Listening and Reading Skills
Unit-6: Interpersonal Communication
Unit-7: Communication in Meetings
Unit-8: Presentation Skills

Block-III: Written communication at Work
Unit-9: Basics of Written Business Communication
Unit-10: Short Business Correspondences
Unit-11: Long Business Correspondence

Block-IV: Communication in Organisation
Unit-12: Communication for Employment
Unit-13: Technology and Communication
Unit-14: Cross Cultural Communication
Unit-15: Ethics in Communication

MMPC-008: INFORMATION SYSTEMS FOR MANAGERS

Block-I: Information Technology for Managers
Unit-1: Information Technology: An Overview
Unit-2: Computers and Smart Devices
Unit-3: Computer Software
Unit-4: Networking Technologies

Block-II: Information Systems
Unit-5: MIS and Control Systems
Unit-6: Information Systems Economics and Security
Unit-7: Transaction Processing Systems, DSS and EIS
Unit-8: Integrated Applications

Block-III: Analysis and Computer Languages
Unit-9: Building Information Systems
Unit-10: System Analysis and Design
Unit-11: Computer Programming and Languages

Block-IV: Support Systems for Management Decisions
Unit-12: Database Resource Management
Unit-13: Data Warehousing and Data Mining
Unit-14: Artificial Intelligence and Decision Support Systems
Unit-15: Emerging Trends in IT

MMPC-009: MANAGEMENT OF MACHINES AND MATERIALS

Block-I: Operations Management: Facility Planning
Unit-1: Operations Management: An Overview
Unit-2: Product Selection and Process selection
Unit-3: Facilities Planning
Unit-4: Facilities layout and Material Handling

Block-II: Operation Planning & Control
Unit-5: Planning and Control for Mass Production
Unit-6: Planning and Control for Batch Production
Unit-7: Planning and Control for Job Shop Production
Unit-8: Planning and Control of Projects

Block-III: Planning Design & Value Engineering
Unit-9: Capacity Planning
Unit-10: Work Design and Job Design
Unit-11: Value Engineering and Quality Assurance

Block-IV: Materials Management
Unit-12: Purchase system & Procedure and Inventory Management
Unit-13: Standardization, Codification and Variety Reduction
Unit-14: Waste Management

MMPC-010: MANAGERIAL ECONOMICS

Block-I Introduction to Managerial Economics
Unit 1: Scope of Managerial Economics
Unit 2: The Firm: Stakeholders, Objectives and Decisions Issues
Unit 3: Basic Concepts and Techniques

Block-II Demand and Revenue Analysis
Unit 4: Demand Concepts and Analysis
Unit 5: Demand Elasticity
Unit 6: Demand Estimation and Forecasting

Block-III Production and Cost Analysis
Unit 7: Production Function
Unit 8: Short Run Cost Analysis
Unit 9: Long Run Cost Analysis

Block-IV Pricing Decisions
Unit 10: Market Structure and Barriers to Entry
Unit 11: Pricing Under Competition and Pure Monopoly
Unit 12: Pricing Under Monopolistic and Oligopolistic Competition
Unit 13: Pricing Strategies

MMPC-011: SOCIAL PROCESSES AND BEHAVIOURAL ISSUES

Block-I: Introduction to Organisational Behaviour
Unit-1: Concept of Organisational Behaviour
Unit-2: Approaches to Organisational Behaviour
Unit-3: Evolution of Organisational Behaviour

Block – II: Intrapersonal Processes
Unit-4: Personality, Values and Attitudes
Unit-5: Learning and Behavioural Modification
Unit-6: Perception and Attribution
Unit-7: Motivation

Block – III: Interpersonal and Group Processes
Unit-8: Group Dynamics and Team Building
Unit-9: Conflict and Negotiation Strategies
Unit-10: Job Stress

Block – IV: Emerging Trends
Unit-11: Employee Empowerment
Unit-12: Organisational Citizenship Behaviour
Unit-13: Organisational Inclusiveness
Unit-14: Diversity Management
Unit-15: Positive Approaches to Work Behaviour

MMPC-012: STRATEGIC MANAGEMENT

Block-I: Introduction to Strategic Management
Unit-1: Concept of Strategy
Unit-2: Strategic Framework
Unit-3: Strategy in Global Context

Block-II: Environmental Analysis
Unit-4: External Environmental Analysis
Unit-5: Competitive Analysis
Unit-6: Internal Environmental Analysis

Block-III: Formulation of Strategy
Unit-7: Business Level Strategy
Unit-8: Competitive Strategy
Unit-9: Corporate Level Strategy

Block – IV: Strategy Implementation and Control
Unit-10: Implementation – Behavioural Dimensions
Unit-11: Corporate Governance
Unit-12: Control
Unit-13: Evaluation

MMPC-013: BUSINESS LAW

Block-I: Overview of Business Law
Unit-1: Introduction to Business Law
Unit-2: Principles and Concepts

Block-II: Business Forms and Regulations
Unit-3: Companies Act
Unit-4: Partnership Act

Block-III: Business Contracts
Unit-5: General Principles of Contracts
Unit-6: International Contracts of Sale

Block-IV: Regulations on Financing and Investments of Business
Unit-7: Banking and other allied Regulations
Unit-8: Foreign Exchange Management and related regulations
Unit-9: Insolvency and Bankruptcy

Block-V: Intellectual Property and Data Management
Unit-10: Intellectual Property Rights
Unit-11: Data Protection and Privacy

Block-VI: Sustainability and Business
Unit-12: Environment Protection and Sustainability
Unit-13: Competition Law
Unit-14: Consumer Protection

MMPC-014: FINANCIAL MANAGEMENT

Block-I: Financial Management: An Overview
Unit-1: Financial Management: An Introduction
Unit-2: Time Value of Money
Unit-3: Risk & Return
Unit-4: Valuation of Securities

Block-II: Cost of Capital and Investment Decisions
Unit-5: Cost of Capital
Unit-6: Capital Budgeting
Unit-7: Working Capital

Block-III: Financing Decisions
Unit-8: Financial Markets
Unit-9: Sources of Finance
Unit-10: Capital Structure
Unit-11: Leverage Analysis

Block-IV: Dividend Decisions
Unit-12: Theories of Dividends
Unit-13: Dividend Policies

Block-V: Emerging Issues of Finance
Unit-14: Behavioural Finance
Unit-15: Financial Restructuring

MAM-051: FUNDAMENTALS OF AGRICULTURE

Block1: Indian Agriculture
Unit 1: Evolution and development of agriculture
Unit 2: Soil and Water Conservation
Unit 3: Irrigation and drainage
Unit 4: Soil fertility management
Unit 5: Pest and Disease Management

Block 2: Field crops
Unit 6: Major Cereal crops
Unit 7: Coarse grain crops
Unit8: Oil Seed crops
Unit 9: Pulse crops

Block 3: Horticulture and allied sectors
Unit 10: Fruit production
Unit11: Vegetable production
Unit12: Flower Production
Unit13: Livestock Enterprises
Unit 14: Allied sectors

MAM-052: AGRIBUSINESS MANAGEMENT AND POLICIES

Block1: Introduction to Agribusiness
Unit 1: Agribusiness: An overview
Unit 2: Emerging Trends in Agriculture
Unit3: Entrepreneurship Development
Unit 4: Farmers Producers Organizations
Unit 5: Business Ethics

Block 2: Agribusiness Policies
Unit 6: Overview of Agribusiness Policies
Unit 7: Marketing and Pricing Policies
Unit 8: Trade Related Policies

Block 3: Business Laws Related to Agriculture
Unit 9: Legal System for Business
Unit 10: Marketing Related Regulations
Unit 11: Food Safety Standards and Regulations
Unit12: Trade-Related Laws

MAM-057: PROJECT MANAGEMENT IN AGRIBUSINESS

Block 1. Project Management: An overview
Unit 1: Introduction to project
Unit 2: Project Preparation and Implementation
Unit3: Project costs and budgeting

Block 2: Project formulation
Unit 4: Participatory Rural Appraisal and Rapid Rural Appraisal
Unit 5: Project Planning
Unit 6: Planning Tools
Unit 7: Modeling the project system
Unit 8: Analyzing Plan

Block 3: Project Implementation and Evaluation
Unit 9: Project control
Unit 10: Tools and techniques
Unit 11: Project closure and performance
Unit 12: Continuous improvement through project

MAM-061: COMMODITY TRADING, FUTURES AND OPTIONS

Block 1: Introduction to commodity and futures trading
Unit 1: Overview of Commodity Markets & Basics of Futures Contracts
Unit 2: Participants in Commodity Markets and the Risk and Return in Commodity Trading
Unit 3: Mechanics of Futures Trading

Block 2: Futures and forward market in operation
Unit 4: Forward Markets vs. Futures Markets
Unit 5: Margin Requirements and Management
Unit 6: Role of Clearinghouses
Unit 7: Basics of Options & Trading Strategies

Block 3: Regulation of futures and trading practices
Unit 8: Regulatory Framework in India & World
Unit 9: Trading Practices and Ethics
Unit 10: Market Manipulation and Fraud
Unit 11: Surveillance and Enforcement

Block 4: Basics of Forecasting
Unit 12: Fundamental Analysis
Unit 13: Technical Analysis
Unit 14: Quantitative Analysis, Market Sentiment and News Analysis

MAM-062: PRODUCTION AND SUPPLY CHAIN MANAGEMENT

Block 1: Overview of Production and Operations Management
Unit 1: Concept of Production and Operations Management
Unit 2: Productivity variables and measurements

Block 2: Planning the Production System
Unit 3: Planning and Control
Unit 4: Forecasting
Unit 5: Designing
Unit 6: Operation capacity
Unit 7: Facility Location, Layout &MRP

Block 3: Setting up production and operation system
Unit 8. Jobs Design and Work Study
Unit 9. Scheduling System &Aggregate Planning

Block 4: Supply Chain Management
Unit 10: Logistics and SCM- An Introduction
Unit 11: Strategic Supply Chain Management
Unit 12: Cold chain management
Unit 13: Logistics Management

MAM-063: PROCUREMENT AND MATERIALS MANAGEMENT IN AGRIBUSINESS

Block I. Procurement Process
Unit 1: Concept of Procurement
Unit 2: Procurement System
Unit 3: Purchasing Cycle
Unit 4: Vendor Selection and Relations
Unit 5: Agri Input Management

Block II. Material Management
Unit 6: Principles of material management and planning
Unit 7: Codification
Unit 8: Standardization

Block III. Warehouse Management
Unit 9: Warehouse function
Unit 10: Guidelines for Storage
Unit 11: Warehouse Records &Accounting
Unit 12: Storage loss prevention

Block IV. Inventory Management
Unit 13: Introduction to Inventory Management
Unit 14: Inventory Management Techniques

MAM-064: HORTICULTURAL PRODUCTION AND POST HARVEST MANAGEMENT

Block1. Horticultural Production
Unit 1: Introduction to Horticulture
Unit 2: Plant Propagation
Unit 3: Nursery Management

Block 2: Production Management
Unit 4: Commercial Cultivation of Fruits
Unit 5: Commercial Cultivation of Vegetables
Unit 6: Flower Production Techniques
Unit 7: Economics and Marketing of Fruits, Vegetables and Flowers

Block 3. Landscape Management
Unit 8: Landscaping
Unit 9: Gardening

Block 4. Post-Harvest Management
Unit 10: Introduction to Post-Harvest Management
Unit 11: Post-Harvest Management Practices
Unit 12: Storage and Transportation
Unit 13: Value Addition
Unit 14: Economics of Post-Harvest Management

MAM-065: LIVESTOCK BUSINESS MANAGEMENT

Block 1- Livestock Management
Unit 1: Livestock Industry- An Overview
Unit 2: Livestock Breeding
Unit 3: Livestock Feeding
Unit 4: Livestock Housing and Health Care

Block 2- Dairy Business Management
Unit 5: Milk Procurement and Processing
Unit 6: Establishment of Dairy Plant
Unit 7: Dairy Products

Block 3: Livestock Marketing and Economics
Unit 8: Cooperatives
Unit 9: Marketing Channels
Unit 10: Livestock Schemes and Insurance
Unit 11: Advances in Livestock Business Management

Block 4-Livestock Business Project Formulation
Unit 12: Formulation of Livestock Farm Project
Unit 13: Dairy Plant Project Formulation
Unit 14: Feed Processing Project Formulation

MAM-066: AGRI EQUIPMENT MANAGEMENT

Block 1: Farm Power and Machinery
Unit 1: Overview of farm engineering
Unit 2: Sources of Farm Power
Unit 3: Tillage, Sowing, Intercultural and Plant Protection Equipment
Unit 4: Harvesting / threshing equipment

Block 2: Water Management
Unit 5: On-farm Water Management
Unit 6: Drainage and Wastewater Utilization
Unit 7: High-tech Agriculture

Block 3: Agricultural Produce Processing
Unit 8: Primary Processing Machinery
Unit 9: Farm Produce Processing

Block 4: Economic Evaluation
Unit 10: Power-Machinery Selection
Unit 11: Cost Analysis and Economic Evaluation
Unit 12: Production and Planning
Unit 13: Custom hiring services

MAM-067: MANAGEMENT OF RENEWABLE ENERGY IN AGRICULTURE

Block 1: Energy and Agriculture
Unit 1: Introduction to energy resources
Unit 2: Energy Use in agricultural sector

Block 2: Solar and Wind Energy in Agriculture
Unit 3: Solar Energy Utilization Technologies
Unit 4: Wind Energy Utilization Technologies

Block 3: Biomass Thermochemical conversion
Unit 5: Biomass-Based Energy Conversion Technologies
Unit 6: Gasification
Unit 7: Gasification Systems and Applications

Block 4: Ethanol production and anaerobic digestion
Unit 8: Ethanol Production
Unit 9: Biogas plant
Unit 10: Management of Biogas Plants
Unit 11: Biodiesel

Block 5: Clean Development Mechanism (CDM)
Unit 12: Introduction to CDM
Unit 13: Project Cycle and Design Document
Unit 14: CDM Project Management

MAM-068: ORGANIC FARMING BUSINESS MANAGEMENT

Block 1: Introduction to Organic Farming
Unit 1: Organic Farming –An Overview
Unit 2: Principles of Organic Farming
Unit 3: Present Status and Development

Block2: Organic Production System
Unit 4: Organic Norms
Unit 5: Organic Farm Management
Unit 6: Soil Fertility and Nutrient Management
Unit 7: Plant Protection

Block 3: Inspection and Certification of Organic Produce
Unit 8: Documentation
Unit 9: Documentation Control
Unit 10: Farm inspection and Certification Procedure
Unit 11: Certification Trademark and Checklist

Block 4: Economics and Marketing of Organic Produce
Unit 12: Economics of Production
Unit 13: Government Schemes and Other Financial Resources
Unit 14: Marketing of Organic Produce

MAM-069: FOOD SAFETY AND QUALITY MANAGEMENT

Block 1: Overview of Food Safety and Quality Management
Unit 1: Introduction to Food Safety and Quality
Unit 2: Total Quality Management
Unit 3: Risk Analysis and Management

Block 2: Food Safety Practices
Unit 4: Good Agricultural Practices and Good Animal Husbandry Practices
Unit 5: Good Manufacturing, Good Hygiene, Retail and Transport Practices
Unit 6: HACCP and its Implementation
Unit 7: Traceability Studies

Block 3: Food Safety and Quality Management Systems
Unit 8: Food Regulation: Standard & Quality Control
Unit 9: FSSA
Unit 10: Quality Management System
Unit 11: Food Safety Management System
Unit 12: Auditing and Accreditation

MAM-070: AGRICULTURAL EXTENSION MANAGEMENT

Block 1: Introduction to Extension Management
Unit 1: Introduction to Extension Education
Unit 2: Extension Management: An Overview
Unit 3: Extension Management Theories
Unit 4: Formation of organizations

Block 2: Extension Management Practices
Unit 5: Functions of Extension Management
Unit 6: Extension Innovations and Reforms
Unit 7: Training
Unit 8: Performance Appraisal

Block 3: Management Tools and Techniques
Unit 9: Planning and Forecasting
Unit 10: Managing Human Relations
Unit 11: Total Quality Management
Unit 12: Stress Management

8.0   MAMP-060: PROJECT WORK

Guidelines for Submission of Synopsis and Project Report

Submission of Synopsis
- Learners of MBAABM programme has to submit synopsis
  To,
  The Regional Director,
  (of your Respective Regional Centre).
  For the address of the Regional Centre, you may refer Student Handbook & Prospectus given on our website www.ignou.ac.in

Submission of Project Report

- Learners of MBAABM programme has to submit project report
  To,
  The Regional Director,
  (of your Respective Regional Centre).
  For the address of the Regional Centre, you may refer Student Handbook & Prospectus given on our website www.ignou.ac.in

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Guidelines for Project Course: MAMP-060

The Project Course is equivalent to two courses. However, for registration purposes the Project Course (MAMP-060) is treated as one course, which is of Eight Credits. For this course no additional study material is provided.

The basic purpose of this course is to help learners develop an ability to apply multi-disciplinary concepts, tools and techniques to analyse and logically approach the organisational problems. The Project study should be on a topic preferably from the area of Agribusiness Management.

SYNOPSIS SUBMISSION & EVALUATION PROCESS

In order to proceed with your project course, the approval of the synopsis is necessary. Only on the approval of the synopsis the project work could actually be taken up. The synopsis should be an original work done by the student. The process that is involved in the evaluation and final approval of the synopsis is explained below:

1. **Selection of topic by the Student**

   The learner can select any topic of her/his choice, preferably in the area of agribusiness management. The title should be definitive communicating key information about the thesis. It should convey the subject matter being covered in the project.

It could be either be an

i) Comprehensive case study (covering single organisation/multifunctional area problem formulation, analysis and recommendations).

ii) Inter-organisational study aimed at inter-organisational comparison/validation of theory/survey of management practices.

iii) Field study (empirical study).

2. Selection of Guide

Once you are clear about the field in which the work is to be taken up, then contact a person who has experience in that area and is interested in guiding, provided she/he fulfils the specified eligibility criteria.

The Eligibility Criteria for guides is:

(i) Agriculture and Management Faculty in the School of Agriculture & School of Management Studies at IGNOU Headquarters.

(ii) All Approved Academic Counsellors of the MBAABM and MBA Programme having relevant experience at the Study Centres are recognized as supervisors for guiding project.

(iii) The experts having 3 years of post-graduate teaching experience in the relevant subjects or experts from the research/industry/and extension in the relevant subjects with a minimum of 5 years of experience will be eligible for project supervision.

However, the biodata of proposed guide is to be attached along with synopsis to get approval of supervisor and synopsis from the competent authority.

The project guide will be paid a token honorarium of **Rs. 500/-** by the University for guiding the learner.

Note: *Students are advised to select guides who are active professionals in the relevant area of the selected topic, i.e., if the topic is in the area of Food Business management the guide should be a specialist in Food Business Management and so on. Project Guides are also requested to restrict guiding projects in their core specialisation area only.*

3. Preparation of Synopsis

After selection of the guide and finalising the topic, the Project Proposal (Synopsis) should be prepared in consultation with the guide. The proposal of the proposed project should essentially have the following:

i. **Introduction**: a brief background about the subject chosen for study.

ii. **Rationale**: why a particular topic has been chosen for the project work.

iii. **Objectives**: This is the most important aspect of any project. It should mention clearly and precisely the things which you hope will be able to know/achieve at the end of the study. These may be clearly stated in behavioural terms.

Objectives need to be expressed in a neutral manner, without any implicit assumptions about the findings of the research.

Objectives of the Study (Sample)

The objectives of this study are:

- To study the financial performance _
- To explore the _
- To analyse the factors affecting _
- To investigate the influence _

iv. **Research Methodology:**
- Research Design
- Nature and source of data/information to be collected.
- Sample and sampling technique. Rationale of chosen organisation and the sample.
- Tools and Techniques to be used for data collection – details of the tools/questionnaire to be used and its relevance with the objectives of the project.
- Method/s to be used for data collection.
- Data handling and analysis- organisation and analysis of data. Statistical tools to be used for analysis. Relevance of statistical tools with the objectives of the project.

v. **Limitation** of the proposed project, if any.

4. Submission of Synopsis
It must have the following components:
- Proper 'Proforma for Approval of Synopsis' duly signed by the student and the guide with dates.
- Bio-data of the Guide- A detailed biodata of the guide duly signed, in original, by the guide along with date.

Instructions for filling up the Proforma for Approval of Synopsis:

Enrolment No: Mention the enrolment number assigned to you by the university. If your maximum duration of the programme (i.e 4 years) is over you need to seek Re-admission, before sending the synopsis. In case your synopsis was approved on the earlier Enrolment Number, then the same has to be sought for the New Enrolment Number again, if you fail to do so the Project Report may not be accepted.

Title of the Project: this is the final topic on which you will be carrying on the Project Work. It should be concise indicating clearly the work being taken up for study. The Final Project Report should necessarily be on the title approved by the evaluator, no changes could be made while submitting the Final Project Report.

Name and Address of the Supervisor: The name and address of the supervisor, preferably his/her official address may be clearly mentioned on the Proforma. If the supervisor is an Academic Counsellor, She/he should give the details of the study centre and the courses for which the counselling is provided, to the learners.

Number of Students being guided for MAMP-060: The number of students that are being guided by the supervisor for the Project Course as on that date may be restricted to **five** students only, at any given point of time.

The *biodata of the guide* must have the following information in absolutely unambiguous manner:

- Name and Date of Birth of the guide.

- Full Address and Contact Numbers of Residence and Current Workplace.

- Detailed Educational Qualifications – clearly mentioning the Degrees (with specialisation), Name and Address of the University/Institution and the year of award of degree/qualification, along with percentage of marks obtained.

- Detailed work experience, stated clearly in chronological order having details of the designation, period, name and contactable address of the organisations.

- Any other information relevant for Assessment of the Eligibility of the Guide. You may also attach current business card of the proposed guide.

In case if the student fails to submit the duly signed (original signature) Bio-data and Proforma for Approval, the synopsis will not be entertained.

Note: Please ensure that the 'Proforma for Approval' is filled correctly in all respects as mentioned above. Also check, that the duly signed bio-data of the supervisor and the synopsis are also enclosed along. Proposals incomplete in any respect will not be accepted. Students are advised to retain a copy of the proposal.

Once the synopsis is ready in the format mentioned above, Student should send the "Proforma for Approval of Project Proposal (MAMP-060)" along with one copy of the proposal and duly signed Bio-data of the guide, in the manner as mentioned below:

Learners may submit it: - To, the Regional Director, of your Respective Regional Centre. For the address of the Regional Centre, you may refer Student Handbook & Prospectus given on our website www.ignou.ac.in

5. Evaluation of Synopsis

The learner can submit her/his Synopsis throughout the year but after the Registration of MAMP-060 course in III Semester. Students are advised to ensure that they get atleast 8-9 months' time to complete their project work and submit it before the expiry of the 4th semester.

In case Project Proposals are received in Regional Centre after 6 months of having registered for MAMP-060, the RC will not be responsible for the timely disposal of the project proposals. Those who fail to submit the synopsis within the stipulated period are likely to miss the timeline for submission of the Project Report.

If the Project Proposal received in the regional centre is found to be complete in all regards, having the necessary documents it is accepted for processing. Once accepted, a Project Proposal number is assigned to the synopsis, which is **unique** for each learner. This Project Proposal (PP. No) number can be used for further correspondence with the RC.

6. Feedback / Communication to the Learner

After the synopsis is evaluated by the Expert a Written Communication regarding the status of **Approval / Non-approval** of the project proposal will be sent to the learner within two/three months of the receipt of the proposal in the Regional Centre.

In case the proposed guide is not approved by the faculty, the student will be advised so, and in such cases the student has to change the guide and submit the project proposal afresh with the signature of the new guide. It will be considered as a New Proposal.

Similarly, if a student wants to change his/her guide for any reason, she/he would be required to submit the project proposal along with the signature of the new guide on a new project proposal proforma, as it would be considered as a new proposal.

7. Resubmission of Project Proposal

In case of **Non-Approval** of the proposal the comments/suggestions for reformulating the project proposal will be communicated to the student.

In such case, the revised project proposal should be submitted along with fresh 'Project Proposal Proforma' and a copy of the rejected proposal and project proposal proforma bearing the comments of the evaluator and Project Proposal Number (PP. No) allotted by the Regional Centre.

PROJECT REPORT SUBMISSION

After a written communication regarding the **Approval** of synopsis is received the Project work may be undertaken.

1. Preparation of Project Report

Once you have carried out the study as envisaged in the approved synopsis then a report of the work done needs to be prepared. The length of the report may be about 50 to 60 double spaced typed pages not exceeding approximately 18,000 words (excluding appendices and exhibits). However, rational variation on either side is permissible.

2. Structure of Project Report

i. **Introduction:** to the Project and Review of Literature along with brief details of the organisation/s under study. It may give details about Rationale, Statement of problem, Objectives of the Project, Scope of the study etc.

ii. **Research Methodology:** It should include the Research Design, Nature and Source of data/information collected, Sample and Sampling method with rationale.

Details of the tools:

- The Questionnaire and other methods used and their purpose

- Reliability and Validity of the tools used

- Data collection, Statistical tools used for Data Analysis

iii. **Results and Discussion:** This should present the results in tabular or graphical format. The Interpretation of the data and results/findings may be given elaborately.

iv. **Summary and Conclusion**

v. **Recommendations**

vi. **Limitations** of the Project, Direction for further research (optional)

vii. **Reference/Bibliography**

viii. **Annexures/Appendices** (Questionnaire used etc.)

The Final Project Report must have the following:

- Cover Page – must have the Name and Enrolment No. of the Student and the Name of the Guide, along with the Title of the Project.

- Detailed Table of Contents with Page Nos.

- All pages of the Project Report must be numbered as reflected in the Table of Contents.

- Approved Proposal (i.e., Project Proposal, approved proforma and bio-data of the guide) properly bound in the project and not just stapled. Please note that project with stapled Proposal will not be accepted.

- Certificate of Originality- duly signed by the student and the guide with dates.

3. Submission of Project Report

One typed copy of the Project Report is to be submitted to **Regional Director, of your Respective Regional Centre. For the address of the Regional Centre, you may refer Student Handbook & Prospectus given on our website www.ignou.ac.in.** As soon as, you submit the Project Report, a **PR. No.** would be allotted. Student should quote this **PR.No.** while corresponding with Regional Centre regarding Project Report thereafter.

Project Report can be submitted any time throughout the year.

Note: If a Project Report is submitted between 1st December to 31st May, then the result will be declared along with June Term-end Examinations. If a Project Report is submitted between 1st June to 30th November, then the result will be declared along with December Term-end Examinations.

4.Viva-Voce

A student may be asked to appear for a Viva-Voce, if the evaluator so recommends. In that case, student will be duly intimated about it.

5. Plagiarism in Project Reports

The Project Report submitted by the student should be free from plagiarism and his/her original work. In case if the project report is found to be plagiarised, action will be taken as per the policy of the University.

INFORMATION

QUERY	WHOM TO BE ADDRESSED TO
REGARDING THE APPROVAL OF PROJECT PROPOSAL	THE REGIONAL DIRECTOR, OF YOUR RESPECTIVE REGIONAL CENTRE
ADDRESS OF THE REGIONAL CENTRE	www.ignou.ac.in (E-mail ID of all RC's are available at http://www.ignou.ac.in/ignou/aboutignou/regional/website)
REGARDING STATUS OF PROJECT REPORTS	THE REGIONAL DIRECTOR, OF YOUR RESPECTIVE REGIONAL CENTRE

CERTIFICATE OF ORIGINALITY

This is to certify that the project titled " _____

_____ " is an original work of the

Student and is being submitted in partial fulfilment for the award of the Master's Degree in Business Administration (Agribusiness Management) of Indira Gandhi National Open University. This report has not been submitted earlier either to this University or to any other University/Institution for the fulfilment of the requirement of a course of study.

SIGNATURE OF SUPERVISOR   **SIGNATURE OF STUDENT**

Place: Place:

Date: Date:

The certificate may be submitted in the same format.

Important Notes While Preparing - Project Proposal

Send only one copy of the Project Proposal and retain a copy with you.

"MAMP-060" should be written prominently on the envelope and should be addressed to **The Regional Director (of your Respective Regional Centre)**

For the address of the Regional Centre you may refer Student Handbook & Prospectus given on our website **www.ignou.ac.in** or

 http://www.ignou.ac.in/ignou/aboutignou/regional/website

Ensure that the 'Proforma for Approval of Project Proposal' duly filled in and signed by both, the student and the supervisor along with date, are enclosed.

Bio-data of the Guide duly signed by him/her.

Important Notes While Preparing - Project Report

Send only one copy of the Project Report and retain a copy with you. The Project Report submitted to the University will not be returned to the student after Evaluation.

The Project Report should be submitted in original in A-4 Size, typed in double space, in a bound volume to **Regional Director, of your Respective Regional Centre. For the address of the Regional Centre, you may refer Student Handbook & Prospectus given on our website www.ignou.ac.in.** by Registered/Speed Post/by hand.

Before binding the Project report the student should ensure that it contains the Approved Project Proposal Proforma along with Approved Proposal, Bio-data of the Guide, and an Originality Certificate duly signed by the Student and the Guide. Project Report if received without any of these documents, the same will be returned to the students for **compliance**.

Mention on the top of the envelope "PROJECT REPORT- MAMP-060". This will facilitate sorting out Project Reports received in Regional Centre for various Programmes.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi – 110068
PROFORMA FOR APPROVAL OF PROJECT PROPOSAL (MAMP-060)

Enrolment No._____ **Study Centre** _____ **Regional Centre** _____	**Project Proposal No** _____ (To be assigned by the Regional Centre) **Subject Area:**_____
Name of the Student: **Address of the Student:** (Complete Postal Address where the synopsis, is to be sent) **Email Address:**	_____ _____ _____ _____
Topic of the Project:	_____ _____
Name and Address of the Supervisor:	_____ _____ _____
Is the Supervisor an Academic Counselor of Management Programme of IGNOU?	**Yes / No If yes, Code of Study Centre**_____
Courses he/ she is counseling for:	_____ _____
No. of Students being guided:	_____

Signature of Student   **Signature of Supervisor**

Date: **Date:**
Please do not forget to enclose the synopsis of the project and the Bio-data of the Supervisor. In case the complete and signed Bio-Data of the Supervisor is not enclosed, the proposal will not be entrained.

For Office Use Only

Synopsis	Supervisor
Approved	Approved
Not Approved	Not Approved

Comments & Suggestions of the Evaluator
(Use backside of the proforma, if the space for writing the comments is not Sufficient)

Signature of Evaluator
 Date:

Counter Signature of the

Regional Director/ Asst. Regional Director

9.0 CONTACT US

For your information, addresses of important officers dealing with different educational aspects are given below. Whenever you have a problem, you can directly contact the concerned officer. **If you have any query regarding admission procedures, please write to the Regional Director of your region.**

WHOM TO CONTACT FOR WHAT

1.	Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship Forms	Concerned Regional Centre
2.	Non-receipt of study material and assignments	Concerned Regional Director or MPDD, IGNOU
3.	SED Registrar's Secretariat	Contact No. Phone No: 011-29535828/ 2482 Intercom No. 2204/2205 FAX No.011-29534429 sed@ignou.ac.in
4.	Original Degree/Diploma/Verification of Degree/Diploma	Deputy Registrar (Exam-I), SED, Block-9, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: convocation@ignou.ac.in Ph. 011-29535438, 29572224, 29572213
5.	Schedule/Information regarding Exam- form, Entrance Test, date-sheet, IGNOU, Hall Ticket	Assistant Registrar (**Exam-II**), Student Evaluation Division (SED), Block-12, Room No. 2, IGNOU, Maidan Garhi, New Delhi-110 068 Tele No. 011-29536743, 29572202, 29572209
6.	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcripts	Assistant Registrar (**Exam-III**), SED, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110 068 Ph. 011-29536103, 29572201, 29572211, 29571525
7.	Non-reflection of Assignment Grades/ Marks	Assistant Registrar (Assignment), Student Evaluation Division, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: assignments@ignou.ac.in or Ph. 011-29532294, 29571312, 29571319, 29571325
8.	Change of elective/medium/opting of leftover electives/deletion of excess credits	Concerned Regional Centre
9.	Student Grievances (online)	Assistant Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: sregrievance@ignou.ac.in Ph. 011-29532294, 29571313
10.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110 068 Ph. 011-29573210
11.	Academic Content	Director, School of Agriculture, Zakir Hussain Bhawan, Academic Complex, Block-G, IGNOU, Maidan Garhi, NewDelhi-68

		Ph. 011-29537067, 29572972, e-mail: soa@ignou.ac.in
12.	Information Regarding Counselling Sessions & Assignment Submission	Concerned study centres and Programme Study Centre
13.	Status of Project Report	Phone No: Intercom No. 1324/1320/1321 E-mail: projects@ignou.ac.in
14.	Student Support Services and Student Grievances, pre-admission inquiry of various courses in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110068 e-mail: ssc@ignou.ac.in directorssc@ignou.ac.in Ph. :011-29535414, 29533869 Fax: 011-2953 3129
15.	Front Office (May I help you) (Students' General Enquiries) IGNOU Telephone Exchange Number	Phone No:011-29572218, 2210/ 2211/ 2208/ 2216/ 2209 29571000
16.	Public Information Center (PIC)	PH: 29533715, 29572508

Grievance Redressal:

IGNOU has a robust mechanism in place for redressal of student grievances. A Special Online Portal – IGNOU Grievance Redress and Management (iGRAM) has been developed for this purpose. Students can submit their grievances on iGRAM online and track the response. iGRAM can be accessed at http://igram.ignou.ac.in/. A dedicated Student Service Centre has been set up at the HQ to respond to the queries and grievances of the students.

LIST OF REGIONAL EVALUATION CENTER

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Regional Director, IGNOU Regional Evaluation Centre, 3rd Floor, Sanchi Complex, Shivaji Nagar, Bhopal-462016 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ahmedabad, Rajkot, Nagpur, Pune, Jaipur, Jodhpur, Saharsa and Mumbai
2.	Regional Director, IGNOU Regional Evaluation Centre, C/1, Institutional Area, Bhubaneswar-751013 Odisha	Kolkata, Koraput, Raghunathganj, Ranchi, Bhubaneswar, Angul, Siliguri, Vijaywada, Hyderabad, Guwagati, Vishakapatnam and Deoghar
3.	Dy. Registrar IGNOU Regional Evaluation Centre-Delhi Block-5, IGNOU, Maidan Garhi, New Delhi-110068 Ph.- 011-29533565, 011-29571501	Delhi-1, Delhi-2, Delhi-3, Noida, Jammu, Srinagar and International Division Guyana (GOAL), Online Ptogramme, E-Vidya Bharti etc.
4.	Deputy Registrar, IGNOU Regional Evaluation Centre, IGNOU Complex, Kaloor PO Ernakulam Distt, Kochi-682017 Kerala Ph.- 0484-2337028, 2337038	Kochi (Cochin), Banglore, Bijapur, Chennai, Madurai, Panaji, Port Blair, Trivandrum and Vatakara
5.	Dy. Registrar IGNOU Regional Evaluation Centre-Lucknow IInd Floor, 5 C / INS-1, Sector-5, Vrindavan Yojana , Telibagh, Lucknow –226029 Ph.- 0522-2442825	Chandigarh Dehradun, Karnal, Khanna, Shimla, Varanasi and Lucknow
6.	In-Charge IGNOU Regional Evaluation Centre-Shillong, IGNOU Regional Centre, NEHU Campus, Umshing, Mawkynroh, Shillong-793022 Meghalaya Ph.- 0364-2550130	Gangtok, Imphal, Itanagar, Jorhat, Agartala, Aizwal, Kohima and Shillong
7	Dr. Abhilash Nayak, Assistant Regional Director/In-charge IGNOU Regional Evaluation Centre, Institutional Area, Mithapur, Patna-800001 Mob. No. 9438036660	Patna, Bhagalpur and Darbhanga

LIST OF IGNOU REGIONAL CENTER

Sl. No.	RC Name	Address	Operational Area
1	AGARTALA RC CODE: 26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MALAY NAGAR P.O. RENTERS COLONY AGARTALA-799 004 TRIPURA 0381- 251 6714 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD RC CODE: 09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242976, 241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI, ARAVALLI, MAHISAGAR AND CHHOTA UDAIPUR) DAMAN & DADRA NAGAR HAVELI (U.T.)
3	AIZAWL RC CODE: 19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, SELESIH (A-S ROAD), AIZAWL, MIZORAM PIN- 796014 0389-2391692 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZAWL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI, SAITUAL, HNAHTHIAL, KHAWZAWL)
4	ALIGARH RC CODE: 47	LOCAL OFFICE REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SRI TIKA RAM KANYA MAHAVIDYALAYA RAM GHAT ROAD, ALIGARH (UP)– 202001 MOBILE NO. 8869829838 MAIN OFFICE REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO. 88, VILLAGE-TUSYANA KNOWLEDGE PARK 5, GREATER NOIDA, GAUTAM BUDDHA NAGAR (U.P.) – 201306 rcaligarh@ignou.ac.in	(STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, BUDAUN, ETAH, ETAWAH, FIROZABAD, KASHIRAM NAGAR/KASGANJ, HATHRAS, MAINPURI)
5	ANGUL	REGIONAL DIRECTOR	STATE OF ODISHA

		RC CODE: 89	IGNOU REGIONAL CENTRE PLOT NO. 758/759 SIMILIPADA CHOWK Near PTC High School ANGUL – 759122; ODISHA 06764 - 230016/17: Students Support Services 06764 - 230018 : Office Administration rcangul@ignou.ac.in	(DISTRICT:SAMBALPUR, SUNDERGARH, BARAGARH, DEOGARH, SUBARNAPUR , BOUDH, ANGUL,JHARSUGUDA)
6	BANGALORE RC CODE: 13		REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NO. 222, SINGENA AGRAHARA VILLAGE SARJAPUR HOBLI, ANEKAL TALUK, BANGALORE – 560 099 PHONE NO.: 080-29607272 WHATSAPP NO.: 9449337272 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE URBAN, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIVAMOGA, TUMAKURU, CHAMARAJANAGAR & CHIKKAMAGALURU DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSURU, UDUPI)
7	BHAGALPUR RC CODE: 82		LOCAL OFFICE IGNOU REGIONAL CENTRE, DEPARTMENT OF ECONOMICS BUILDING TNB COLLEGE CAMPUS BHAGALPUR-812007 (BIHAR) Ph: 0641-2610055 MAIN OFFICE IGNOU REGIONAL CENTRE ROOM NO 305, INSTITUTIONAL AREA, MITHAPUR PATNA - 800001 BIHAR rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA, MUNGER)
8	BHOPAL RC CODE: 15		REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS BHOPAL BHOPAL - 462 011 MADHYA PRADESH 0755-2578455/2578452 0755-2570517 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BARWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN, AGAR-MALWA)
9	BHUBANESWAR RC CODE: 21		REGIONAL DIRECTOR IGNOU REGIONAL CENTRE	STATE OF ODISHA (DISTRICT :KHURDA,PURI,NAYAGARH,K

		C-1, INSTITUTIONAL AREA BHUBANESWAR ODISHA-751013 0674-2301348 0674-2301352 rcbhubaneswar@ignou.ac.in	EONJHAR,MAYURBHANJ,DHE NKANAL,CUTTACK,JAGATSIN GHPUR,,KENDRAPARA,GAJAP ATI,KANDHAMAL,BHADRAK, BALASORE,JAJPUR,GANJAM)
10	BIJAPUR RC CODE: 85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1st FLOOR, PLAZA II TOURISM DEPARTMENT BUILDING OPP. DR.B.R. AMBEDKAR STADIUM INDI ROAD, VIJAYAPURA - 586101 KARNATAKA 08352-252006/9482311006 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOT, VIJAYAPURA, BIDAR, KALABURAGI, KOPPAL, RAICHUR, YADGIR, HAVERI, GADAG, BELLARY, BELAGAVI, DHARWAD, VIJAYANAGAR) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)
11	CHANDIGARH RC CODE: 06	LOCAL OFFICE CHAUDHARY DEVI LAL MEMORIAL CENTRE OF LEARNING (CDCL) PLOT NO-5 MADHYA MARG SECTOR-28 B CHANDIGARH-160002 0172-2997699 (CHANDIGARH) MAIN OFFICE IGNOU REGIONAL CENTRE PLOT NO. 5, SECTOR 12 (PART I) URBAN ESTATE, KARNAL 132001 (HARYANA) PHONE: 0184-2989777 (KARNAL) rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, SAS NAGAR (MOHALI), RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
12	CHENNAI RC CODE: 25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PERIYAR THIDAL 84/1 EVK SAMPATH SALAI VEPERY CHENNAI - 600 007 TAMILNADU 044-26618040 044-26618489 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, CHENGALPATTU, TIRUPATTUR, KALLAKURUCHI, MAYILADUTHURAI, RANIPET) PUDUCHERRY (U.T.) [PUDUCHERRY & KARAIKAL]
13	COCHIN RC CODE: 14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE	STATE OF KERALA (DISTRICT: ALAPPUZHA,

		KALOOR P.O. COCHIN - 682 017 ERNAKULAM DISTRICT KERALA 0484-2340203 / 2348189 2345650 rccochin@ignou.ac.in	ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THRISSUR) LAKSHADWEEP (U.T.)
14	DARBHANGA RC CODE: 46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHILA UNIV. CAMPUS, KAMESHWAR NAGAR NEAR CENTRAL BANK OF INDIA DARBHANGA - 846 004 BIHAR 06272-251862 06272-251833 Mobile no: 9431691933 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
15	DEHRADUN RC CODE: 31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 008 UTTARAKHAND 0135-2789200 0135-2789205 rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR)
16	DELHI 1 RC CODE: 07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2/1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044 DELHI 011-46552431 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)
17	DELHI 2 RC CODE: 29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IAEA HOUSE 17-B, INDRAPRASTHA ESTATE, MAHATMA GANDHI MARG, NEW DELHI – 110 002 DELHI 011-23379373, 23379376, 23379377 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUDH VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJARA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR,

			ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)
18	DELHI 3 RC CODE: 38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DELHI LIBRARY ASSOCIATION BUILDING RANGANATHAN BHAWAN, C BLOCK, NEAR COMMUNITY CENTRE, NARAINA VIHAR NEW DELHI - 110 028 DELHI 011-25774255 011-25774256 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 ENCLAVE, SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASHERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICTS: GURUGRAM, NUH)
19	DEOGHAR RC CODE: 87	REGIONAL DIRECTOR IGNOU Regional Centre Mandakini Sadan, Basuwadih Rohini Road, PO Jasidih Deoghar-814142, Jharkhand Ph:+91-9848423053, 8986613424	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH)
20	GANGTOK RC CODE: 24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 6TH MILE, TADONG PO. TADONG NH-10- BELOW HOLY CROSS SCHOOL, EAST SIKKIM DISTRICT -GANGTOK SIKKIM - 737102 03592-231102/270923/231103 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: GANGTOK, GYALSHING, MANGAN, NAMCHI, PAKYONG, SORENG)
21	GUWAHATI RC CODE: 04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMCH ROAD CHRISTIAN BASTI GUWAHATI GUWAHATI ASSAM 781005 0361- 2343785 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI ANGLONG (EAST), KARBI ANGLONG (WEST), MORIGAON, DARRANG, KAMRUP, KAMRUP METROPOLITAN, NALBARI, BARPETA, BONGAIGAON, DHUBRI, SOUTH SALMARA-MANKACHAR, GOALPARA, KOKRAJHAR, BAKSA, UDALGURI, CHIRANG, DIMA HASAO, CACHAR, HAILAKANDI, KARIMGANJ, BAJALI, TAMULPUR)
22	HYDERABAD RC CODE: 01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE FIRST FLOOR, M-5 BLOCK	STATE OF TELANGANA (DISTRICT: ADILABAD, BHADRADRI KOTHAGUDEM,

		MANORANJAN COMPLEX, TELANGANA STATE HOUSING BOARD COMPLEX M.J. ROAD, NAMPALLY, HYDERABAD TELANGANA - 500 001 040-23117550 Mobile : 9492451812 rchyderabad@ignou.ac.in	HYDERABAD, JAGTIAL, JANGAON, JAYASHANKAR BHUPALAPALLY, JOGULAMBA GADWAL, KAMAREDDY, KARIMNAGAR, KHAMMAM, KOMARAM BHEEM ASIFABAD, MAHABUBABAD, MAHABUBNAGAR, MANCHERIAL, MEDAK, MEDCHAL MALKAJGIRI, NAGAR KURNOOL, NALGONDA, NIRMAL, NIZAMABAD, PEDDAPALLI, RAJANNA SIRCILLA, RANGAREDDY, SANGAREDDY, SIDDIPET, SURYAPET, VIKARABAD, WANAPARTHY, WARANGAL, HANUMAKONDA, YADADRI BHUVANAGIRI, MULUGU, NARAYANPET)
23	IMPHAL RC CODE: 17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH A.O.C. IMPHAL - 795 001 MANIPUR 0385- 2953462 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL, KAKCHING, TENGNOUPAL, KAMJONG, KANGPOKPI, JIRIBAM, NONEY, PHERZAWL)
24	ITANAGAR RC CODE: 03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HMCT BUILDING RAJIV GANDHI GOVT. POLYTECHNIC VIVEK VIHAR ITANAGAR - 791113 ARUNACHAL PRADESH 0360-2954805 0360-2954806 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, KRA DAADI, LONGDING, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, DIBANG VALLEY, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG, KAMLE, LEPARADA, LOWER SIANG, NAMSAI, PAKKE KESSANG, SHIYOMI, SIANG)
25	JABALPUR RC CODE: 41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDI JABALPUR - 482 001	STATE OF MADHYA PRADESH (DISTRICT: ANUPPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSINGHPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA,

		MADHYA PRADESH 0761-2600411/2609896 rcjabalpur@ignou.ac.in	DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, NIWARI, TIKAMGARH, PANDHURNA, MAUGANJ, MAIHAR)
26	JAIPUR RC CODE: 23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79-84, SECTOR – 7, PATEL MARG, MANSAROVAR, JAIPUR - 302 020 RAJASTHAN 0141-2785730 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMANGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAULI, KOTA, SAWAI MADHOPUR, SIKAR, SRIGANGANAGAR & TONK)
27	JAMMU RC CODE: 12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJINDER VIHAR, PHASE-1, BANTALAB, JAMMU. JAMMU & KASHMIR-181123 0191-2503153 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICTS: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
28	JODHPUR RC CODE: 88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR NIFT CAMPUS NAGAUR ROAD NH-62 KARWAR, JODHPUR -342037 (RAJASTHAN) 0291-2755424/2756579 0291-2751424 rcjodhpur@ignou.ac.in studentsrcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGAUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)
29	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE P/O KOROKATOLY, BALIGAON, JORHAT-785015 ASSAM 0376- 2951116/2951114 rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI)
30	KARNAL RC CODE: 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO. 5 SECTOR-12 (PART-1) URBAN ESTATE KARNAL 132001 HARYANA 0184-2271514 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR AND CHARKHI DADRI)
31	KHANNA RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING, BULEPUR,	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR,

		KHANNA - 141401 DISTRICT: LUDHIANA PUNJAB 01628-229993 / 237361 rckhanna@ignou.ac.in	SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, SRI MUKTSAR SAHIB, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA, FAZILKA, PATHANKOT, MALERKOTLA)
32	KOHIMA RC CODE: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENUOZOU COLONY KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK, NOKLAK,Tseminyü, Chümoukedima, Niuland, Shamator,
33	KOLKATA RC CODE: 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 / 23589323 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, PASCHIM BARDHAMAN, PURBA BARDHAMAN, NADIA, JHARGRAM)
34	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD BEHIND WOMEN'S COLLEGE AT/PO/DISTT.-KORAPUT 764 020 ODISHA 06852- 252982 rckoraput@ignou.ac.in	STATE OF ODISHA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BALANGIR)
35	LUCKNOW RC CODE: 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR - 5 VRINDAVAN YOJNA, TELIBAGH LUCKNOW 226 029 UTTAR PRADESH 0522-2442832 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMETHI, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, AYODHYA, FARRUKHABAD, FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBARELI,

			SHAHJAHANPUR, SHRAVASTI, SIDDHARTH NAGAR, SITAPUR, UNNAO)
36	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD (BEHIND JEEVA THEATRE) MADURAI 625 018 TAMIL NADU 0452-2380775 / 2380733 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, THE NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGAI, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR, TIRUNELVELI, TENKASI, THOOTHUKUDI)
37	MUMBAI RC CODE: 49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1st,2nd & 3rd FLOOR, MAHATMA BUILDING -03, PLOT NO.43 SECTOR 09, OPP DAV PUB. SCHOOL NEW PANVEL EAST TALUKA PANVEL, DISTT. RAIGAD MAHARASHTRA 410206 022- 27489764 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGAD, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN)
38	NAGPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE "GYAN VATIKA" 14, HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 MAHARASHTRA 0712-2536999,2537999, 2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, NAGPUR, WARDHA, WASHIM, YAVATMAL, NANDED, PARBHANI, HINGOLI,)
39	NOIDA RC CODE: 39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO. 88, VILLAGE-TUSYANA KNOWLEDGE PARK 5, GREATER NOIDA, GAUTAM BUDDHA NAGAR (U.P.) - 201306 0120-2405012 / 2405014 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDHHA NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BULANDSHAHR, HAPUR, SAHARANPUR, MUZAFFARNAGAR, BIJNOR, SHAMLI, AMROHA, MORADABAD, SAMBHAL RAMPUR, AGRA, MATHURA) STATE OF DELHI (MAYUR VIHAR PH- I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE, EAST DELHI)
40	PANAJI RC CODE: 08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1576 NEAR P&T STAFF QUARTERS ALTO PORVORIM P.O.	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNADA), STATE OF

		403 521 GOA 0832-2414553 rcpanaji@ignou.ac.in	MAHARASHTRA (DISTRICT: SINGDHUDURG)
41	PATNA RC CODE: 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE INSTITUTIONAL AREA MITHAPUR PATNA PATNA - 800 001 BIHAR 0612-2365039, 2360080 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, BHOJPUR, BUXAR, JEHANABAD, LAKHISARAI, NALANDA, PATNA, SHEIKHPURA, VAISHALI, SIWAN, SARAN, ROHTAS, KAIMUR, NAWADA, GAYA, AURANGABAD, JAMUI)
42	PORT BLAIR RC CODE: 02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING NEAR SYNDICATE BANK 18, TAGORE ROAD, MOHANPURA PORT BLAIR - 744 101 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
43	PUNE RC CODE: 16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND VITTHAL MANDIR NEAR TO PALAK PARK SOCIETY, BALEWADI GAON, BALEWADI PUNE-411 045 (MAHARSHTRA) PHONE NUMBERS:- 020-29911579,020-29912364, 020-29910886	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, CHHATRAPATI SAMBHAJI NAGAR (AURANGABAD), NASHIK, JALNA, AHMADNAGAR, BEED, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)
44	RAGHUNATHGANJ	LOCAL OFFICE 1ST FLOOR, B-9 KARMATIRTHA COMPLEX, UMARPUR, (NEAR UMARPUR CROSSING, HAAT BAZAR) RAGHUNATHGANJ, P.O-GHORSALA, DIST. MURSHIDABAD – 742235 (WEST BENGAL) rcraghunathganj@ignou.ac.in MAIN OFFICE REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 (WEST BENGAL)	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA))

		rckolkata@ignou.ac.in	
45	RAIPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX ANNANDAM ROAD HOUSING BOARD COLONY, KACHNA POST: SADDU RAIPUR - 492 014 CHHATTISGARH 0771-2428285 0771-2283285/2971322 rcraipur@ignou.ac.in RC Raipur Website: ignourcraipur.ac.in RC Facebook: ignouraipur.raipurcg RC Twitter Handle: @IGNOURaipurRc	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, DANTEWADA, BASTAR, KONDAGAON, NARAYANPUR, BIJAPUR, SUKMA, SARANGARH-BILAIGARH, MOHLA MANPUR, SAKTI, MANENDRAGARH-CHIRMIRI-BHARATPUR, KHAIRAGARH-CHHUIKHANDAN-GANDAI, GAURELA-PENDRA-MARWAHI.
46	RAJKOT RC CODE: 42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANKOT MAIN ROAD, OFF KALAWAD ROAD, OPP. ADARSH NIVASI BOY'S SCHOOL, RAJKOT - 360 005 GUJARAT Email id: rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDAR, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV-BHOOMI DWARKA, GIR-SOMNATH, BOTAD, MORBI), DIU (U.T.)
47	RANCHI RC CODE: 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KRISHNA MALL 2ND FLOOR OPPOSITE GST BUILDING ASHOK NAGAR, RANCHI - 834 002 JHARKHAND 0651-2244688/2244699 0651-2244677 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, LATEHAR, WEST SINGHBHUM, SERAIKELA KHARSAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, BOKARO, DHANBAD, GARHWA, PALAMU, RAMGARH)
48	SAHARSA RC CODE: 86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KOSHI CHOWK SAHARSA-852201 BIHAR 06478-219015, 219019, 295252 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS: KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR, ARARIA, KISHANGANJ & PURNEA)
49	SHILLONG RC CODE: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE UMSHING -MAWKYNROH	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST

		NEHU CAMPUS SHILLONG - 793 022 MEGHALAYA 0364- 2950669 rcshillong@ignou.ac.in	KHASI HILLS, NORTH GARO HILLS, RI BHOI, SOUTH GARO HILLS, SOUTHWEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS, EASTERN-WEST KHASI HILLS)
50	SHIMLA RC CODE: 11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BLOCK NO. 9, SDA COMPLEX, KASUMPTI SHIMLA 171 009 HIMACHAL PRADESH 0177-2624612 / 2624613 0177 - 2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHAUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
51	SILIGURI RC CODE: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J C BOSE ROAD SUBHAS PALLY SILIGURI - 734 001 WEST BENGAL 0353-2526818 rcsiliguri@ignou.ac.in rcsiligurihelpdesk@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR. KALIMPONG)
52	SRINAGAR RC CODE: 30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAIDA KADAL, RAINAWARI, SRINAGAR - 190003 0194-3102400 0194-3102384 e-mail: rcsrinagar@ignou.ac.in website: rcsrinagar.ignou.ac.in	DISTRICTS: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KULGAM, KUPWARA, PULWAMA, SHOPIAN, SRINAGAR, LEH, KARGIL)
53	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CAMPUS MUTTATHARA, VALIYATHURA P.O THIRUVANANTHAPURAM, KERALA- 695 008 PHONE: 0471-2344113, 9447044132 rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICTS: PATHANAMTHITTA, KOLLAM, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICTS: KANYAKUMARI)
54	VARANASI RC CODE: 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI 221005 UTTAR PRADESH 0542-2368622 / 2369629 0542-2368448 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, BHADOHI, SONEBHADRA, VARANASI,

			PRAYAGRAJ, PRATAPGARH, SULTANPUR)
55	VATAKARA RC CODE: 83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 14/329, B-E (Adj. to 110KV KSEB Sub-Station) PUTHOOR PO, VATAKARA, 673104 KERALA 0496-2525281 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAD, KOZHIKODE, MALAPPURAM), [MAHE-PUDUCHERRY(UT)]
56	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 9-76-18, S.K.P.V.V. HINDU HIGH SCHOOL PREMISES KOTHAPETA, 1- TOWN VIJAYAWADA - 520 001 ANDHRA PRADESH 0866-2565253 / 2565959 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, NTR, GUNTUR, PALNADU, BAPATLA, PRAKASHAM, SPSR NELLORE, TIRUPATI, CHITTOOR, ANNAMAYYA, Y.S.R.(KADAPA), KURNOOL, NANDYAL, ANANTAPUR, SRI SATHYA SAI)
57	VISAKHAPATNA M RC CODE: 84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM - 530017 ANDHRA PRADESH 0891-2511200 rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING DISTRICTS: (SRIKAKULAM, PARVATHIPURAM MANYAM, VIZIANAGARAM, VISAKHAPATNAM, ALLURI SITHARAMA RAJU, ANAKAPALLI, KAKINADA, DR. B. R. AMBEDKAR KONASEEMA, EAST GODAVARI, ELURU, WEST GODAVARI) & YANAM OF PUDUCHERRY UT