

# PROSPECTUS AND PROGRAMME GUIDE

**Exclusively for Cost Accountant Students**

**B.COM (F & CA)**  
**BACHELOR OF COMMERCE**  
with Major in Financial and Cost Accounting

**M.COM (MA & FS)**  
**MASTER OF COMMERCE**  
In Management Accounting & Financial Strategies

Designed and Developed in Collaboration with  
**THE INSTITUTE OF COST  
ACCOUNTANTS OF INDIA (ICAI)**  
[www.icmai.in](http://www.icmai.in)



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

[www.ignou.ac.in](http://www.ignou.ac.in)

Price: Rs. 750/-

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# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA (ICAI)

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## About the Institute

It was during the early years of World War II, that the concept of cost as an independent entity made its beginning in the industrial circles of the world. Due to the prohibitive cost of defense operations, the then governments at war found it difficult to ascertain the price of defence purchases and thus evolved the concept of cost + contracts. This forced the contractors to submit the cost of the work to be undertaken by them, in order to be awarded the contract.

1945 brought the end of the war, and the nations ravaged by the effects of war began large-scale reconstruction of their economies through industrialisation. The end of colonialism meant that many nations gained their independence, and this process increased rapidly. The late forties and fifties can really be termed the golden era of industrialisation. The importance of cost accounting as being central to the formation of government policies provided the foundation of the rapid growth of the profession. What began as a mere exercise in estimating the cost later developed into a movement for efficiency and optimum utilisation of scarce resources.

The Institute of Cost Accountants of India (erstwhile The Institute of Cost and Works Accountants of India) was first established in 1944 as a registered company under the Companies Act with the objects of promoting, regulating and developing the profession of Cost Accountancy.

On 28th May, 1959, the Institute was established by a special act of Parliament, namely, the Cost and Works Accountants Act, 1959 as a statutory professional body for the regulation of the profession of cost and management accountancy.

It has since been continuously contributing to the growth of the industrial and economic climate of the country.

The Institute of Cost and Works Accountants of India is the only recognised statutory professional organisation and licensing body in India specialising exclusively in Cost and Management Accountancy.

A Cost Accountant is a person who offers to perform or perform services involving the costing or pricing of goods and services or the preparation, verification or certification of cost accounting and related statements.

The head office is situated at 12, Sudder Street, Kolkata 700 016 and operates through four regional councils are Kolkata, Chennai, Delhi and Mumbai as well as through a number of important chapters situated elsewhere in India and abroad.

## Vision Statement

“The Institute of Cost Accountants of India would be the preferred source of resources and professionals for the financial leadership of enterprises globally.”

## Mission Statement

“The Cost and Management Accountant professionals would ethically drive enterprises globally by creating value to stakeholders in the socio-economic context through competencies drawn from the integration of strategy, management and accounting.”

## Objectives of the Institute

- To develop the Cost and Management Accountancy function as a powerful tool of management control in all spheres of economic activities.
- To promote and develop the adoption of scientific methods in cost and management accountancy.
- To develop the professional body of members and equip them fully to discharge their functions and fulfill the objectives of the Institute in the context of the developing economy.
- To keep abreast of the latest developments in the cost and management accounting principles and practices, to incorporate such changes are essential for sustained vitality of the industry and other economic activities.
- To exercise supervision for the entrants to the profession and to ensure strict adherence to the best ethical standards by the profession.

- To organise seminars and conferences on subjects of professional interest in different parts of the country for cross-fertilisation of ideas for professional growth.
- To carry out research and publication activities covering various economic spheres and the publishing of books and booklets for spreading information of professional interest to members in industrial, education and commercial units in India and abroad.

## **ICAI-IGNOU MOU**

Under this MOU, IGNOU will offer specialized B.Com Course with major in Financial & Cost Accounting B.Com (F & CA) and specialized M.Com Course in Management Accounting & Financial Strategies M.Com (MA & FS) for ICAI students and Members of the Institute. 10+2 students can take admission in Foundation Course of ICAI and specialized B.Com course of IGNOU simultaneously. Similarly, Intermediate examination passed students of ICAI and graduates can pursue Final course of ICAI and M.Com simultaneously. Common papers studied by a student in ICAI course will be exempted in the respective specialized course designed by IGNOU exclusively for ICAI students. These courses will enable students to improve their learning process by acquiring knowledge in new areas rather than concentrating in the same subjects, which are covered in the education scheme of the ICAI Course. Both specialized B.Com and M.Com would be offered by IGNOU in Hindi and English. IGNOU will recognize membership of ICAI for the purpose of pursuing their Ph.D course in Commerce, Management and Law disciplines. IGNOU will also recognize ICAI as centre for Research in subjects such as Corporate Finance, Management, Financial and Management Accounting.

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# 1. THE UNIVERSITY

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

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

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

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

## 1.1 The Schools of Studies

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

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

## 1.2 Academic Programmes

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

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

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

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

## 1.3 Course Materials

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

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

## 1.4 Credit System

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



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## 2. BACHELOR OF COMMERCE WITH MAJOR IN FINANCIAL AND COST ACCOUNTING -B.COM (F & CA)

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Bachelor of Commerce with Major in Financial and Cost Accounting is designed and developed in collaboration with The Institute of Cost and Works Accountants of India (ICAI), exclusively for the ICAI students. The main objective of this programme is to develop skills and competencies of the student in the field of Finance and Cost Accounting.

Students can simultaneously study this B.Com with Major in Financial and Cost Accounting programme with ICAI Foundation/ Intermediate courses offered By ICAI. This programme comprises of 104 credits, out of which 24 credits are from IGNOU and 80 credits are part of ICAI Foundation/ Intermediate courses. Once a student passes ICAI Foundation/ Intermediate courses, automatic credit transfer is given in this B.Com with Major in Financial and Cost Accounting programme for all of those ICAI Foundation/ Intermediate courses. This scheme facilitates the student to obtain dual degree simultaneously.

### 2.1 Programme Structure

This programme comprises 4 courses of BDP programme of IGNOU, 4 courses of Foundation Course of ICAI and 6 courses of Intermediate Course of ICAI. To be eligible for the award of the degree, **B.Com with Major in Financial and Cost Accounting**, a student has to complete courses as shown below. All the 4 courses of Part A shall be delivered by IGNOU and the students have to pursue them as per the IGNOU system. All the 4 courses of Part B and 6 courses of Part C are part of ICAI Foundation/Intermediate courses and the student has to pursue them as per the ICAI system. **Completion of Foundation and Intermediate is a pre-condition to seek admission in B.Com. (F&CA).**

#### Part A: Courses offered by IGNOU

Sl. No.	Course Code	Course Title	Credits	Status
1.	BSHF-101	Foundation Course in Humanities and Social Sciences	8 Credits	Compulsory
2.	AED-01	Export Procedures and Documentation	4 Credits	Compulsory
3.	ECO-13	Business Environment	4 Credits	Compulsory
4.	BEGE-103	Communication Skills in English	8 Credits	Compulsory
		OR		
	BEGE-104	English for Business Communication	8 Credits	Compulsory

#### Part B: Courses which are part of ICAI Foundation Course. Students get credit transfer in this B.Com (F & CA) Programme

5.	BCO-041	Organization & Management Fundamentals	8 Credits	Credit transfer on completion
6.	BCO-042	Accounting	8 Credits	Credit transfer on completion
7.	BCO-043	Economics and Business Fundamentals	8 Credits	Credit transfer on completion
8.	BCO-044	Business Mathematics & Statistics Fundamentals	8 Credits	Credit transfer on completion

#### Part C: Courses, which are part of ICAI Intermediate Course. Students get credit transfer in this B.Com. (F & CA) Programme

9.	BCO-045	Financial Accounting	8 Credits	Credit transfer on completion
10.	BCO-046	Commercial and Industrial Laws and Auditing	8 Credits	Credit transfer on completion
11.	BCO-047	Applied Direct Taxation	8 Credits	Credit transfer on completion
12.	BCO-048	Cost & Management Accounting	8 Credits	Credit transfer on completion
13.	BCO-049	Operation Management and Information Systems	8 Credits	Credit transfer on completion
14.	BCO-050	Applied Indirect Taxation	8 Credits	Credit transfer on completion

## 2.2 Eligibility for Admission

Candidates with following qualifications are eligible for admission.

- a) 10 + 2 or its equivalence; and
- b) Registration in ICAI Foundation Course.

Students who have passed ICAI Intermediate Course shall also be eligible for admission, provided that they had passed all the papers of Foundation Course. Subject to successful completion of condition (a) and (b) under section 2.2 above.

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

## 2.3 Medium of Instruction

This B.Com (F & CA) programme is offered in both Hindi as well as English medium. Printed course material and assignments for IGNOU courses are sent to you in the medium of your option. Similarly, you have to submit the assignments and attempt the term-end examinations in the medium you have opted for. Audio/video programmes and counselling are also provided through the medium you have opted for.

## 2.4 Fee Structure

### 2.4.1 For Indian Students

A consolidated amount of ₹7200 payable along with the application form at the time of registration. A student once admitted shall be deemed to have been admitted for a period of three years. Therefore, there will be no need to re-register for the second and third years.

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

### 2.4.2 For International Students

For the students from SAARC countries the total fee of the programme is ₹10,000 and for the students from non-SAARC countries the total fee of the programme is US \$600. The international students who are residing in India are required to submit NOC from their respective Embassies and a proof of residence in India at the time of admission.

### 2.4.3 For Foreign Students Residing in India

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

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

## 2.5 Duration of the Programme

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

## 2.6 Evaluation Systems of the Programme

### Part A

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

### Part B

**Courses:** A student shall pursue these 4 courses of Part B with ICAI and complete them as per the ICAI evaluation system. Once these courses are passed as per the examination scheme of ICAI Foundation, she/he is deemed to have passed all the Part B courses in B.Com with Major in Financial and Cost Accounting and credit transfer is given.

### Part C

**Courses:** A student shall pursue 6 courses of Part C with ICAI as a student of ICAI Intermediate. Once these courses are passed as per the examination scheme of the ICAI Intermediate, she/he is deemed to have passed all the Part C Courses in B.Com with Major in Financial and Cost Accounting and credit transfer is given.

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

This programme facilitates simultaneous study of ICAI Foundation/Intermediate. A student admitted to this programme study selected IGNOU courses and complete them as per IGNOU evaluation system. He/she simultaneously study ICAI Foundation/ Intermediate and complete those courses as per the ICAI scheme. Once a student passes those courses, automatic credit transfer is given in **Bachelor of Commerce with Major in Financial and Cost Accounting [B.Com (F & CA)]**.

The details of the evaluation scheme are as follows:

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

Unsuccessful	Below 35%
Pass	35% to 49.9%
Second Division	50% to 59.9%
First Division	60% and above

## 2.7 Award of Degree/Credit Transfer

- 2.7.1 To get an award of degree or credit transfer, passing Foundation Course is a mandatory requirement along with Intermediate papers of Cost Accounting. Those learners who had been admitted in Intermediate course of Institute of Cost Accountancy through the graduation mode, i.e., not appeared/passed the Foundation course would not be eligible, thus not entitled to get a credit transfer.
- 2.7.2 Those students who passed CPT from Institute of Chartered Accountancy could not be entitled to get admission in B.Com (F & CA).

## 2.8 Re-admission Rules

Re-admission in [B.Com (F & CA)] will not be granted. Student of B.Com (F&CA) who are not able to pass the foundation and intermediate within the prescribe timeframe as per clause mentioned at “2.5: Duration of the programme” will not be re-admitted even though the student had cleared IGNOU courses as mentioned in the clause “2.1: Programme Structure (Part-A)”. Hence Re-admission will not be granted.

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### 3. MASTER OF COMMERCE IN MANAGEMENT ACCOUNTING & FINANCIAL STRATEGIES-M. COM (MA & FS)

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Master of Commerce in Management Accounting & Financial Strategies is designed and developed in collaboration with The Institute of Cost Accountants of India exclusively for the ICAI students. The main objective of this programme is to develop skills and competencies of the students in Management Accounting & Financial Strategies. Students can simultaneously study this M.Com in Management Accounting and Financial Strategies with ICAI Final programme offered by ICAI. This programme comprises of 72 credits, out of which 24 credits are from IGNOU and 48 credits are part of ICAI (Final course). Once a student passes ICAI Final course, automatic credit transfer is given in this M.Com in Management Accounting and Financial Strategies programme for all of those Institute of Cost Accountants of India Final course. This scheme facilitates the student to obtain dual degree simultaneously.

#### 3.1 Programme Structure

The programme consists of 4 courses from the existing M.Com. programme offered by IGNOU and 8 courses of ICAI Final Course offered by ICAI.

##### Part A: Courses offered by IGNOU (which are part of existing M.Com Programme offered by SOMS - IGNOU)

1.	MCO-01	Organisation Theory and Behaviour	6 Credits	Compulsory
2.	MCO-03	Research Methodology and Statistical Analysis	6 Credits	Compulsory
3.	IBO-01	International Business Environment	6 Credits	Compulsory
		Or		
	MCO-04	Business Environment	6 Credits	Compulsory
4.	IBO-02	International Marketing Management	6 Credits	Compulsory
		Or		
	MCO-06	Marketing Management	6 Credits	Compulsory

##### Part B: Courses which are part of ICAI Final Course [Students get credit transfer in this M.Com (MA & FS) ]

5.	MCO-021	Capital Market Analysis & Corporate Laws	6 Credits	Credit transfer
6.	MCO-022	Financial Management & International Finance	6 Credits	Credit transfer
7.	MCO-023	Management Accounting – Strategic Management	6 Credits	Credit transfer
8.	MCO-024	Indirect & Direct Tax Management	6 Credits	Credit transfer
9.	MCO-025	Management Accounting – Enterprise Performance Management	6 Credits	Credit transfer
10.	MCO-026	Advanced Financial Accounting & Reporting	6 Credits	Credit transfer
11.	MCO-027	Cost Audit & Operational Audit	6 Credits	Credit transfer
12.	MCO-028	Business Valuation Management	6 Credits	Credit transfer

#### 3.2 Eligibility for Admission

Candidates with the following qualifications are eligible for admission:

- Graduate in any discipline or equivalent qualifications from a recognized University / Institute.
- Passed the Intermediate Course of Cost Accountants of India.

Candidates who have already passed the ICWAI Final Course shall also be eligible for admission.

#### 3.3 Medium of Instruction

This programme is presently offered in English medium only.

### 3.4 Fee Structure

#### 3.4.1 For Indian Students

The fee for this programme is a consolidated amount of ₹8,400 payable at the time of registration along with the application form. The student once admitted shall be deemed to have been registered for 2 years. Therefore, it is not required to re-register for the 2<sup>nd</sup> year and pay any fees.

#### 3.4.2 For Foreign Students Residing in India

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

**Note: The student of the above section 3.4.2 category has to submit additional documents of (i) NOC from the concerned Embassy and (ii) proof of residence at the time of submission of application form for admission.**

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

### 3.5 Duration of the Programme

The University offers lot of flexibility and openness in the duration for completion of this programme. You can complete this programme within a minimum period of 2 years including period of study of ICAI and a maximum period of 5 years. A student once admitted to this programme, his/her registration is valid for a maximum period of 5 years. In case a student fails to complete within the maximum period of 5 years, he/she shall be required to seek re-admission by paying the prescribed fee.

**Students once admitted to this programme shall be deemed to have been admitted for 2 years. Therefore, no need to re-register in 2nd year as in the case of the existing M.Com programme.**

**For the students who have already completed the ICAI Final Course, the minimum period of study shall be proportionately reduced. Thus, such students can complete this programme within a minimum period of one year subject to a minimum of two years from completion of graduation and a maximum period of 4 years.**

### 3.6 Evaluation System

The student may simultaneously study M.Com. (MA & FS) Programme along with ICAI Final Course.

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

The student shall pursue Part B course with ICAI as part of ICAI Programme. On completion of ICAI Programme, students shall get automatic credit transfer for all these courses in this specialized M. Com. (MA & FS) Programme.

After a student passes Part A courses from IGNOU and Part B courses from ICAI, she/he is awarded Master of Commerce in Management Accounting & Financial Strategies M.Com (MA & FS) by IGNOU as per the following scheme:

Below 40%	Unsuccessful
40%-49.99%	IIIrd Division
50%-59.99%	IInd Division
60% and above	Ist Division

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

#### 4. FEES FOR VARIOUS SERVICES

Sl. No.	Description of Services	Charges		Remarks
		For Non SSARC Country Students	For SARC Country Students	
1.	Change of Name (Documents in Support application will be any one of the following copy of Passport, Court Affidavit, Registered Marriage Certificate of published News Paper item)	USD 50/-	INR 500/-	
2.	Sale of Prospects	US\$ 50/-	INR 500/-	
3.	Change of Centre (Transfer of Centre from India to other countries)	US\$ 50/-	INR 500/-	
4.	Official Transcripts (Each Copy)	US\$ 60/- Plus US\$ 60 for Courier	INR 600/- Plus INR 600/- towards courier	Revised w.e.f. 1.4.16
5.	Verification of Statement of Marks/Grade and Degree/Diploma/Certificate	US\$ 100/-	INR 1200/-	Revised w.e.f. 1.4.16
6.	Migration Certificate	US\$ 50/-	INR 1200/-	
7.	Change of electives (To be permitted within one month of commencement of session)			
	i) Change of Electives for 4 credits or part thereof	US\$ 30/- per course	INR 300/- per course	
	ii) Change of Electives for 5-8 credit Courses	US\$ 30/- per course	INR 300/- per course	
8.	<b>Term End Examination Fee</b>			
	Learner registered with Overseas Study Centre taking exam from there only.	US\$ 15/- per course or equivalent INR	INR 150/- per course	Revised w.e.f. 1.4.16
	Learner registered with OSC and taking exam at other OSC			
	For first occasion	US\$ 60/- per course or equivalent INR	per course	INR 600/-
	For second occasion	US\$ 110/- per course or equivalent INR	INR 1100/- per course	
	For third or subsequent occasion	Not permissible	Not permissible	

	Learner registered with Overseas Study Centre taking exam at any of the exam centres in India	INR 120/- per course plus administrative fee of US\$ 20/-	INR 120/- per course plus Administrative fee of INR 300/-	
9.	Re-evaluation of exam script (per course)	US\$ 75/- per course	INR 1200/-	Revised w.e.f. 1.4.16
10.	Duplicate statement of Marks/Grade Card	US\$ 10/-	INR 300/-	Revised w.e.f. 1.4.16
11.	Degree Registration Fee	US\$ 15/-	INR 500/-	
12.	Credit Transfer	US\$ 20/- per course	INR 200/-	
13.	Duplicate Statement of Marks/Grade Card	US\$ 10/-	INR 400/-	Revised w.e.f. 1.4.16
14.	Duplicate Degree/Diploma	US\$ 50/-	INR 1500/-	Revised w.e.f. 1.4.16
15.	Photocopy of Answer Scripts (per Answer Script)	US\$ 60/-	INR 500/-	
16.	Early Declaration of Result (Application should be made after the conduct of exam but before completion of TEE e.g., for exam dated 15.12.14, application should be between 16.12.14 to 31.12.14)	US\$ 50/-	INR 2000	Revised w.e.f. 1.4.16
17.	Improvement in Marks/Division	US\$ 60/-	INR 2000/-	Revised w.e.f. 1.4.16
18.	Change of Electives (For 4 Credit course)	US\$ 30/-	INR 300/-	
19.	Change of Electives (For 5-8 Credit course)	US\$ 60/-	INR 600/-	
20.	Late fee (for all purposes)	US\$ 50/-	INR 1000/-	

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

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## 5. INSTRUCTIONAL SYSTEM

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

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

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

## 5.1 Print Material

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

### How to Use Print Material

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

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

The section **Let Us Sum Up** summarises what has been said in the whole Unit. This summary enables you to recall the main points covered in the Unit. To facilitate comprehension, important words/terms covered in the Unit are explained in the section **Key Words**. Some books for additional reading are suggested in the section **Some Useful Books**. For your reference purpose some of these books may be available in the study centre. The section Terminal Questions/Exercises is intended to give you an idea about the nature of question that may be asked in term end examinations. These question and **Check Your Progress Exercises are for your practice only, and you should not submit answers to these questions to the University for assessment.**

Read the Units carefully and note down the important points. You can use the space in the margin of the printed pages for making notes and writing your comments. While reading the Units mark the words that you do not fully understand. Look for the meaning of such words under the section Key Words or in a dictionary. Read the Unit again and again until you have understood the point. You may also try to find it in earlier Units as it may be explained there. However, if you still do not understand something, consult your counsellor during the face-to-face sessions at the Study Centre for clarification.

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

## 5.2 Audio-Visual Aids

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

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

The telecast schedule for transmission of programmes through Gyan Darshan is communicated through a monthly booklet. Audio-video material will not be supplied individually but will be available to you at the Study Centres. You can watch these programmes during counselling sessions. Students desirous of buying the audio-



video tapes can procure them from: **Director, Electronic Media Production Centre, IGNOU, Maidan Garhi, New Delhi- 110 068.**

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

### **5.3 Interactive Radio Counselling**

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

### **5.4 Gyan Darshan**

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

### **5.5 Teleconferencing**

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

### **5.6 Counselling**

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

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

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

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

## 5.7 University Functionaries for Sorting Out Problems

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

(i)	About Admission, Fee receipt, Re-registration, Re-admission, Change of Study Centre, Bonafide Certificate, Counselling, Evaluation of Assignments. Non-receipt of Study Material.	:	Regional Director of your region	
(ii)	About assignments.	:	E-mail: assignments@ignou.ac.in	
(iii)	About Examination Centre, Exam result, Grade card, Change of electives, Credit exemption, Credit transfer, Re-checking, Issuance of Diploma and Change of Address, etc.	:	Registrar (SED) Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068 E-mail: evaluationsed@ignou.ac.in, sedgrievance@ignou.ac.in	Ph.: 29538427 29536743 Fax: 29538429
(iv)	For Migration Certificate	:	Regional Director of your region alongwith the following documents :	
			(i) Application Form (can be obtained from Regional Centres and H.Q.)	
			(ii) Photocopy of Grade card and Provisional certificate	
(v)	For Degree		(iii) A fee of Rs. 600/- in the form of Demand Draft drawn in favour of IGNOU payable at the city where your Regional Centre is located.	
			A fee of Rs.600/- in the form of Demand Draft drawn in favour of IGNOU, payable at New Delhi for obtaining Degree.	
	For Change of Region	:	The Regional Director concerned with copy to : Registrar (SED) Indira Gandhi National Open University, Maidan Garhi, New Delhi- 110068.	
(vi)	Subject Related Queries	M.Com (MA & FS) B.Com (F & CA)	:	<b>Dr. Subodh Kesharwani</b> (Programme Coordinator) School of Management Studies Indira Gandhi National Open University Maidan Garhi, New Delhi - 110068. Ph.: 91-29573018, 29532073 <b>E-mail : icwai-soms@ignou.ac.in</b>

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

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## 6. STUDENT SUPPORT THROUGH STUDY CENTRES

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

Every Study Centre will have:

- A Coordinator who will coordinate different activities at the centre.
- An Assistant Coordinator and other supporting staff appointed on a part-time basis.
- Counsellors in different courses to provide counselling and guidance to you in the courses you have chosen.

### A Study Centre will have six major functions:

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

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## 7. EVALUATION SYSTEM FOR IGNOU COURSES

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1. The Evaluation System for IGNOU courses (i.e., Part B Courses) consists of two components:
  - a) **Continuous evaluation through assignments** (Tutor Marked Assignments).
  - b) **Term-End examinations.**

In the final results, assignments carry 30% weightage, while 70% weightage is given for term-end examinations.

2. All the assignments and term-end examinations will be scored as a numerical marking scheme.
3. **To claim B.Com (F & CA) degree**, you have to secure at least 35% marks in both continuous evaluation (assignments) as well as term-end examination of each course. The scores of continuous evaluation and term-end examination are not complementary to each. The above condition is mandatory for all IGNOU courses of this B.Com (F & CA) programme.

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

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

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

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

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

## 7.1 Continuous Evaluation through Assignments

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

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

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

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

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

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

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

If you do not get pass marks in any assignment, you have to submit it again. To get fresh assignments you should write to Regional Director of your Regional Centre. You may also download from IGNOU web site [www.ignou.ac.in](http://www.ignou.ac.in). However, **once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any, committed by the evaluator.**

The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre, so that the correct score is forwarded by him to the Student Evaluation Division at Headquarters. Score communicated by the study centre through any mode other than the award list will not be acceptable to the university for taking your score of assignments on your record.

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

### Specific Instructions for Tutor Marked Assignments (TMAs)

- 1) Write your Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.
- 2) Write the Programme Title, Course Code, Course Title, Assignment Code and Name of your Study Centre on the left hand corner of the first page of your response sheet. **Course Code and Assignment Code may be reproduced from the assignment.** The top of the first page of your response sheet should look like this:

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	<b>ENROLMENT NO</b> .....
PROGRAMME TITLE .....	NAME.....
COURSE CODE .....	ADDRESS .....
COURSE TITLE .....	.....
ASSIGNMENT CODE .....	SIGNATURE .....
<b>STUDY CENTRE</b> .....	<b>DATE</b> .....

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

### 7.2 Term-End Examinations

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

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

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

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

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

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

**Examination Form:** It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. The examination forms are accepted through online mode at the link <https://exam.ignou.ac.in>. You have to pay ₹150 per course for the term-end examinations or visit the website [exam.ignou.ac.in](http://exam.ignou.ac.in).

**The last dates for submission of examination forms are 1st to 31st March for the examination to be held in June, and 1st August to 30th September for examinations to be held in December. The last dates for receipt of examination forms are as under or visit the website, [exam.ignou.ac.in](http://exam.ignou.ac.in).**

For June TEE	For December TEE	Fee
1st March to 31st March	1st September to 30th September	₹150 per course
1st April to 30th April	1st October to 20th October	₹150 per course + Late fee ₹300
15th May to 25th May*	16th November to 28th November*	₹150 per course + Late fee ₹1000

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

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

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

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

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

Study Centre is the contact point for you. The University cannot send communication to all the students individually. All the important communications are sent to the Coordinators of the Study Centres and Regional Directors. The Coordinators would display a copy of such important circular/notification on the notice board of the Study Centre for the benefit of all the Students. You are, therefore, advised to get in touch with your Coordinator for day-to-day information about assignments, submission of examination forms, date-sheet, list of students admitted to a particular examination, declaration of result, etc.

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

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

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

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

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

**Re-evaluation of Answer Script(s):** The students, who are not satisfied with the marks/grade awarded to them in the Term-end Examination may apply for **re-evaluation before 31st March for result of December** term-end examination and **30th September for result of June** term-end examination or within one month from the date of declaration of results i.e. the date on which the results are made available on the University's website on payment of **₹1,000** per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi in the prescribed application form. The better of the two scores of original marks/grades and marks/grades after re-evaluation will be considered and updated in students' record.

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

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

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

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

Students may apply in the prescribed application form from 1st to 30th April for June term-end examination and from 1st to 31st October for December term-end examination alongwith fee @ **₹1,000 per course** by means of demand draft drawn in favour of IGNOU and payable at New Delhi.

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

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

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

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

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

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

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

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## 8. OTHER USEFUL INFORMATION

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### 8.1 IGNOU Newsletter

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

### 8.2 Reservation of Seats

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

### 8.3 Scholarships and Reimbursement of Fees

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

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

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



## **8.4 Provisional Certificate**

On request from the student a provisional certificate will be issued on completion of IGNOU courses. For provisional certificate you have to write to the Registrar, SRE & Registrar, SED, IGNOU, New Delhi-110068, in prescribed form as contained in this Programme Guide.

## **8.5 Change of Medium**

Change of Medium is also permitted within one month of the first receipt of study material on payment of ₹350 plus ₹350 6/8 credits course for B.Com (F&CA) and for M.Com (MA&FS) ₹350 plus ₹1200 6/8 credits course by demand draft drawn in favour of IGNOU and payable at Delhi. The change of medium shall be effective for subsequent dispatch of course materials. For replacement of course material send the books already received to the Director of your Regional Centre along with the copy of letter from Student Registration Division, admitting the change of medium retaining a photocopy of it for further reference and record.

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

## **8.6 Change or Correction of Address**

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

## **8.7 Change of Study Centre**

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

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

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

## **8.8 Change of Regional Centre**

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

## 8.9 Issue of Duplicate Grade Card/Mark Sheet

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

## 8.10 Re-admission

If you are not able to complete the B.Com (F & CA) programme in a maximum of 6 years and M.Com (MA & FS) in 5 years, University has made a special provision for readmission. The form and the guidelines are available in this Programme Guide for your references. Kindly fill and submit it as per instructions.

## 8.11 Simultaneous Registration

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

## 8.12 Refund of Fees

The refund request will be considered as under:

- a) Before the last date for submission of admission form Programme fee will be refunded after deduction of Rs. 200/-
- b) Within 15 days from the last date for submission of admission form Programme fee will be refunded after deduction of Rs. 500/-
- c) Within 30 days from the last date for submission of admission form Programme fee will be refunded after deduction of Rs. 1,000/-
- d) After 30 days from the closure of the last date- No refund will be allowed.
- e) The last dates for submission of admission form will be considered separately i.e. last date without late fee and last date with late fee. However, late fee, if any, will not be refunded.
- f) In cases of (a) to (c) above, the candidate will make a written request to the RD concerned for such a refund. The RC will process the cases as soon as possible after ascertaining the credit of the same in IGNOU Accounts.

## 8.13 Migration Certificate

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

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

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

## 8.14 Disputes on Admission and Other University Matters

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

### 8.14.1 Credit Transfer Internal Scheme

#### Definitions

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

## Eligibility

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

## Modalities

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

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

## Rules and Regulation for Credit Transfer

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

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

## 8.14.2 Credit Transfer External Scheme

Refer to F.No.IG/SRD-R.I/Equiv.\_11<sup>th</sup>/2016/....June 17, 2016 credit transfer scheme (external credit transfer) for the courses offered under B.Com (F&CA).

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

#### Annexure-I(a)

#### Course Equivalence and Credit Transfer Scheme of B.Com (F&CA) courses against IGNOU B.Com. Courses

ICWAI Foundation Courses	IGNOU B.Com Courses
1. BCO-041 : Organization & Management Fundamentals	ECO-01 : Business Organisation (4 Credit) ECO-03 : Management Theory (4 Credit)
2. BCO-042 : Accounting	ECO-02 : Accountancy-I (4 Credits)
3. BCO-043 : Economics and Business Fundamentals	ECO-06 : Economic Theory (4 Credits)
1. BCO-044 : Business Mathematics & Statistics	ECO-07 : Elements of Statistics (4 Credits)
	<b>Total : 20 Credits</b>

ICWAI Intermediate	IGNOU B.Com Courses
1. BCO-045 : Financial Accounting	ECO-14 : Accountancy-II (4 Credits)
2. BCO-046 : Commercial and Industrial Laws and Auditing	ECO-12 : Elements of Auditing (4 Credits) ECO-05 : Mercantile Law (4 Credits)
3. BCO-047 : Applied Direct Taxation	ECO-11 : Elements of Income tax (4 Credits)
4. BCO-048 : Cost & Management Accounting	ECO-10 : Elements of Costing (4 Credits)
	<b>Total : 20 Credits</b>

Total Credit Transfer up to the maximum of	=	Foundation Courses	=	20 Credits
		Intermediate Courses		20 Credits
		<b>Total Credits</b>		<b>= 40 Credits</b>

### 8.15 Request for the Issue of Grade Card & Provisional Certificate

For the issue of Comprehensive Grade Card and Provisional Degree Certificate of **B.Com. (F & CA)**, each student is required to submit self-attested copies of the

- (i) Marksheet of Foundation Course;
- (ii) Proof of registration for Intermediate;
- (iii) Grade Card status

**Similarly, a student of M.Com (MA & FS) is required to submit self-attested copies of the:**

- (1) Bachelor degree or its equivalence.
- (2) Marksheet of Institute of Cost Accountants of India final stage.
- (3) Grade Card status.

The above documents are to be submitted to the Programme Coordinator, B.Com(F & CA) and M.Com (MA & FS), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110068, or email at **icwai-soms@ignou.ac.in**

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## **9. COMMERCE FACULTY AND ADMINISTRATION STAFF**

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### **Director**

Prof. Madhu Tyagi  
Director  
School of Management Studies

### **Professors**

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

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

Prof. (Mrs) Madhu Tyagi  
M.Com., Ph.D  
Finance

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

### **Associate Professors**

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

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

### **Readers**

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

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

### **Assistant Professor (Sr. Scale)**

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

### **Print Production**

Mr. Y.N. Sharma  
Assistant Registrar Printing

### **Administrative Staff**

Mrs. S. Gogai,  
Assistant Registrar  
Mr. Parvesh  
Data Entry Operator

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**SYLLABUS**  
**OF**  
**B. COM WITH MAJOR IN FINANCIAL**  
**AND COST ACCOUNTING**  
**B.COM (F & CA)**

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## 10.1 SYLLABUS OF COURSES OFFERED BY IGNOU

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### Course 1

#### **BSHF-101: Foundation Course in Humanities and Social Sciences**

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Humanities and Social Sciences are disciplines which offer us the methodology to understand social reality. They also contribute towards analyzing the process of evolution and accordingly help us in shaping the future course of human developments. It is by taking note of this role of these disciplines that Foundation Course in Humanities and Social Sciences (FHS-01) has been introduced as a compulsory course for the Bachelor's Degree.

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

#### **Block 1: Man and Social Developments – An Approach**

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

#### **Block 2: Stages of Social Evolution**

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

#### **Block 3: Emergence of Independent India**

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

#### **Block 4: Problems of Economic Development**

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

#### **Block 5: National Integration**

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

### **Block 6: Political System**

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

### **Block 7: Social Transformation**

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

### **Block 8: India and the World**

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

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

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

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## **Course 2**

### **AED - 01: Export Procedures and Documentation**

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

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

#### **Block 1: Fundamentals of Export Business**

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

#### **Block 2: Terms of Payment and Export Finance**

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



### **Block 3: Shipment of Export Cargo**

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

### **Block 4: Export Incentives and Assistance**

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

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

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## **Course 3**

### **ECO-13: Business Environment**

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This course is designed to get you fully acquainted with the environment within which business has to be conducted. This course, comprising of 15 units, is organized in four blocks. After studying this course, you should be able to:

- explain the meaning and significance of different components of business environment
- describe the structure of Indian economy
- examine various government policies having direct influence on the functioning of business in the country
- describe the economic policy and framework and its influence on the industry
- explain the role of foreign capital and evaluate India's foreign trade
- explain the concept of balance of payments and its importance
- state the implications of international trade relations

#### **Block 1: Introduction of Business Environment**

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

#### **Block 2: Business and Government**

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

#### **Block 3: Economic Policy and Framework**

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

#### **Block 4: External Sector and Economic Reforms**

- Unit 12 foreign Investments and MNCs
- Unit 13 India's Foreign Trade
- Unit 14 Balances of Payment and EXIM Policy
- Unit 15 International Trade Relations

- Video:** 1. Economic and Social Environment of Business (Block-1)

- Audio:** 1. Role of government in Business (Block -2)  
2. International Trade Relations (Block -4)
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## Course 4

### BEGE-103: Communication Skills in English

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#### **Block 1: Some Concepts for Communication in English**

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

#### **Block 2: Listening and Speaking in Informal Contexts**

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

#### **Block 3: Listening and Speaking in Formal Contexts**

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

#### **Block 4: Writing**

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

#### **Block 5: Print Media**

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

#### **Block 6: Mediated Communication**

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

#### **Block 7: The World Wide Web and Corporate Communications**

- Unit 31 Networks and Multimedia
- Unit 32 Writing for the World Wide Web
- Unit 33 Corporate Communication

- Unit 34 Using the Right Words: American or British
- Unit 35 Language Skills for Web Content Writing

### **Block 8: Using Language for Communication: Rhetoric and Argumentation**

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

- Audios:**
1. Letters (Block - 1)
  2. Conversations: Role Relation and Tone in Conversation (Block -2)
  3. Making a Public Speech (Block - 4)

- Videos:**
1. Debating Skills (Block - 4)
  2. Appearing for an Interview (Block - 4)
  3. Using Charts and Diagrams (Block - 5)
  4. Visualising a T.V. Script: Introduction to T.V. Production Techniques (Block - 8)

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## **Course 4**

### **BEGE 104: English for Business Communication**

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#### **Block 1: Recruitment-1**

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

#### **Block 2: Recruitment-2**

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

#### **Block 3: Greetings and Profiles**

- Unit 9 Greetings and Introductions
- Unit 10 Small talk and Entertaining
- Unit 11 Business Organizations
- Unit 12 Jobs and Responsibilities

#### **Block 4: Using Telephone at the Workplace**

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

#### **Block 5: Business Correspondence**

- Unit 17 Modes of Communication
- Unit 18 Internal Business Correspondence-I
- Unit 19 Internal Business Correspondence-II, notes, messages, circulars, office orders, notes etc.

Unit 20 External Business Correspondence-I

Unit 21 External Business Correspondence-I

**Block 6: Making Presentations at the Workplace**

Unit 2 Presentation Skill-I: Essentials of Presentation Skills

Unit 23 Presentation Skills II: Outlines & Structures

Unit 24 Presentation Skills III: Using Visual Aids

Unit 25 Presentation Skills IV: The Ending

Unit 26 Telephone Presentation

**Block 7: Attending Meetings at the Workplace**

Unit 27 Setting the agenda and planning a meeting

Unit 28 Types of meeting

Unit 29 Conducting and participating in a meeting-1

Unit 30 Conducting and participating in a meeting-2

**Block 8: Writing Reports and Proposals**

Unit 31 Basic features of proposals

Unit 32 Project proposals

Unit 33 Reports-I

Unit 34 Reports-II

## 10.2 SYLLABUS OF FOUNDATION COURSES OFFERED BY INSTITUTE OF COST ACCOUNTANTS OF INDIA (ICAI)

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### Course 5

#### BCO-041: Organization & Management Fundamentals

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##### Objectives

To gain basic knowledge in Organizational Management and understand the concept of business management at the macro level.

##### Learning Aims

The syllabus aim to test the student's ability to:

- Understand basics of organization management
- Conceptualize the basic principles of management

##### Skill set required

Level A: Requiring the skill levels of knowledge and comprehension.

##### Section I: Organization (30%)

###### 1. Nature and Functional Areas of Organization

Organizational structures; Functional areas of business and their operations; Activities of different functions; Formal & informal organizations; principles of organizations; Criteria for grouping

###### 2. Schools of Organizational theory

Classical, behavioural and systems; Current trend and approaches; Behaviour in organizations; Role of behavioural science

###### 3. Organizational Management

Objectives (missions, goals and targets); Conflicts between objectives; Appropriate strategy formulation; Determinants of culture; Different models available for categorizing cultures; Different models of organizational model management available to achieve goal congruence.

##### Section II: Management (70%)

###### 4. Human resource management

Human resource plan; Human issues relating to recruitment, dismissal, retirement and redundancy; Models of Human Behaviour and Motivation and its applications.

(Taylor, McGregor, Maslow, Herzberg etc); Training & development.; Development and design of reward system.

###### 5. Management of Relationship

Process of Management covering planning, organizing, staffing, directing, motivating, communicating and control; Concept of power, authority, responsibility and delegation; Characteristics of leaders and managers; Management Style theories; Contingency approach.

###### 6. Management of Change

Stages & Process of Management change; Structural change & Cultural change; Approaches to the management of organizational development ;Importance of managing critical period of change; Ways of handling these periods of change.

## 7. Pattern of Management

Broad policies and functions; Structural pattern of Board of Directors.

Concept of public sector, social objectives, public sector management ; Current management thoughts

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## Course 6 BCO-042: Accounting

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### Objectives

To gain comprehensive understanding of all aspects relating to financial statements, Principles, Procedures of accounting and their application to different practical situations.

### Learning Aims

The syllabus aim to test the student's ability to:

- Understand and explain the conceptual framework of Financial Accounting.
- Prepare accounts for various entities under various situations.
- Understand the nature and control of accounting systems.

### Skill set required

Level A: Requiring the skill levels of knowledge and comprehension.

#### 1. Basics of Book-keeping and Accounting

Definitions and its usefulness; Financial Accounting principles, concept and convention - measurement of business income; Position statement; Accounting Standards - national and international (basic knowledge).

#### 2. Systems of Book-keeping

Double entry system, books of prime entry, subsidiary books; Recording of cash and Bank transactions; Preparation of ledger accounts; Preparation of trial balance - interpretation and usefulness.

#### 3. Bank Reconciliation Statements

Need for reconciliation between cashbook and bank pass book and problems relating to the preparation of bank reconciliation statements.

#### 4. Accounting System

Concept of capital, revenue, deferred revenue expenditures, opening entries, closing entries, adjustment entries and rectification entries; Accounting treatment for bad debts, reserve for bad debts and other adjusting entries; Depreciation- significance, accounting and various methods of calculation of depreciation; Concept of single entry system, conversion of single entry system into double entry system of accounting; Preparation of receipts and payments accounts, income and expenditure accounts; Significance of reserves and provisions; Bill of Exchange, consignment and joint venture.

#### 5. Elements of Cost Accounting

Basics of cost and management accounting; Evolution of cost accounting and management accounting, cost concepts and cost object; Cost classification, cost organization and its relationship with other departments; Elements of cost and cost determination; Material cost-purchase procedure, store keeping and stock control, pricing issue material and accounting thereof, perpetual inventory and physical stock taking, identification of slow, non-moving and fast moving items, ABC analysis, JIT system, level of inventories and economic order quantity, analysis, investigation and corrective steps for treatment of stock discrepancies - control through other means; **Labour costs** - remuneration methods, monetary and non-monetary incentive schemes, payroll procedures, labour analysis and idle time, measurement of labour efficiency and productivity, analysis of non productive time and its cost, labour turnover and remedial measures, treatment of idle time and overtime; **Direct expenses** -

nature, collection, classification and treatment of direct expenses; **Overheads** - nature, collection and classification; **Production overheads** - collection, apportionment, absorption, use of predetermined recovery rates, treatment of under and over absorption, fixed, variable and semi variable overhead, report for control of overhead cost; **Administration, selling and distribution overheads** - analysis, accounting and control, treatment of miscellaneous items in cost accounting.

## 6. Cost Sheets

Cost data collection; Cost Sheet formats; Preparation of cost sheets.

## 7. Behaviour of Costs

Fixed & Variable Costs; Direct & Indirect Costs; Cost Behaviour for Decision Making; Marginal Costing and Break Even Analysis

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## Course 7

### BCO-043: Economics and Business Fundamentals

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#### Objectives

To gain basic knowledge in Economics and Business and understanding the micro and macroeconomics and different structures of organizations, which will help them, relate to business decisions in future.

#### Learning aims

- Overview of the basic concepts of economics at the macro and micro level.
- Understand the theory of business management at the macro level.

#### Skill set required

Level A: Requiring the skill levels of knowledge and comprehension.

## Section I: Economics (60%)

### 1. Basic Concepts of Economics

The Fundamentals of Economics & Economic Organizations

Utility, Wealth; Basic Elements of Supply and Demand, elasticity; Equilibrium; Theory of Production; Cost of production.

### 2. Forms of Market

Perfect competition and Imperfect competition; Pricing in perfect and imperfect competition.

### 3. National Income

Gross National Product; Net National Product; Measurement of National Income; Economic growth and fluctuations; Consumptions, savings and investments.

### 4. Theory of Employment

Type of unemployment; Concepts of full employment; Labour and Population theories; Definition of capital and growth of capital; Steps in capital formation.

### 5. Money

Definition and functions of money; Quantity theory of money; Inflation and effect of inflation on production and

distribution of wealth; Control of inflation; Money supply; Liquidity preference and marginal efficiency; Rate of interest and investment.

#### **6. Banking**

Definition; Functions and utility of Banking; Principle of commercial banking; Essentials of sound banking system; Multiple credit creation; Functions of Central Bank; Weapons of credit control and money market; National & International Financial Institutions.

#### **7. International Trade**

Basic feature of export and import; Comparative advantage of trade.

#### **8. Public Finance**

Direct and indirect taxes; Principle of taxation; Effect of taxation on production and distribution; Deficit financing system.

### **Section II: Business Fundamentals (40%)**

#### **9. Type of Business Unit**

Sole proprietorship, Partnership, Companies, Cooperatives; Hindu Undivided Family; Joint Stock Companies; Public Utilities services; State Enterprises; Limited Liability Partnership.

#### **10. Company Organization and Management**

Types of companies and their formation; Incorporation and commencement of business; Memorandum of Association, Articles of Association and Prospectus; Shares and debentures; Board of Directors and General Meeting.

#### **11. Business Objectives**

Concept and rationale of social responsibility; Business and its environment, interface with legal, political, economic, social and cultural aspects.

#### **12. Stock Exchange and its workings**

Dealers and brokers transactions; Economic significance, condition of membership; Role of stock exchanges, Depository participant.

#### **13. Business Communication and Report Writing**

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### **Course 8**

### **BCO-044: Business Mathematics and Statistics Fundamentals**

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#### **Objectives**

To gain understanding on the fundamental concepts which are the foundation for further analysis of management decisions.

#### **Learning Aims**

The syllabus aim to test the student's ability to:

- Explain and demonstrate the use of basic mathematics including formulae and ratios
- Identify reasonableness in the calculation of answers
- Explain the basic concepts of algebra, co-ordinate geometry, mensuration, trigonometry and calculus



- Explain and apply financial mathematical techniques; and
- Explain and demonstrate techniques used for forecasting.

### **Skill set required**

Level A: Requiring the skill levels of knowledge and comprehension.

#### **1. Arithmetic**

Average, mixtures; Ratios and proportions; Computation of interest; Discounting of bills

#### **2. Algebra**

Real and imaginary number, rational and irrational number; Set theory and simple application of Venn diagram; Variation, Logarithms; Permutations and Combinations; Compound interest; Linear simultaneous equations (3 variables only); Quadratic equations; Solution of linear inequalities (by geometric method only).

#### **3. Mensuration**

Area and perimeter of triangles, circles, parallelogram, regular polygon; Volume and surface of cube, prism, cylinder, pyramid, cone, and spheres (including zone and segments).

#### **4. Co-ordinate Geometry**

Plain co-ordinate Geometry (Rectangular Cartesian co-ordinates only); Length of line segments, Section ratio; Gradient of a line, equation of straight line, Circles, parabola, ellipse and hyperbola (standard forms only).

#### **5. Calculus**

Constant & Variables, Functions, Limit & Continuity; Differentiability & Differentiation, Derivatives and their use, Successive & partial differentiation; Maxima & Minima, Maxima & Minima under constraint using Lagrange transform; Indefinite Integrals: as primitives, integration by substitution, integration by part; Definite Integrals: Evaluation of standard integrals, as area under curve; Applications of Calculus.

#### **6. Statistical Methods**

Data tabulation and presentation, frequency distribution; Measures of Central Tendency ( Mean, Median, mode); Measurement of Dispersion ( range, mean deviation, standard deviation, variance); Measures of Skewness & kurtosis.

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## **10.3 SYLLABUS OF INTERMEDIATE COURSES OFFERED BY INSTITUTE OF COST ACCOUNTANTS OF INDIA (ICAI)**

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### **Course 9 BCO-045: Financial Accounting**

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#### **Objectives**

To gain understanding and to provide working knowledge of accounting concepts, detailed procedures and documentation involved in financial accounting system.

#### **Learning Aims**

The syllabus aim to test the student's ability to:

- Preparation of accounts in the format prescribed under various statutes.
- Preparation of consolidated statements.
- Preparation of accounts for services sector.

#### **Skill set required**

Level B: Requiring the skill levels of knowledge, comprehension, application, and analysis.

#### **1. Accounting Conventions and Practices**

Concept; Depreciation and various methods thereof; Stock valuation; Distinction between Capital and Revenue.

#### **2. Royalty and Hire Purchase**

Royalty accounting; Need for hire purchase and installment systems and parties involved; Accounting from the point of view various parties; Possession and repossession in case of default in payments.

#### **3. Receipts & Payments/ Income & Expenditure Accounts**

Receipts & Payments; Income & Expenditure Account

#### **4. Partnership Accounting**

Past adjustments and guarantee; Admission & Retirement; Assignment of life policy; Amalgamation and Sale of Business; Dissolution, Insolvency; Piecemeal Distribution.

#### **5. Branch and Departmental Accounts**

Branch accounts- Debtors system, Stock & Debtors system, Foreign Branch; Treatment of shortages; Calculation of net profit of various departments and allocation of expenses on the basis of suitable base; Preparation of common balance sheet; Treatment of Unrealized profit.

#### **6. Accounting Standards**

Applicability of a particular accounting standard; Interpretation of various accounting standards; Scope of accounting standards; Compliance with the Accounting Standards.

#### **7. Joint Stock Companies**

Issues of shares at par, discount & premium, forfeiture, reissue of shares; Bonus issue and right issue; Buy back of shares; Redemption of Preference shares; Profit prior to incorporation; Issue and redemption of debentures.

#### **8. Preparation of Company Accounts**

Preparation of Final Accounts under Company Law.

## **9. Accounting services in organizations**

Construction companies, Project Accounting; Service sector such as Software, ITES, Telecommunication, Entertainment; Hospital, educational institutions; Banking, Electricity and Insurance companies.

## **10. Accounting and Interpretation of Financial Statements.**

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### **Course 10**

### **BCO-046: Commercial & Industrial Laws and Auditing**

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#### **Objectives**

To give an exposure some of important commercial laws essential for an understanding of the legal implications of the modern business. Introduction to cover fundamental elements of the Legal System and the system of judicial precedent. The study to include essentials of establishing and performing simple contracts and the remedies available in the event of a breach and an introduction to company law. To gain expert knowledge of the Principles and Practice of auditing and assurance and their application to different practical situations.

#### **Learning Aims**

The syllabus aim to test the student's ability to:

- Explain fundamental aspects of the organization and operation of the Legal Systems;
- Identify and explain the essential elements of a simple contract, what is regarded as adequate performance of the simple contract, and the remedies available to the innocent party in the event of a breach;
- Explain the essential differences between sole trader-ships, partnerships and companies limited by shares;
- Explain the way in which companies are administered, financed and managed;
- Understanding the concepts of auditing, and auditing technique.
- To gain knowledge on procedure of auditing in different business environment.

#### **Skill set required**

Level B: Requiring the skill levels of knowledge, comprehension, application, and analysis.

## **Section I: Commercial & Industrial Law (50%)**

### **1. Laws of Contracts**

Essential elements of a valid simple contract; Legal status of the various types of statements which may be made by negotiating parties. Enforceable offers and acceptances, and the application of the rules to standard form contracts and modern forms of communication; Meaning and importance of consideration; Principles for establishing that the parties intend their agreement to have contractual force; How a contract is affected by a misrepresentation; Conditions and warranties; Manner in which law controls use of exclusion clauses and unfair terms in consumer and non-consumer transactions; Level of performance sufficient to discharge contractual obligations; Valid reasons for non-performance by way of agreement, breach by the other party and frustration.

### **2. Laws relating to Sale of Goods**

Formation of Contract of sale; Conditions and warranties; Transfer of ownership and delivery of goods; Unpaid seller and his rights.

### **3. Industrial Laws**

Factories Act; Industrial Dispute Act; Workman Compensation Act; Payment of Wages Act, Minimum Wages Act; Provident Funds Act; Payment of Bonus Act; Payment of Gratuity Act; Consumer Protection Act etc.

#### **4. Other Laws**

Limited Liability Partnership; RTI Act; Competition Commission Act; Negotiable Instruments Act.

## **Section II : Auditing (50%)**

#### **5. Auditing Basics**

Major influences of auditing; nature and scope of auditing; basic concepts of auditing; role of evidence in auditing; auditing techniques and practices - generally accepted auditing standards; the concept of materiality in auditing; Fixed assets, investments, inventories, debtors, loans and advances, cash and bank balances, debentures and creditors, provisions for taxation, proposed dividend and gratuity - other items in the balance sheet; verification of items in the profit and loss account; contingent liabilities; disclosure of accounting policies, practice; expenditure during the period of construction; adjustments for previous year - provisions of the Companies Act, 1956 regarding accounts. Restructure; Statistical sampling in auditing. Use of ratios and percentages for comparison and analysis trends - inter-firm and intra-firm comparison.

#### **6. Companies Act Provisions relating to Audits**

Auditors' appointment, remuneration, removal, rights of statutory auditors, duties of statutory auditors, joint auditors, branch audits; Report versus certificate, contents of the reports, qualifications in the report; Relevant provisions of the Companies Act, 1956 and the Income-tax Act, 1961; Interface between statutory auditor and internal auditor; Corporate Governance.

#### **7. Review and Audit of Internal Control Systems**

Nature and scope of internal auditing, financial versus operational audit; concepts of efficiency audit, propriety audit, voucher audit, compliance audit, pre and post audits; CARO; Audit Report; Internal auditing function; Planning and process of internal audit; Verification of evidence, detailed checking versus sampling plans, statistical sampling as used in internal auditing; flow chart techniques; Internal control, nature and scope, internal auditor and internal controls; Field work, collecting evidences, interviews; memoranda; Audit notes and working papers; Audit reports - techniques of effective reporting; follow up of audit report; Summary reports of top management; Communications in internal auditing - improving auditor-auditee relationship; Scope of Audit Committee; Internal audit and investigation of fraud.

#### **8. Information System Audit**

#### **9. Introduction to Management Audit**

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### **Course 11**

### **BCO-047: Applied Direct Taxation**

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#### **Objectives**

To gain knowledge about the tax laws in force for the relevant accounting year and to provide an insight into procedural aspects for filing tax returns for various assesses.

#### **Learning Aims**

The syllabus aim to test the student's ability to:

Explain the basic principles underlying the Income tax Act and Wealth tax Act,

Compute the income of an individual and businesses under various heads of income

Understand Procedure for tax return preparation, filing, assessment and tax refund for various assesses.

Understand the powers of various assessing authorities.

Understand appellate procedure under various provisions of these Acts.

### **Skill set required**

Level B: Requiring the skill levels of knowledge, comprehension, application, and analysis.

#### **1. Direct Taxes- Comprehensive Study (50%)**

Overview of Direct Tax Laws; Direct versus indirect taxes, taxable person; Basic Concepts; A comprehensive study of the Income-tax Act, 1961; case laws governing capital and revenue expenditure, deemed income, residence concept; Special problems centering on the concept of assessee, registered firm, Hindu Undivided Family, Companies, Association of persons and trust, minors, cooperatives, non-resident Indians and avoidance of double taxation; Salaries, perquisites, gratuity and retirement benefits, income from house property, capital gains, income from other sources, income from business and profession, problems arising from aggregation of income and set off and carry forward of losses; Computation of income and Return of Income Tax, Filing procedure, Principles of valuation of movable and immovable property. Advance payment of Tax; Deduction and collection of tax at source; Tax incentives and export promotion schemes, other benefits and tax exemptions; Assessment, appeals, revisions, review, rectification and application to Central Board of Direct Taxes; Penalties, Fines and prosecution; Refunds; Securities Transaction Tax; Fringe Benefit Tax; Banking Cash Transaction Tax; Wealth Tax.

#### **2. Practical problems and case studies under Direct Taxes**

### **GROUP II**

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## **Course 12**

### **BCO-048: Cost & Management Accounting**

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### **OBJECTIVES**

To gain understanding and to provide working knowledge of costing concepts, detailed procedures and documentation involved in cost ascertainment systems.

### **Learning Aims**

- The syllabus aim to test the student's ability to:
- Understand and explain the conceptual framework of Financial Accounting.
- Explain the basic concepts and processes in determination of products and services costs
- Explain various cost concepts
- Apply a range of cost accounting systems
- Compare and contrast marginal and absorption costing methods in respect of profit reporting
- Apply marginal and absorption costing approaches in job, batch and process environments
- Prepare and interpret budgets and standard costs and variance statements

### **Skill set required**

Level B: Requiring the skill levels of knowledge, comprehension, application, and analysis.

#### **1. Basic aspects of Cost Accounting**

Cost Concepts and Classification of costs; Materials: accounting and control systems procedures and techniques; Labour: accounting, incentive schemes and control systems and procedures; Direct Expenses; Indirect expenses: allocation, apportionment, re-apportionment and absorption of overhead costs; Cost Accounting Standards.

#### **2. Cost Accounting Methods and systems**

Job, batch, contract and process costing; Cost accounting for service sector; Accounting entries for an integrated

accounting system - cost ledgers; Reconciliation between cost and Financial profit and loss account; Interlocking accounting.

### **3. Decision Making Tools**

Marginal costing, break even analysis and its applications in decision making; Absorption costing as a system of profit reporting and stock valuation; Throughput accounting as a system of profit reporting and stock valuation; Activity-based costing for profit reporting and stock valuation; Integration of standard costing with marginal cost accounting, absorption cost accounting and throughput accounting; Process costing including establishment of equivalent units in stock, work-in-progress and abnormal loss accounts and use of various methods like first-in-first-out, average cost and standard cost methods of stock valuation.

### **4. Budgeting**

Budget Concepts and Preparation; Fixed and Flexible Budgets; Time series analysis including moving totals and averages, treatment of seasonality, trend analysis using regression analysis and the application of these techniques in forecasting product and service volumes; Fixed, variable, semi-variable and activity-based categorizations of cost and their application in projecting financial results; Zero base budgeting.

### **5. Standard Costing**

Manufacturing standards for material, labour, and overhead; Price/rate and usage/efficiency variances for materials, labour and overhead. Further subdivision of total usage/efficiency variances into mix and yield components; Fixed overhead variances; Planning and operational variances; Sales price and sales revenue/margin volume variances (calculation of the latter on a unit basis related to revenue, gross margin and contribution margin). Application of these variances to all sectors, including professional services and retail analysis; Interpretation of variances: interrelationship, significance; Benchmarking for setting standards.

### **6. Costing and performance management**

Business performance measurement for performance improvement.

### **7. Recent trends in cost and Management Accounting**

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## **Course 13**

### **BCO-049: Operation Management and Information Systems**

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#### **Objectives**

To gain knowledge of Operation Management, Production planning and resource management and to develop understanding of Information Technology and its use in business environment.

#### **Learning Aims**

- Knowledge of Operation Management
- Knowledge of Production planning and resource management
- Knowledge of data structures and Algorithms
- Identify opportunities for the use of information technology (IT) in organisations, particularly in the implementation and running of the information system (IS);
- Knowledge of IS analysis and design.
- Learn software engineering and Objective Oriented Programming
- Evaluate and Analyse MIS
- Knowledge of BPOs

#### **Skill set required**

Level B: Requiring the skill levels of knowledge, comprehension, application, and analysis.

## **Section I: Operation Management (50%)**

### **1. Overview of Production Process**

Fabrication process; Metal working process - forming, heat treatment, welding, surface treatment etc; Machining process; Class of machine - Lathes, drilling, grinding, milling, planning, shaping, slotting etc; Special purpose machine - special grinding, hobbling, honing, cutting tools, jigs and fixtures etc; Pump, motor, transformer, electrical drives; Classification of industries based on production process; Technological aspects of different production process like power, pollution control, recovery process; Plant layout, material handling system etc.

### **2. Production Planning & Productivity management**

Time study, work study, method study, Job Evaluation; Production planning and control-Introduction; Forecasting; Capacity planning and Utilization; Process planning; Project planning; Progressing and follow-up; Dispatching; Scheduling Technique & Line Balancing Problem; Economic batch production; Human Resource Planning; Material Requirement Planning; Productivity measurement techniques of factors of production; Quality Control.

### **3. Maintenance Management**

Obsolescence, replacement of machinery; Breakdown maintenance, preventive maintenance & Routine Maintenance; Maintenance Techniques; Maintenance organization; Maintenance problems etc.

### **4. Resource Management**

Input-output ratio; Linear programming; Transportation; Replacement of machine; Change of Technology and its implication.

## **Section II: Information Systems (50%)**

### **5. Information System Analysis and Design.**

Information System-Systems development life cycle, Structured Systems Analysis and Design, Physical and Logical Data Flow Diagrams, Requirements Analysis, Design of New Systems. Data Modeling, data dictionary, entity relationship diagram, structure charts, Transform and Transaction Analysis, Applications in Financial & Cost Management.

### **6. Database Management Systems**

File & Data Base Concept, Overview of DBMS, Data Models, Database Administrator, Database Users, Schema. Data Independence, Relational Database Management System (RDBMS), some applications of RDBMS using Oracle & SQL Server.

### **7. Management Information Systems (MIS)**

Introduction, People & Organization, System & models, Decision process and evaluation thereof, transaction processing & management reporting, MIS in functional areas: Finance & Cost Management, Inventory, Marketing, HRM.

### **8. Enterprise Resource Planning (ERP)**

Functional architecture of ERP, Material requirement planning & ERP, Business Process Reengineering & ERP, Supply chain management, Some applications involving SAP & Oracle (Financial), Change Management and ERP Implementations, Technology and International Considerations in implementation of ERP.

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## Course 14

### BCO-050: Applied Indirect Taxation

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#### OBJECTIVES

To gain knowledge about the tax laws in force for the relevant accounting year and to provide an insight into procedural aspects for filing tax returns for various assesses.

#### Learning Aims

The syllabus aim to test the student's ability to:

- Explain the basic principles underlying the Central Excise, Service tax, VAT & Sales Tax.
- Understand Procedure for tax return preparation, filing, assessment and tax refund for various assesses.
- Understand the powers of various assessing authorities.
- Understand appellate procedure under various provisions of these Acts.

#### Skill set required

Level B: Requiring the skill levels of knowledge, comprehension, application, and analysis.

#### 1. Canons of Taxation - Indirect Taxes

Features of Indirect Tax. Constitutional validity. Indirect Tax Laws, administration and relevant procedures.

#### 2. Central Excise

The Central Excise Law; Goods, Excisable goods, Manufacture and manufacturer, Classification, Valuation, Related Person, Captive Consumption, CAS 4, CENVAT; Basic procedures, Export, SSI, Job Work; Assessment, Demands, Refund, Exemptions; Powers of Officers; Adjudication, Appeals, Settlement Commission, Penalties; Central Excise Audit and Special Audit under 14A and 14AA of Central Excise Act; Impact of tax on GATT 94, WTO, Anti Dumping processing; Tariff Commission and other Tariff authorities.

#### 3. Customs laws

Basic concepts of customs law; Territorial waters, high seas; Types of custom duties., Anti- Dumping Duty, Safeguard Duty; Valuation; Customs Procedures, Import and Export Procedures, Baggage; Exemptions; Warehousing, Demurrage; Project Imports and Re- Imports; Penalties and Offences; Export Promotion Schemes. EOU; Duty Drawback; Special Economic Zones.

#### 4. Service Tax

Introduction, Nature of Service Tax; Service Provider and Service Receiver; Registration procedure; Records to be maintained; Classification of taxable services; Valuation of taxable services; Exemptions and Abatements; Payment of service tax, Return; Cenvat Credit Rules; Export and import of services; Other aspects of Service Tax; Taxable Services; Special Audit under 14A and 14AA of Central Excise Act.

#### 5. Central Sales Tax Act & VAT Act.

Introduction, definition of sale under CST; Stock transfer, branch transfer under CST; Inter state sale; Various forms for filing of sales tax returns under CST; Sales outside territorial waters under CST; Procedures; Practical examples on CST; VAT, Salient features of State VAT Acts; Treatment of stock & branch transfer under State VAT Acts; Filing & Return under State VAT Acts; Accounting & Auditing VAT.

#### 6. Practical problems and Case Studies under Indirect Tax Laws



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**11. SYLLABUS**  
**OF**  
**M. COM IN MANAGEMENT ACCOUNTING**  
**& FINANCIAL STRATEGIES**  
**M.COM (MA & FS)**

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## 11.1 SYLLABUS OF COURSES OFFERED BY IGNOU

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### Course 1

#### MCO-01: Organisation Theory and Behaviour

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##### **Block 1 Organisation Theory**

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

##### **Block 2 Organisational Behaviour and Individual Perspective-I**

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

##### **Block 3 Organisational Behaviour and Individual Perspective-II**

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

##### **Block 4 Group Behaviour**

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

##### **Block 5 Organisational Culture and Development**

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

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### Course 2

#### MCO-03: Research Methodology and Statistical Analysis

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##### **Block 1 Research Data Collection**

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

##### **Block 2 Processing and Presentation of Data**

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

### **Block 3 Relational and Trend Analysis**

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

### **Block 4 Probability and hypothesis testing**

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

### **Block 5 International and Reporting**

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

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## **Course 3**

### **IBO-01: International Business Environment**

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#### **Block 1 Concepts And Dimensions**

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

#### **Block 2 Globalization: Process and Forces**

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

#### **Block 3 World Trading System and Institutions**

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

#### **Block 4 Legal Environment**

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

#### **Block 5 Contemporary Developments and Issues**

- Unit 17 International Trade and Environment
- Unit 18 International Trade in Services
- Unit 19 International Business Ethics
- Unit 20 Electronic Commerce

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

OR

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**MCO-04: Business Environment**

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**Block 1 Socio-political Environment**

- Unit 1 Dimensions of Business Environment
- Unit 2 Socio-Cultural Environment
- Unit 3 Social Responsibilities of Business
- Unit 4 Political Environment

**Block 2 Legal Environment**

- Unit 5 Regulatory Policies and Framework
- Unit 6 Corporate Laws-I
- Unit 7 Corporate Laws-II
- Unit 8 Labour Legislation

**Block 3 Regulations of Financial Markets**

- Unit 9 Financial Markets
- Unit 10 Capital Market
- Unit 11 Regulation of Capital Market
- Unit 12 Investors' Protection and Corporate Governance

**Block 4 Economic Environment**

- Unit 13 Structure of Indian Economy
- Unit 14 Economic Planning
- Unit 15 Economic Policies
- Unit 16 Small Scale Industries
- Unit 17 Economic Reforms

**Block 5 International and Technological Environment**

- Unit 18 Balance of Payment and Exim Policy
- Unit 19 Globalisation and WTO
- Unit 20 Foreign Investment and Collaborations
- Unit 21 Technological Environment

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**Course 4**

**IBO-02: International Marketing Management**

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**Block 1 Introduction to International Marketing**

- Unit 1 International Marketing: Basic Concepts
- Unit 2 International Marketing Orientation and Involvement
- Unit 3 Analysing International Marketing Environment

**Block 2 Foreign Market Selection**

- Unit 4 International Market Segmentation
- Unit 5 International Market Selection
- Unit 6 International Marketing Entry Decisions

**Block 3 International Product and Pricing Decisions**

- Unit 7 International Product Planning
- Unit 8 International Branding, Packaging and other Decisions
- Unit 9 International Pricing

**Block 4 International Distribution and Promotion**

- Unit 10 International Distribution
- Unit 11 International Marketing Communication
- Unit 12 International Advertising
- Unit 13 Personal Selling, Publicity and Sales Promotion

**Block 5 Managing International Marketing Operations**

- Unit 14 IM Planning, Organising and Control
- Unit 15 International Marketing of Services
- Unit 16 Emerging Trends and Issues in International Marketing

**Block 6 International Marketing Research**

- Unit 17 Introduction to International Marketing Research
- Unit 18 Data Collection
- Unit 19 Data Analysis

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

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**Course 4**  
**MCO-06: Marketing Management**

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**Block 1 Nature and Scope of Marketing**

- Unit 1 Introduction to Marketing
- Unit 2 Marketing Environment
- Unit 3 Marketing Information and Research

**Block 2 Understanding Consumers and Selecting Target Markets**

- Unit 4 Buyer Behaviour
- Unit 5 Markets and Market Segmentation
- Unit 6 Market Targeting and Positioning

**Block 3 Product Decisions**

- Unit 7 Product Concepts and Classification
- Unit 8 Product Development and Product Life Cycle
- Unit 9 Branding, Packaging and Servicing

**Block 4 Pricing Decisions**

- Unit 10 Objectives and Methods of Pricing
- Unit 11 Price Adjustment Strategies
- Unit 12 Regulation of Prices

**Block 5 Distribution Decisions**

- Unit 13 Distribution Channels
- Unit 14 Marketing Intermediaries
- Unit 15 Distribution Logistics

**Block 6 Promotion Decisions and Emerging Issues**

- Unit 16 Marketing Communication
- Unit 17 Personal Selling and Sales Promotion
- Unit 18 Advertising and Publicity
- Unit 19 Emerging Issues in Marketing

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## **11.2 SYLLABUS OF FINAL COURSE OFFERED BY INSTITUTE OF COST ACCOUNTANTS OF INDIA (ICAI)**

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### **Course 5 MCO-021: Capital Market Analysis & Corporate Laws**

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#### **Objectives**

Comprehensive knowledge of Companies Act with respect to Corporate functions. Knowledge, comprehension and application of Corporate Governance Principles and ethical values of the profession. To provide knowledge, comprehension and application of the various regulations under vogue for financial and capital markets. Thorough understanding of the regulations framed by different Government institutions and authorities relating to capital markets.

#### **Learning Aims**

- Thorough understanding of the Companies Act
- Apply knowledge in the formation of operational decisions
- Understand the principles of corporate governance and ability to implement and report compliance.
- Understand the professional and ethical values.
- Understand the Capital Market operations
- Risk Management in Capital Markets

#### **Skill set required**

Level C: Requiring all six skill levels - knowledge, comprehension, application, analysis, synthesis, and evaluation

### **Section I : Capital Market Analysis (60%)**

#### **1. Introduction of Capital Market & Capital Market Instruments**

Capital Market/Security Market; Primary Market / New Issues / IPO Market; Secondary Market / Stock Market / Stock Exchange; Depositories; Private placements of shares / Buy back of shares; CAPM Vs Market Model; Issue mechanism; Forward Contract and future contracts; Clearing mechanism.

#### **2. Capital & Financial Market Regulation**

Financial System and Capital Market Instruments; SEBI - Regulation of Market and Control; Collective Investment Schemes, Depositories, Dematerialization of Securities; Regulation of banking & finance companies - role of Reserve Bank of India and Banking Ombudsmen; Regulation of Insurance sector by Insurance Regulation and Development Authority (IRDA); Cyber Law and regulation of e-commerce and electronic financial transactions; Contemporary issues and Development.

#### **3. Capital Market Analysis**

Stock market efficiency; Risk and Return; Investment Analysis; Cost of Finance And Financing Structures; Capital Asset Pricing Model; Products on Stock Exchanges: Equity / Stock Markets, Basket Trading, Derivatives, Debt Markets- Retail and Wholesale, Interest Rate Futures, Exchange Traded Funds, Mutual Funds (Close Ended); Risk Management System: Capital Adequacy Requirements, Intra day Trading limits Gross Exposure Limit, Margining Procedure; Derivatives Markets: Introduction to Options and Futures, Explanation of Market Terminologies, Pay-off Structure, Basic Trading Strategies, Weekly Options; Debt Markets: Debt Products traded in Stock Exchanges, Wholesale Debt Markets, and Retail Debt Markets; Commodity Market & Trading Corporate Actions: Bonus, Rights, Dividend, Buy Back etc., Regulations to be followed by the Corporates,

Impact on the Shareholders; Portfolio Management; Basic Principle, Functions and Activities; Factors effecting investment decision in portfolio management; Investment strategy; Portfolio theory; Use of matrix approach in investment decisions; Mutual Funds; Role of Mutual Fund in financial market; Advantage of investment in mutual fund; Regulations and operations; Investors right and obligation

## **Section II: Corporate Law & Corporate Governance (40%)**

### **4. Corporate functionalism in the context of Companies Act & Corporate Laws**

Introduction, Incorporation and its Consequences; Financial Structure and Membership; Management and Control of Companies; Inter-corporate loans, Investments, Guarantees and Security; Maintenance of Statutory Books/ Registers and Filing of Returns; Winding-up; Joint Ventures; Corporate Accountability; Competition Act and Competition Commission; Information Act and its corporate implication, Emerging Issues and Concepts; Merger and Acquisition; Reason for merger acquisition; Objective of acquisition; Gain from merger; Problem of merger and acquisition; Issues related to Companies Act 1956, Industrial (Development & Regulation) Act, Sick Industrial (Special Provision) Act, Income Tax Act, SEBI Regulations; Function of Court; Reconstruction; De-merger or division.

### **5. Corporate Governance**

Genesis, Narasimhan Committee and other Committee Recommendations on Corporate Governance; Effective Board of Directors and its role; Independent Directors and Audit Committee, Remuneration Committee, Nomination Committee; Evaluation of effectiveness of Internal Control-Management Accounting applications and Directors' Responsibility Statement; Going Concern status-financial and other indicators, role of management audit, evaluation of going concern uncertainties; Related party transactions and disclosures; Project management audit and corporate governance; Relevance of Risk Evaluation and Risk management; Evaluation of key financial decisions and disclosures; Management Audit for investors' protection in the context of Corporate Governance; Corporate Governance Norms as prescribed by SEBI.

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## **Course 6**

### **MCO-022: Financial Management & International Finance**

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#### **Objectives**

Understand the scope, goals and objectives of Financial Management. To provide expert knowledge on concepts, methods and procedures involved in using Financial Management for managerial decision-making.

#### **Learning Aims**

- Understand and apply theories of financial management
- Identify the options available in financial decisions and using appropriate tools for strategic financial management
- Identify and evaluate key success factors in the financial management for organisation as a whole
- Evaluate strategic financial management options in the light of changing environments and the needs of the enterprise
- Determining the optimal financial strategy for various stages of the life-cycle of the enterprise
- Critically assess the proposed strategies

#### **Skill set required**

**Level C: Requiring all six skill levels - knowledge, comprehension, application, analysis, synthesis, and evaluation**

#### **1. Overview of Financial Management**

Finance and Related Disciplines; Scope of Financial Management; Planning environment; Key decisions of Financial Management; Emerging role of finance managers in India; Earnings distributions policy; Compliance of regulatory

requirements in formulation of financial strategies; Sources of finance - long term, short term and international; Exchange rate - risk agencies involved and procedures followed in international financial operations.

## **2. Financial Management Decisions**

Capital structure theories and planning; Cost of capital; Designing Capital Structure; Capital budgeting; Lease financing; Working capital management; Financial services; Dividend and retention policies; Criteria for selecting sources of finance, including finance for international investments; Effect of financing decisions on Balance Sheet and Ratios; Financial management in public sector; Role of Treasury function in terms of setting corporate objectives, funds management - national and international; Contemporary developments - WTO, GATT, Corporate Governance, TRIPS, TRIMS, SEBI regulations as amended from time to time.

## **3. Financial analysis & planning**

Funds flow and cash flow analysis; Financial ratio analysis - Ratios in the areas of performance, profitability, financial adaptability, liquidity, activity, shareholder investment and financing, and their interpretation; Limitations of ratio analysis; Identification of information required to assess financial performance; Effect of short-term debt on the measurement of gearing.

## **4. Operating and financial leverages**

Analysis of operating and financial leverages; Concept and nature of leverages operating risk and financial risk and combined leverage; Operating leverage and Cost volume Profit analysis - Earning Before Interest and Tax (EBIT) and Earning Per Share (EPS), indifference point.

## **5. Financial Strategy**

Financial and Non-Financial objective of different organizations; Impact on Investment, finance and dividend decisions; Sources and benefits of international financing; Alternative Financing strategy in the context of regulatory requirements; Modeling and forecasting cash flows and financial statements based on expected values for variables - economic and business; Sensitivity analysis for changes in expected values in the models and forecasts; Emerging trends in financial reporting.

## **6. Investment Decisions**

Costs, Benefits and Risks analysis for projects; Linking investment with customer's requirements; Designing Capital Structure; The impact of taxation, potential changes in economic factors and potential restrictions on remittance on these calculations; Capital investment real options; Venture Capital financing; Hybrid financing / Instruments.

## **7. Project Management**

Project Identification and Formulation; Identification of Project opportunities; Project Selection Consideration and Feasibility Studies; Project appraisal & Cost Benefit analysis; Source of Project Finance & Foreign Collaboration.

## **8. International Finance**

Minimization of risk; Diversification of risk; Forward and futures; Forward rate agreements; Interest rate swaps; Caps, floors and collars; Parity theorems; FDI; Money market hedge; Options.

## **9. Sources of International Finance**

Rising funds in foreign markets and investments in foreign projects; Forward rate agreements and interest rate guarantees; Transaction, translation and economic risk, Interest rate parity, purchasing power parity and the Fisher effects; Foreign Direct Investment.

## **10. International Monetary and Financial System**

Understanding the International Monetary System; Export and Import Practices; International Financial Management:



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## Course 7

### MCO-023: Management Accounting- Strategic Management

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#### Objectives

To understand the importance of strategic and risk management, and to be a facilitator and build tools for effective evaluation and controls, for strategies formulated. Also the ability to understand the risks both internal and external and build capabilities to manage risks appropriately and efficiently.

#### Learning aims

- Understand the process of strategic management
- Ability to analyze the performance of the organization vis a vis business environment
- Ability to formulate the strategy and techniques for implementation
- Understand the role with regard to internal control and risk management.
- Identify and define the risks of a business organization and evaluate & recommend alternative strategies and identify ways of managing risks

#### Skill set required

Level C: Requiring all six skill levels - knowledge, comprehension, application, analysis, synthesis, and evaluation

### Section I: Strategic Management (60%)

#### 1. Introduction to Business Strategy

Meaning and implications of corporate planning, long range planning, business policy planning and strategic planning; strategic management processes; meaning and use of mission, goals, objectives and targets, profit gap, sales gap, risk gap and other strategies; SWOT analysis; target selling strategy formulation and implementation, monitoring mechanism, strategies for stagnation versus growth, strategies for growth through expansion versus diversification & diversification vs core competency; Acquisition and merger strategy, strategy of joint venture both in India and abroad; Marketing strategy as a part of corporate strategy, growth under inflation and protection of shareholder, real capital; Financial objectives, non-financial objectives, resources analysis and evaluation.

#### 2. Forecasting and planning for strategy

Forecast trend and changes - social, political, legal and technological impacts; Distribution channels and competitive forces. Government policies, economic growth and government expenditure; Public and private sector investments; International trade practices and government policies for capacity expansion, new industries, subsidiaries and substitutes.

#### 3. Model Building and models

Strategies in the development of models, Delphi Model, econometric, mathematical programming, budgetary and heuristic model; Sensitivity analysis and the characteristics of models; Limitations in model building vis-à-vis simulation techniques; Life cycles, Porter's generic strategic, Ansoff's model, BCG matrix and other models.

#### 4. Marketing strategy

Production orientation versus market orientation, marketing objectives, framework and management of marketing mix; Linkage between strategic planning and marketing strategy-both forward and backward; Research and

intelligence- source for the techniques for acquiring information necessary for marketing decision-making market shares.

### **5. Application of management accounting in strategic management**

Marketing strategy: analysis of marketing costs and profitability, product development policy & strategy, pricing policies and strategies, budgetary control in marketing, evaluation and control of sales activities; Operations Management Strategy: process, technology and logistic strategies, inventory policies and strategies, Human Resource Management policies and strategies; Financial Strategies and Strategic Total Cost Management.

## **Section II: Risk Management (40%)**

### **6. Risk Measurement and Management**

Introduction, Risk and Risk Management; Objectives of Risk Management; Risk Measurement and Pooling, Total Loss Distribution; Pooling and Diversification; Ruin Probability.

### **7. Risk Insurance**

Insurability of Risk and Insurance Contracts; Insurance Pricing, Analysis Tools, Demand for Risk Management (Utility Theory); Legal Liability, Corporate Liability, Liability Issues; Insurance case study: Auto Insurance (or such other insurance industry segment as may be notified); Commercial Insurance.

### **8. Corporate Risk Management**

Risk Management and Shareholders; Risk Retention/Reduction; Financial Risk Management, Futures and Options; Asset / Liability Management; Project risk management, Enterprise Risk Management.

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## **Course 8**

### **MCO-024: Indirect & Direct Tax Management**

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#### **Objectives**

To gain expert knowledge about the direct and indirect tax laws in force and the relevant rules and principles emerging from leading cases, to provide an insight into practical aspects and apply the provisions of laws to various situations and to understand the various external Auditing Requirements under tax laws.

#### **Learning Aims**

- Tax Planning and Management under Direct and Indirect Taxes
- Explain case laws governing core provisions of the above Acts.
- Explain tax assessment for various assessees and return filing procedures.
- Explain powers of various assessing authorities.
- Explain rebate, relief, refund under various provisions of these Acts.

#### **Skill set required**

Level C: Requiring all six skill levels, knowledge, comprehension, application, analysis, synthesis, and evaluation

1. Central Excise
2. Customs
3. Service Tax
4. Export Promotion Schemes, Foreign Trade Policy, EOU, SEZ.
5. Central Sales Tax/ VAT Act

6. Income Tax including Fringe Benefit Tax.
7. Wealth Tax
8. Case Studies under Direct and Indirect Taxes.

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## **Course 9**

### **MCO-025: Management Accounting - Enterprise Performance Management**

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#### **Objectives**

To understand the importance of decision-making, performance measures both financial and non financial and be a facilitator and apply tools for effective decision-making process. Also be conversant with building and revenue models.

#### **Learning aims**

- Understand the importance of performance measurement
- Developing skill of decision making to have competitive advantage
- Knowledge Understanding To gain knowledge of different tools of quality management

#### **Skill set required**

Level C: Requiring all six skill levels - knowledge, comprehension, application, analysis, synthesis, and evaluation

#### **1. Management Control Systems**

Control Systems within the framework of the organization; The application of control systems and related theory to the design of management accounting control systems; Structure and operation of management accounting control systems; Behavioural consequences of using management accounting controls); Variation in control needs and systems dependent on organizational structure; Management accounting system - need for detailed costing, overhead allocation and budgeting, identification of non-value adding activities in the accounting function.

#### **2. Operations Management**

An overview of operations strategy and its importance; Systems used in operations management: Manufacturing ResourcePlanning (MRP), Optimised Production Technologies (OPT), Just-in-Time (JIT) and Enterprise Resource Planning (ERP); Use of the Intranet in information management; Strategies for balancing capacity and demand including level capacity; Demand management strategies; Benchmarking and Business Process Re-engineering (BPR).

#### **3. Cost Planning and Analysis for Competitive Advantage**

Value analysis and quality function deployment; The benefits of just-in-time production, total quality management and theory of constraints; Kaizen costing, continuous improvement and cost of quality reporting; Learning curves and their use in predicting product/service costs, derivation of learning rate and learning index; Activity-based management in the analysis of overhead and its use in improving the efficiency of repetitive overhead activities; Multi-product break-even analysis, including break-even and profit/volume charts, contribution/sales ratio, margin of safety etc; Simple product mix analysis in situations where there are limitations on product/service demand and one other production constraint; Target costing; Life cycle costing and implications for marketing strategies; Value chain and supply chain management; Strategic Total Cost Management.

#### **4. Treatment of Uncertainty in Decision Making**

The nature of risk and uncertainty; Sensitivity analysis in decision modeling and the use of computer software for 'what if' analysis; Assignment of probabilities to key variables in decision models; Analysis of probabilistic models

and interpretation of distributions of project outcomes; Expected value tables and the value of information; Decision trees for multi-stage decision problems.

### **5. Enterprise performance measurement systems**

Balanced Score Card, EVA; Segment Performance.

### **6. Quality Management**

Approaches to quality management, including Total Quality Management (TQM), Statistical Quality Control (SQC); The use of benchmarking in quality measurement and improvement; Practices of continuous improvement (e.g. Quality circles, Kaizen, 5S, 6 Sigma); Different methods of quality measurement (i.e. operational, financial and customer measures); Contemporary developments in quality management; External quality standards (e.g. the various ISO standards appropriate to products and organizations); Global awards for best practices and business performance.

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## **Course 10**

### **MCO-026: Advanced Financial Accounting & Reporting**

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#### **Objectives**

To gain expert knowledge of the professional Standards, Principles and Procedures and their application to different practical situations.

#### **Learning Aims**

- Understand various pronouncements of professional standards and their applicability.
- Role of CAG and PAC and accounting for Govt. spending.

#### **Skill set required**

Level C: Requiring all six skill levels - knowledge, comprehension, application, analysis, synthesis, and evaluation

#### **1. Introduction to IAS, US GAAP, Indian Accounting Standards**

GAAP in India; US GAAP- Statements and Standards, hierarchy of US GAAP; International Accounting Standards; Relative view of AS (India), IAS and US GAAP on different issues.

#### **2. Preparation of Company Accounts under various circumstances**

Relevant Terms; Types of Mergers, methods of accounting; Treatment of Goodwill arising on Merger; Purchase Consideration and Settlement; Accounting in the books of vendor / transferor company; Accounting for investment in subsidiary; Accounting of holding companies; Consolidation of financial statements; Corporate Financial restructuring; Accounting standards relevant to these concepts.

#### **3. Group Financial Statements**

Holding company, Subsidiary Company and Associate company; Consolidated Income Statement, Balance Sheet and Cash Flow Statements for Group of companies; Concept of fair value at the time of acquisition; Impact on group financial statements at the point of acquisition; Compare and contrast acquisition and equity methods of accounting; Reconstruction schemes, De-merger; Preparation and interpretation of segmental analysis, inter-firm comparisons.

#### **4. Segment Reporting**

#### **5. Developments in External Reporting**

Applicability of a particular accounting standard; Interpretation of various accounting standards; Scope of accounting

standards; Compliance with the Accounting Standards; Annual Reports - Statutory Requirements and External reports; Preparation of Financial information in the Annual Reports; External Reporting under capital market regulations; Disclosure of post Balance Sheet events; Financial Reporting across the world; Exposure to reporting under US and UK laws; IFRS requirements for reporting.

## **6. Government Accounting in India**

General Principles; Comparison with commercial accounting; Role of the Comptroller and Auditor General of India; Role of the Public Accounts Committee; Review of accounts.

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# **Course 11**

## **MCO-027: Cost Audit & Operational Audit**

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### **Objectives**

To gain an in-depth knowledge of the techniques and methods of planning and executing a Cost and management Audit assignment.

### **Learning Aims**

- Introduction to the unique concept of cost audit.
- Application of theories, tools and techniques appropriate to conduct cost audit
- Prepare cost audit report in compliance with statutory obligations.
- Understand the usefulness of cost audit from internal and external stakeholders view.
- Explain the concept of management audit
- Understand the scope and usefulness of management audit
- Prepare management audit report

### **Skill set required**

Level C: Requiring all six skill levels - knowledge, comprehension, application, analysis, synthesis, and evaluation

## **Section I: Cost Audit (50%)**

### **1. Basics of cost audit, appointment of cost auditor**

Nature and scope of cost audit; Provisions under Companies Act relating to maintenance of Cost Records and Cost Audit; Cost auditor - appointment, rights and responsibilities; Structuring the cost audit.

### **2. Cost Audit Report Rules**

Provisions of Cost Audit Report Rules 2001; Form of cost audit report; Annexures to the cost audit report; Proforma to the cost audit report; Usefulness of Cost Audit.

### **3. Cost Accounting Record Rules**

Procedure for prescription of cost accounting record rules; Cost accounting record rules and its applicability; Provisions of cost accounting record rules for various industries.

### **4. Cost Accounting Standards**

## **Section II: Operational Audit (50%)**

### **5. Basics of internal audit and operational audit**

Concept of internal and operational audit; Internal Audit - techniques and procedures; Internal Audit Report; Operational audit - techniques and procedures; Operational audit report; Special reports for banks, shareholders,

employees etc; Evaluation of internal control system, budgetary control system, inventory control system, management information system.

#### **6. Management Audit in different forms and functions**

Corporate Services Audit; Audit checks of different functions; Corporate Governance and Audit Committee.

#### **7. Various types of audit and their process**

Due Diligence audit; SOX Audit; Energy Audit - meaning & methodology; Productivity audit; Inventory audit; VAT Audit; Special audit under excise, service tax and customs records by cost accountant; Environment audit; Qualities of good certificate/report; Bank Audit and Concurrent Audit; Systems Audit; Audit under ERP environment.

#### **8. Fields for practicing cost accountants**

Statutory; Non Statutory; WTO regime; Assessment and quantification of losses under marine, fire & accident policies; ANTI-DUMPING - meaning, process, role of cost accountants.

#### **9. Professional Ethics**

Meaning of professional values and ethics; ICAI & IFAC guidelines for professional values and ethics; Ethical codes applicable to professional Accountants in India, Ethical code for Cost Accountants under Cost and Works Accountants Act, 1959 and The Cost and Works Accountants Regulations, 1959, as amended up to date.

#### **10. Auditing and Assurance standards**

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## **Course 12**

### **MCO-028: Business Valuation Management**

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#### **Objectives**

To gain knowledge of the application of strategic business decisions into real life situations.

#### **Learning Aims**

- apply technical knowledge in an analytical and practical manner;
- extract, from various subjects, the knowledge required to solve many-sided or complex problems;
- appreciate that there can be alternative solutions and understand the role of judgement in dealing with them;
- integrate diverse areas of knowledge and skills;

#### **Skill set required**

Level C: Requiring all six skill levels - knowledge, comprehension, application, analysis, synthesis, and evaluation

#### **1. Valuation Basis**

Principles and techniques of valuation; Asset valuation; Earnings valuation; Cash flow valuation; Other valuation basis; Efficient market hypothesis; Impact of changing capital structure on the market value of the company; Priorities of different stakeholders in terms of business valuation.

#### **2. Valuation of Mergers and Acquisitions**

Assets and cash flows; The strengths and weaknesses of various valuation method; Recognition of the interest of various stakeholders; Selection of appropriate cost of capital for valuation; Synergistic benefits; Forms of consideration and terms of acquisitions; Post merger integration process; Implications of regulations for business combinations; Types of exit strategies and their implications.

#### **3. Valuation of Assets and Liabilities**

Forms of intellectual property and methods of valuation; Valuation of fixed assets; Valuation of inventories; Valuation of investments; Valuation of shares; Dividend growth valuation models; MM theory; Valuation of options; Valuation of intangibles; Human resource accounting; Valuation of goodwill, patents and copyrights; Valuation of brands; Valuation of real estate; Relevant accounting standards.

#### **4. Case Studies**

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## 12. SOME FORMS FOR YOUR USE

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

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











**Indira Gandhi National Open University  
New Delhi**

**REQUISITION FOR FRESH SET OF ASSIGNMENTS**

Programme of Study

Enrolment Number

Study Centre Code

Write in BLOCK CAPITAL LETTERS only.

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

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

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

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

***For Official Use Only:***

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

## INSTRUCTIONS FOR DOING ASSIGNMENTS

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

Mail this Form to: The Regional Director (Concerned)
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## **GUIDELINES AND INSTRUCTIONS FOR SUBMISSION OF ON-LINE EXAMINATION FORM FOR B.COM (F&CA) AND M.COM (MA&FS)**

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

Revised dates for the Submission of Online Term End Examination form

01st March 2019 to 15th April 2019 (Extended)

- Without late fee (Closed)

22 April 2019 to 30 April 2019 (Revised)

- With late fee of Rs.1000/-

### **Prerequisite for the submission of the Term End Examination Form:**

- You can opt for only those courses for which you are eligible to appear in the Term End Examination, June-2019
- For details of the course(s) registered, click here  
(<https://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp>)
- Students are advised to ensure that they have already submitted the assignments as applicable for the courses for which they are submitting Examination Form. Hall Tickets will NOT be uploaded/issued for the courses for which they are not eligible and for which assignments have not been submitted by student.
- Examination results of Term End Examination (TEE) December, 2018 are available on University website ([www.ignou.ac.in](http://www.ignou.ac.in)). Please click here  
(<https://ignouhall.ignou.ac.in/TEResult/TermEndJUNE19/TermEndJUN19.asp>) to see result status of December, 2018 before filling Examination Form. Students who's TEE December, 2018 results are not declared yet, they need not to wait for results. They are advised to fill the Examination Form for TEE June, 2019 on or before last date of submission of Exam form as per schedule above.
- |  |
|--|
| <b>In case you are eligible to appear in a courses in June-2019 but the course is not available in the option, please write to <a href="mailto:registrarsrd@ignou.ac.in">registrarsrd@ignou.ac.in</a> or contact at 011-29571301</b> |
|--|
- Examination Fee once paid will not be refunded.

### **Process to submit Term End Examination Form**

- Select and Enter Programme Code from the options list available. Please note that option code for B.Com (F&CA) is BDP & M.Com (MA&FS).
- Select Examination Centre Code from the options available on the website. list of Regional Centre wise Examination centre's for Term-End Examination June-2019 is available for information. Click here to view. ([SelectExamList.asp](#))
- If the Examination Centre opted by the student is not activated as Examination Centre or not allotted for administrative reasons, alternative Examination Centre will be allotted to the student.
- Select course(s) carefully while filling the Examination Form as per your valid registration details available in IGNOU website. Courses for theory as well as practical needs to be selected separately from the list appearing on the screen for filling the Exam form.
- After successful submission of Examination Form, you will receive an acknowledgement with Control Number on the screen. Please retain the auto generated Control Number for your reference and record. For checking Examination Form status please visit SEARCH OPTION after 72 hours of submitting the Form. Details regarding examination form submission are not available, you may submit the form again only after following the due procedure as listed above.
- Delhi & NCR - The student may please select the location and exam centre will be allotted accordingly (change of exam centre will not be permitted in any case)

### **Examination fee and Mode of Payment**

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

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

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

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

#### **Un-successful Submission of Exam Form**

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

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

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

#### **Related to Refund excess Examination Fee**

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

#### **Hall Ticket for Term End Examination**

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

#### **Contact Details**

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

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

#### **Declaration:**

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

**Proceed to Fill Online Examination Form** ([ENOApply.asp](#))

Check for Status, if already

[registered \(Search.asp\)](#)



## **RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS**

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

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





## INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Director)

### APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

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

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

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

#### DRAFT DETAILS:

Amount ₹ ..... D.D. No..... Date .....

Bank Name & ..... Place of Issue .....

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

(To be filled in by the Admissions Division)

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

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

## INSTRUCTIONS

1. A fee of Rs. 500 should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the city of the Regional Centre or New Delhi, as the case may be.
2. At the time of submission of the application for issue Migration Certificate the applicant should attach zerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 500/- only in case has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 2/- to be sworn before a Magistrate on the following format.

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



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

**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK SHEET**  
**for the Programme B.Com (F&CA) and M.Com (MA&FS)**

Name .....

Enrolment No. 

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

Address .....

.....

.....

.....

Pin 

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

Programme .....

Month and Year of the Exam .....

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

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

for ₹250 in favour of IGNOU, New Delhi .....

.....  
Signature

Date : .....

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

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

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

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



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

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

Enrolment Number 

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

Date of Change effective from 

--	--	--	--

Write in BLOCK LETTERS only

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

New Address

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

Medium of Study

--

Programme of Study

--

New Study Centre Code

--	--	--	--	--

Date \_\_\_\_\_

Signature \_\_\_\_\_

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



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

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

**RE-ADMISSION FORM**

1. Name & Address of the Student: .....

.....

.....

2. Programme Code:

3. Enrol. No:

4. Regional Centre Code:

5. Study Centre Code

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

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

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

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

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

Name of Bank .....

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

Dated: \_\_\_\_\_

.....  
 Signature of the student

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

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

## GUIDELINES FOR RE-ADMISSION

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



## **RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS**

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

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





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

**APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**  
**B.Com (F&CA) and M.Com (MA&FS)**

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

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

1. Name .....

2. Programme:  Enrolment No.

3. Address .....

.....

..... Pin Code:

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

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

(b) Exam Centre Code:

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

.....

.....

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

5. Fee details:

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

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

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

Issuing Bank.....

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

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

Date:.....

Signature:.....

Place:.....

Name:.....

## **RULES & REGULATION FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2018 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be ₹250/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever your later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. Application form must reach within the prescribed dates at the following address except the answer scripts of CPE & DPE programmes:

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

To  
The Regional Director (concerned)

**SUBJECT : NON-RECEIPT OF STUDY MATERIAL / ASSIGNMENT**

Enrolment No. 

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

Programme 

--

Medium of Study 

--

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

Sl.No.	Course Code	Blocks	Assignments

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

---

**For Office Use**

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

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

**M.Com (MA&FS)****B.Com (F&CA)**

**Master's Degree**  
**Change of Medium:** ₹350 per course  
 plus ₹1200 per 6 credit course.

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

To  
 The Regional Director (Concerned)

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

Enrolment No. ....

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

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

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

**Fee Details**

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

Amount Rs. .... Drawn on .....

Signature :

Name .....

Address .....

.....

.....



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

**APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE**

Enrolment No.: 

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

Programme Title: .....

Regional Centre: .....

Name: .....

**Father's Name:** .....

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

Mailing address: .....

.....

.....

.....

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

Filled in application Form should be sent to:

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

Date:.....

.....  
Signature





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

**Application Form For Issue Of Official Transcript**

**IMPORTANT:- FOR INSTRUCTIONS: PLEASE SEE REVERSE**

1. Name : .....

2. Programme:  Enrolment No:

3. Address: .....

..... Pin

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

5. Purpose for which, transcript is required : .....

.....

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

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

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

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

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

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

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

Demand Draft No.: ..... Date: ..... Issuing Bank: .....

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

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

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

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

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

Date:.....

(Signature of the student)

P.T.O.

## INSTRUCTIONS FOR “OFFICIAL TRANSCRIPT”

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

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

- B) The students are required to enclose same number of legible photocopies of both sides of the statement of Marks-sheet/Grade Card/Provisional Certificate and Degree Certificate etc. issued to them, as the number of transcripts are required. Each photocopy of the certificate is chargeable as mentioned at prescribed format under Point No.- 6. Incomplete application will be entertained.

- C) If the Student/Applicant has applied for Official Transcript and wants to collect the same **Personally or By-Hand himself/herself from the Section Officer, Exam.-III Section of SED, Block-12, Room No.-10, IGNOU, Maidan Garhi, New Delhi-110068 (India)** then He/She is required to mention such information & Mobile No. under Point No.-10 in prescribed format for calling them provided that He/She has to produce the valid Original Identity Card/Votter Card/Aadhar Card/PAN Card/Driving License or Passport etc. for signature/photograph/residential Id. Proof. at the time of collecting their Transcripts.

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

- D) The University has been sending/dispatching the “Official-Transcripts” under sealed envelope(s) through Indian Speed Post Services and the normally, the Exam-III Section of SED takes minimum 15 days for the issuance/dispatching the “Official Transcript(s)” after receiving the Application-Form of the student at this Section but “Dispatching/Issuance time depends on furnishing the Verification Report by another Sections and circumstances surrounding the case.

- E) As per the requirement, the demand draft of requisite fees should be reached to this Division prior to 60 days or earlier from the expiry of the same demand draft for smooth transaction with the bank.

- F) Under the existing procedure, the University issues the “Official Transcripts” on “University Letter-Head” duly signed & verified on current status of each copy of Mark-sheet/Grade-card/PC/ Degree Certificate etc. by the authorized Officer on behalf of the Registrar (SED) or Controller of the Examinations, containing the following information therein:-

i) Attested copies of Mark-sheet/Grade-card/PC/ Degree Certificate etc. including detailed information about the “Programme” completed by the Student / Details of the Courses/ Scheme of Assessment of Student’s Performance / Minimum Standard for Completion of the Courses and Programme / Scheme of Study / Duration of Programme / Year of Admission & Completion of Programme / Mode of study / Medium of study etc. This information is based on the current status of the Mark-sheet/Grade card.

ii) Recognition of the University and authenticity of its Degrees/Diploma etc. It is also clarified in the “Official Transcript” that the University does not issue Year-wise/Semester-wise Mark-sheet/Grade-card but issue a comprehensive Mark-sheet/Grade-card after successful completion of the programme to the students.

- G) The inquiry about status of the “Official Transcript” submitted by the student/applicant can be obtained from “**Official Transcript Counter**” **Exam.-III Section of SED (Block-12, Room No.-10), IGNOU, Maidan Garhi, New Delhi-110068** personally or on **Telephone No. 011-29572210** between Monday to Friday during Office hours after 15 to 25 days of receiving the Application-Form at this Section.





## **RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS**

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

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



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

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

Note: For instructions, please see reverse.

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

Received Rs. ....
Bank Draft No. ....
Dealing Assistant IGNOU

Sir,

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

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

The required particulars are given below:

Name of Candidate (in Block letters in English .....

(in Hindi):.....

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

Programme:  Enrolment Number: 

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

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

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

Name of the Study Centre: .....

Name of the Regional Centre: .....

& other particulars: .....

Full Permanent Address of Student: .....

.....

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

Yours faithfully

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

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

Signature of Regional Director  
With Stamp

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

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

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

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

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

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

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

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

Deponent

Signature: .....

Address: .....

.....

**Verification:**

Verified at ..... this ..... day of .....20 that the contents of my affidavit are true to the best of my knowledge.

**Deponent**

SWORN BEFORE ME

Signature: .....

Designation: .....

Office Seal: .....

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

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### Hyderabad Region

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

### Itanagar Region

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

### Guwahati Region

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

### Patna Region

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

### Ranchi Region

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

### Delhi Region

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

### Ahmedabad Region

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

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

### **Karnal Region**

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

### **Shimla Region**

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

### **Bangalore Region**

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

### **Cochin Region**

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



### **Pune Region**

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

### **Imphal Region**

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

### **Shillong Region**

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

### **Aizwal Region**

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

### **Kohima Region**

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

### **Khanna Region**

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



### **Jaipur Region**

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

### **Gangtok Region**

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

## 14. ANNEXURES

### Annexure-I

#### ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES

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

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

**Appendix-1**

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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



**Appendix-1**

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
36	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND & 3RD.FLOOR, KAPPEESH BUILDING, M.G.ROAD, OPPOSITE TO MULUND STATION, MULUND WEST, MUMBAI-400080. 022-25923159/25925540 022-25925411 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICTS : MUMBAI, MUMBAI SUBURBAN, PALGHAR, RAIGARH, RATNAGIRI, THANE.)
37	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 'GYAN VATIKA' 14 HINDUSTAN COLONY, AMRAVATI ROAD, NAGPUR - 440 033 MAHARASHTRA 0712-2536999, 2537999 0712-2022000 0712-2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICTS: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, HINGOLI, NAGPUR, NANDED, PARBHANI, WARDHA, WASHIM, YAVATMAL)
38	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NOIDA, C-53, INSTITUTIONAL AREA, SECTOR - 62, NOIDA - 201301 (U.P.) 0120-2405012 / 13/14 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICTS: BAGHPAT, BULANDSHAHAR, GAUTAM BUDH NAGAR, GHAZIABAD, HAPUR, MEERUT & PARTS OF EAST DELHI)
39	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, H.NO 1576, NEAR P&T QUARTERS ALTO PORVORIM PO. 403521 GOA. 0832-2412443, 2412550 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICTS: NORTH GOA, SOUTH GOA) & STATE OF KARNATAKA (DISTRICT: UTTARA KANNADA) & STATE OF MAHARASHTRA (DISTRICT: SINDHUDURG)
40	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001, BIHAR 0612-2219539 / 2219541 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICTS: ARWAL, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPPRA)

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

**Appendix-1**

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

**Appendix-1****ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

**Appendix-1**

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

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

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

*Annexure-II*

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



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

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

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

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

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

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

## ADDRESSES OF STUDY CENTRES OF B.Com (F &amp; CA)

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

## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

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

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

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

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

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

## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

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

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



## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

Sl. No.	Centre Code	Centre Address
172	1481	Rajagiri college of management Applied science, Rajagiri valley PO kakkand, Cochin, Kerala-682039
173	14134D	Ideal training college, Karumanamkurussi Cherpulassery palakad, Cochin, Kerala
174	14157	R.M.A.S 3rd floor gcda shoppin complex Marine drive, Kochi, Kerala-682031
175	14161W	Pravasi community college Mankada po, Malappuram Kerala-679324
176	14164D	Sullamussalam science college Areacode ugrapuram po Malappuram-673639
<b>DARBHANGA</b>		
177	0504S	Parcham, Shukla road, hafizee chowk Ward no 40, Muzaffarpur, Bihar-842001
178	0581B	Yadunandan college Dighwara, Dist. Saran, Bihar-841207
179	0522	C.m. college, Kila ghat Darbhanga, Bihar-846004
180	0509	Rajendra college Chapra, Bihar-841301
181	0550B	Ganesh dutt college Begusarai, Bihar-851101
182	0559	M s college Motihar, Bihar-845401
183	0504	Bra bihar university, Library campus Muzaffarpur, Bihar-842001
184	0551	Samastipur college Samastipur, Bihar-848101
185	0557	Ramkrishna college Madhubani, Bihar-847211
<b>DEHRADUN</b>		
186	2749	S.d. college, Bhopa road Muzaffar nagar, Uttar pradesh-251001
187	2754	Dr. P.d.b. govt. P.g. college, Kotdwara Pauri district (garhwal) Uttanchal-246149
188	2762	Kumaon university D.S.B. Campus, Nainital Uttanchal-263001

Sl. No.	Centre Code	Centre Address
189	2748	Government p.g. college Uttarkashi, Uttranchal-249193
190	3705D	L.b. shastri tech. Edn. Instt. Halduchaur, Nainital, Uttanchal Abeyance
191	2772D	Guru nanak shiksha samiti Guru nanak inter college Preet vihar rampur road Rudrapur, Uttranchal-263153
<b>DEHRADUN</b>		
192	2717	Kumaon university Almora, Uttranchal-263601
193	2726	Government p.g. college Pithoragarh, Uttranchal-262501
194	2715	Government pg college Gopeshwar, Uttranchal-246401
195	2773D	C.t. kanya mahavidyalaya Kashipur, Udham Singh nagar, Uttanchal-244713
196	2758D	Modern school 78, jivanimai road, Rishikesh Uttanchal-249201
197	2752	Hnb garhwal university Dept. Of economics, Srinagar (garhwal) Uttanchal-246174
198	3708	Govt. Degree college, Champawat Dt. Champawat, Uttranchal-262523
199	2711	Mb government pg college Haldwani, Uttranchal-263141
200	3717D	District jail, Rathanabad Haridwar, Dehradun, Uttarakhand
201	47001D	Helpage home india Abul barkat deoband, Dist saharanpur Uttar pradesh-247554
202	3702	Maharaj singh college Saharanpur, Uttar pradesh-247001
203	31011D	District jail, Sudhowalal Dehradun, Uttarkhand
204	2705	D.a.v. pg college, D A V college road Dehradun, Uttranchal-248001
205	27140	Rani bhagyawati devi Mahila mahavidalya Bijnor, Uttar pradesh-800010



## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

Sl. No.	Centre Code	Centre Address
		<b>DELHI 1</b>
206	07102	Vocational training college Old inst. Of home eco. Buildng J-block south ext. Part-i New delhi, Delhi-110049
207	1042	Govt college for women Sector 16-17, Faridabad, Haryana
208	07153	Modi academic international Insitute, 24-a lajpat nagar iv, Ring road New delhi-110024
209	0742D	Al ameen ednl & welfare trust (north india), new horizon Sch. Complex, nizammuddin east New delhi, Delhi-110013
210	0707	Jamia millia islamia univ Dept of psychology, Jamia nagar Delhi, Delhi-110025
211	0710	Deshbandhu college University of delhi, Kalkaji New delhi, Delhi-110019
212	0743D	National association for blind Sector - v, R.k. puram, New delhi Delhi-110022
213	1007	Pt. J.I. nehru govt. College Sector-16a, Faridabad, Haryana-121001
214	0713	Jesus & mary college University of delhi, Chanakyapuri New delhi, Delhi-110021
215	07164D	District jail, Po neemka Faridabad, Haryana-121001
216	07171	Balaji college of education Adarsh nagar, Ballabgarh, Faridabad Haryana-121004
		<b>DELHI 2</b>
217	0769	Shyam lal college G.t. road, Shahdara, Delhi Delhi-110032
218	0729	Swami shradhanand college Alipur, New delhi, Delhi-110036
219	0718	Bhim rao ambedkar college Fc-vii, wazirabad road Loni road, Yamuna vihar, New delhi Delhi-110053
220	0708	Research foundation edn centre Shiksha bhawan csc-5, sector 9 Rohini, New delhi, Delhi-110085

Sl. No.	Centre Code	Centre Address
221	07111	Dot com academia n r convent School premises nangloi, Nilothi main nangloi Najafgarh road new delhi-110041
222	0731	Pc training institute Pcti house, uu-11, North pitampura New delhi, Delhi-110034
223	0772	Acharya inst of prof. Studies 2647, hudson lane, North campus Delhi, Delhi-110009
224	0784	Bitcom services (p) ltd. Plot not 366, 3rd floor, Kohat enclave Delhi, Delhi-110034
225	0745P	School of professional Development (spd) Ag 22 shailimar bagh ring road New delhi, Delhi-110088
226	0730	C.C.I.T., 527, patparganj indl. Estate Patparganj, New delhi, Delhi-110092
227	07107	Maharaja agrasen college Vasundara enclave Near chilla sports complex, Delhi Delhi-110096
228	0712	Vivekanand mahila college Vivek vihar, New delhi, Delhi 110032 Revival on 10032010
229	0734D	Amar jyoti rehbn. & res centre Amar jyoti charitable trust Vikas mark, karkardooma, New delhi Delhi-110092
230	29019	Vivekananda inst.comp.edu. B 3/45 a main road, Yamuna vihar Delhi-110053
231	29020	Vivekananda inst.prof.studies (vips) g-1-12 g t karnal road New azadpur metro station New delhi-110033
232	29035D	Krishna education centre C/o greenfields public school Dilshad garden, Ned delhi-110093
233	29038	Govindam business school 514, industrial estate, Patparganj Delhi-110092
		<b>DELHI 3</b>
234	07124	V d institute of technology Krishan vihar New delhi-110086

## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

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

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

## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

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

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

## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

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

## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

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

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

## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

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

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



## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

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

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

## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

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

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



## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

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

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

## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

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

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

## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

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

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

## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

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

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

## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

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

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

## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

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

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



## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

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

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

## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

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

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



## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

Sl. No.	Centre Code	Centre Address
727	1824P	Williamnagar college P.o. williamnagar, East garo hills Meghalaya
728	1815D	Women's college P.b.no.33, laitumkhrah p.o. Upper new colony, laitumkhrah Shillong, Meghalaya-793003
729	1804	Tirot singh memorial college Mairang, West khasi hills Meghalaya-793120
730	1865	Sankardev college Bishnupur, Shillong Dist east khasi hills, Meghalaya-793004
731	1818	Tikrikilla college Tikrikilla, West garo hills Meghalaya-794109
732	1806	Sohra college Sohra (cherrapunjee), East khasi hills Meghalaya-793108
733	1871	Auxilium umpohliw jingstad Mawntnum, Nongpoh, Dist ri bhoi Meghalaya-793102
734	1874	Sacred heart higher sec.school Dalu, Barengapara po West garo hills dist Meghalaya-794103
<b>SHIMLA</b>		
735	1138	Govt college Karsog, Mandi district Himachal pradesh-171304
736	1140	Govt pg collge Dhaliara village, Tehsil dehra, Dist kangra, Himachal pradesh-177103
737	1130	Sr, sec.school Keylong, Distt. Lahaul & spiti Himachal pradesh-175142
738	1158D	Govt degree college Tissa, Teh. Churaha, Distt chamba Himachal pradesh-177310
739	1157	Govt degree college Nalagarh, Dist solan Himachal pradesh-174101
740	1101	Government degree college Sanjauli, Shimla Himachal pradesh-171006
741	1113	Govt. P.g. college, Bilaspur Himachal pradesh-174001

Sl. No.	Centre Code	Centre Address
742	1105	Government degree college Dept. Of chemistry, Dharamshala Himachal pradesh-177005
743	1148	Govt degree college Banjar, Sub division banjar, Dist kullu Himachal pradesh-175123
744	1132R	G.g.d.s.d. college Vill. Raj pur, Palampur Distt. Kangra, Himachal pradesh
745	1107	Government degree college Kullu, Himachal pradesh-175101
746	1115	Govt. Degree college Recong peio, Kinnour district Himachal pradesh-172108
747	1116	Government degree college Rohit niwas, Near ram lila ground Seema (rohru) Himachal pradesh-171207
748	1110	Government degree college Rampur, Himachal pradesh-172001
749	1136	Govt. Degree college, mandi Joginder nagar, Dt. Mandi Himachal pradesh-176120
750	1133	Govt. Degree college Poanta sahib, Dt. Sirmour Himachal pradesh-173025
751	1141D	J.h.n. jyoti shiksh samiti J.h.n.jyoti sr school Vpo talyana dist bilaspur, Bilaspur Himachal pradesh-174026 Blank
752	1125	Government degree college Indora, distt. Kangra, Shimla Himachal pradesh-176401
753	1120D	Himachal research intitute Chakmoh, Hamirpur Himachal pradesh-176039
754	1124	Govt. P.g. college Sarkaghat, Dt. Mandi, Mandi Himachal pradesh-175024
755	1106	Government degree college Chamba, Himachal pradesh-176310
756	1109	Government pg college Una, Himachal pradesh-174303
757	1108	Government degree college Nahan, Himachal pradesh-173001
758	1103	Government degree college Solan, Himachal pradesh-173212

## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

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

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

## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

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

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

## ADDRESSES OF STUDY CENTRES OF B.Com (F & CA)

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

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

**ADDRESSES OF STUDY CENTRES OF M.COM (MA & FS)**

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

**ADDRESSES OF STUDY CENTRES OF M.COM (MA & FS) – Contd.**

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

**ADDRESSES OF STUDY CENTRES OF M.COM (MA & FS) – Contd.**

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

**ADDRESSES OF STUDY CENTRES OF M.COM (MA & FS) – Contd.**

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



**ADDRESSES OF STUDY CENTRES OF M.COM (MA & FS) – Contd.**

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

**ADDRESSES OF STUDY CENTRES OF M.COM (MA & FS) – Contd.**

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

**ADDRESSES OF STUDY CENTRES OF M.COM (MA & FS) – Contd.**

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

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

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

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

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92	Delhi 2	29010	Delhi	Coordinator, IGNOU study centre Tecnia institue 5 psp Madhuban chowk rohini Delhi-110085
93	Deoghar	0503	Dhanbad	Coordinator, IGNOU study centre P.k. roy memorial college Seraidhela, Dhanbad Jharkhand-826001
94	Deoghar	0507	Bokaro	Coordinator, IGNOU study centre Edn. & research trust (nipm) New admn. Building iii/b School bokaro steel city Bokaro Jharkhand-827006
95	Guwahati	0448	Dt. Karbi anglong	Coordinator, IGNOU study centre Diphu govt.college Distt. Karbi anglong Assam-782462
96	Guwahati	0455	Guwahati	Coordinator, IGNOU study centre Darrang college Tezpur district sonitpur Assam-784001
97	Guwahati	0403	Tinsukia	Coordinator, IGNOU study centre Women's college Durgabari po Tinsukia Assam-786125
98	Guwahati	0413	North lakhimpur	Coordinator, IGNOU study centre Lakhimpur commerce college North lakhimpur Assam-787001
99	Guwahati	0402	Dergaon	Coordinator, IGNOU study centre D.k.d. college Dergaon Assam-785614
100	Guwahati	0404	Bongaigaon	Coordinator, IGNOU study centre Birjhora mahavidyalaya Bongaigaon Assam-783380

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



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110	Hyderabad	01131	Hyderabad	Coordinator, IGNOU study centre Aurora's business school 6-3-456/18 & 19 Dwarakpuri colony near nims Punjagutta, hyderabad Andhra pradesh-500082
111	Imphal	1701	Imphal	Coordinator, IGNOU study centre Manipur university University campus Canchipur, Imphal Manipur-795003
112	Itanagar	0301	Itanagar	Coordinator, IGNOU study centre D.n.government colleg itanagar Itanagar Arunachal pradesh-791113
113	Jabalpur	1502	Jabalpur	Coordinator, IGNOU study centre Rani durgawati university Jabalpur Madhya pradesh-482001
114	Jabalpur	1561D	Katni	Coordinator, IGNOU spl. Study centre -ra Govt. Tilak pg college Shadol road Katni, Madhya )radesh
115	Jabalpur	41017D	Singrauli	Coordinator, IGNOU spcl study centre Singrauli ist of tec edu(site) Circuit house road Singrauli Madhya pradesh-486889
116	Jaipur	2328D	Nawalgarh	Coordinator, IGNOU spl. Study centre-ra Seth g.b. podar college Rambilas podar road Nawalgarh Rajasthan-333042
117	Jaipur	2310	Sriganganagar	Coordinator, IGNOU study centre Md p.g. college Sriganga nagar Rajasthan-335001
118	Jaipur	2322D	Hanumangarh	Coordinator, IGNOU spl. Study centre-ra Nehru memorial law college Hanumangarh town Hanumangarh Rajasthan-335513

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119	Jaipur	2306	Ajmer	Coordinator, IGNOU study centre Govt college Ajmer Rajasthan-305001
120	Jaipur	2303	Kota	Coordinator, IGNOU study centre Kota engineering college Rawat bhata road Kota Rajasthan-324010
121	Jaipur	2370	Pratapgarh	Coordinator, IGNOU study centre Govt pg college Dist pratapgarh Rajasthan
122	Jaipur	2320D	Jaipur	Coordinator, IGNOU spl study centre-ra India int. Instt. of mgt. Sector-12, mahaveer marg Mansarovar Jaipur Rajasthan-302020
123	Jaipur	2385	Dholpur	Coordinator, IGNOU study centre Govt p.g.college Dholpur Rajasthan
124	Jammu	1207	Rajouri	Coordinator, IGNOU study centre Government degree college Rajouri J & K-185131
125	Jammu	1206	Kathua	Coordinator, IGNOU study centre Government degree college Department of geography Kathua J & k
126	Jammu	1201	Jammu	Coordinator, IGNOU study centre University of jammu, Jammu tawi J & k-180001
127	Jammu	1208	Poonch	Coordinator, IGNOU study centre Government degree college Poonch J & k
128	Jodhpur	2321D	Jodhpur	Coordinator IGNOU spl study centre-w Ab memorial secondary school E-43, shastri nagar, Jodhpur Rajasthan-342003

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

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138	Khanna	2223	Nava shahr	Coordinator, IGNOU study centre Sikh national college Charan kanwal, banga Nawashahr Dt.nawasharh Punjab-144505
139	Khanna	2225	Mansa	Coordinator, IGNOU study centre Nehru memorial govt. College Mansa, Dt. Mansa Punjab-151505
140	Khanna	2206	Ludhiana	Coordinator, IGNOU study centre Guru nanak girls college Model town Ludhiana Punjab-141008
141	Khanna	2205	Amritsar	Coordinator, IGNOU study centre Dav college of education Amritsar Punjab-143001
142	Khanna	2204	Bhatinda	Coordinator, IGNOU study centre Mgdav college Bhilwada road, Bhatinda Punjab-151001
143	Kohima	2030	Dimapur	Coordinator, IGNOU study centre Unity college Near nagaland university Residential campus, Dimapur Nagaland-797112
144	Kolkata	2840D	Howrah	Coordinator, IGNOU spl. Study centre-w Shree jain vidyalaya 25/1, bon behari bose road Howrah West bengal-711101
145	Kolkata	2825D	Bankura	Coordinator, IGNOU spl study centre-ra Ramananda college Bishnupur Bankura West bengal
146	Kolkata	2813	Midnapore	Coordinator, IGNOU study centre Midnapur college Midnapur West bengal-721101

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147	Kolkata	2807	Purulia	Coordinator, IGNOU study centre Jagannath kishore college Ketika, Purulia West bengal-723101
148	Kolkata	2817	Arambagh	Coordinator, IGNOU study centre Netaji mahavidyalaya Arambagh p.o. Hooghly West bengal-712601
149	Kolkata	2862D	Kolkata	Coordinator, IGNOU spl. Study centre Savitri girls' college 13, muktaram babu street Kolkata West bengal-700007
150	Kolkata	2801	Kolkata	Coordinator, IGNOU study centre Ishwar chandra pathabhavan 299 acharya prafula chandra rd Kolkata West bengal-700009
151	Kolkata	2814	Kolkata	Coordinator, IGNOU study centre Dinabandhu andrews college Garia p.o., Kolkata West bengal-700084
152	Kolkata	2803	Kanchrapara	Coordinator, IGNOU study centre Railway technical school Kanchrapara 24 parganas (n) West bengal-743145
153	Kolkata	2804	Kolkata	Coordinator, IGNOU study centre Aswini datta memorial college 94/2, park circus Kolkata West bengal-700017
154	Kolkata	2864	West medinapur	Coordinator, IGNOU study centre Belda college Dist. Paschim medinipur West bengal-721424
155	Kolkata	2802	Kolkata	Coordinator, IGNOU study centre St. Xavier's college 30 park street Kolkata West bengal-700016

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

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165	Lucknow	2701	Lucknow	Coordinator, IGNOU study centre Jai narain degree college Lucknow Uttar pradesh-226001
166	Lucknow	2706	Kanpur	Coordinator, IGNOU study centre P.p.n. college 96/12, mg marg Kanpur Uttar pradesh-208001
167	Lucknow	2742R	Raibareli	Coordinator, IGNOU recog. Study centre Ntpc limited Unchahar, Raibareli Uttar pradesh-229406
168	Lucknow	2720	Lucknow	Coordinator, IGNOU study centre Lucknow christian college Deptt. Of chemistry Lucknow Uttar pradesh-226018
169	Lucknow	2787R	Mirzapur	Coordinator, IGNOU study centre G.d. binani pg college Mirzapur Uttar pradesh
170	Lucknow	27195	Lucknow	Cordinator, IGNOU study centre National pg college 2 rana pratap marg Dist lucknow Uttar pradesh
171	Madurai	2586P	Papanasam	Cordinator, IGNOU study centre Thiruvalluvar college Papanasam Tamilnadu-627425
172	Madurai	2587P	Kovilpatti	Cordinator, IGNOU study centre G.venkataswamy naidu college Kovilpatti Tuticorin, Kovilpatti Tamilnadu-628502
173	Madurai	2589P	Karur	Cordinator, IGNOU study centre Kongu college of arts & sci D.c. nagar, Vannaimalai(post) Karur Tamilnadu-6

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



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182	Madurai	43071	Perungudi	Coordinator, IGNOU study centre Saraswathi narayanan college Perungudi Near airport Perungudi-625022
183	Mumbai	1603	Mumbai	Coordinator, IGNOU study centre Sathaye college Dixit road Vile parle (e), Mumbai Maharashtra-400057
184	Mumbai	1615 R	Tarapur	Coordinator, IGNOU recog. Study centre Shri g.a. lokseva nidhi P/17, midc, Tarapur Maharashtra-401506
185	Mumbai	1601	Mumbai	Coordinator, IGNOU study centre Kjs college of education t & r Vidyanagar, vidya vihar Ghatkopar (e), Mumbai Maharashtra-400077
186	Mumbai	1604	Mumbai	Coordinator, IGNOU study centre Ket's vg vaze college Mithagar road Miland (e), Mumbai Maharashtra-400081
187	Nagpur	1609	Amravati	Coordinator, IGNOU study centre Amravati university Tapovan campus Amravati Maharashtra-444602
188	Nagpur	1614	Chandrapur	Coordinator, IGNOU study centre Chandrapur engineering college Babupeth, Chandrapur Maharashtra-442403
189	Nagpur	1607	Nagpur	Coordinator, IGNOU study centre Nagpur university Guru nanak bhawan, Nagpur Maharashtra-440001
190	Nagpur	36029	Nagpur	Coordinator, IGNOU study centre Dr panjabrao deshमुख inst. Of Management tech.& resh(pdimitr) Dhanwaate national college Congress nagar nagpur Maharashtra-400012

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191	Nagpur	36039	Nagpur	Coordinatorm IGNOU study centre Smt kaushlyadevi maheshwari Mahila mahavidyalaya 85 hiwari layout Nagpur Maharashtra-440008
192	Noida	2707	Modi nagar	Coordinator, IGNOU study centre M.m.p.g. college Modi nagar, Ghaziabad Uttar pradesh-201204
193	Noida	2718	Ghaziabad	Coordinator, IGNOU study centre M.m.h. college Ghaziabad Uttar pradesh-201001
194	Noida	2728	Meerut	Coordinator, IGNOU study centre Meerut college Meerut Uttar pradesh-250001
195	Noida	2730 R	Ghaziabad	Coordinator, IGNOU recog. Study centre N.t.p.c. Vidyut nagar Gautam budh nagar Ghaziabad Uttar pradesh-201001
196	Noida	2739	Noida	Coordinator, IGNOU study centre Government p.g. college Sector - 39, Noida Uttar pradesh-201303
197	Noida	2799	Meerut	Coordinator, IGNOU study centre D.n. post graduate college Meerut Uttar pradesh-250005
198	Noida	39010	Meerut	Coordinator, IGNOU study centre Nanakchand anglo sanskrit College (nasc) E k raod, Distt meerut Uttar pradesh
199	Panaji	1308	Belgaum	Coordinator, IGNOU study centre R.p.d. college Tilak wadi Belgaum Karnataka-590006

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

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

**ADDRESSES OF STUDY CENTRES OF M.COM (MA & FS) – Contd.**

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

**ADDRESSES OF STUDY CENTRES OF M.COM (MA & FS) – Contd.**

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

**ADDRESSES OF STUDY CENTRES OF M.COM (MA & FS) – Contd.**

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

**ADDRESSES OF STUDY CENTRES OF M.COM (MA & FS) – Contd.**

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



**ADDRESSES OF STUDY CENTRES OF M.COM (MA & FS) – Contd.**

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

**ADDRESSES OF STUDY CENTRES OF M.COM (MA & FS) – Contd.**

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

**ADDRESSES OF STUDY CENTRES OF M.COM (MA & FS) – Contd.**

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

## LIST OF STATE CODES

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

## LIST OF BOARD CODES

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

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

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

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

Control No.

--	--	--	--	--

Programme Code

(To be filled in by the Candidate)

--	--

Region Code

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Bank & Branch Code

(To be filled by the Bank)

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Computerised No.

Programme Name

Year:

Session: (January/July)

Semester:

Enrolment No. (if already allotted)

Programme Fee

₹ \_\_\_\_\_

Late Fee

₹ \_\_\_\_\_

Any other Fee

₹ \_\_\_\_\_

Service Charges

₹ \_\_\_\_\_

Total Rs.

Amount in words (

\_\_\_\_\_)

Name and Address of the Student

(City)

(State)

(Pin Code)

Signature of Guardian/Student

**Instructions to the Depositor**

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

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

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

Information on this policy, rules and procedures can be accessed from the IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in). Any incident of sexual harassment may be reported to the Regional Director of the Regional Centre, you are attached to or to any of the persons whose contact details are given in the following table.

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

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

## II. IGNOU COMMITTEE AGAINST SEXUAL HARASSMENT (ICASH)

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

## III. IGNOU APEX COMMITTEE AGAINST SEXUAL HARASSMENT (ACASH)

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

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

**For Complaints please write to:**

**Address at IGNOU (Hqrs.):**

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

**Email: [rsdcash@ignou.ac.in](mailto:rsdcash@ignou.ac.in)**

**OR**

**Address at your Regional Centre:**

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





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## 15. GUIDELINES FOR FILLING IN THE APPLICATION FORM

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

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

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

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

A	1
---	---

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

B	2
---	---

M.Com (MA & FS) at present is offered only in English medium, hence applicants need to fill the code A1 only.

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

0	5
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0	6
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1	9	7	6
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9-17. Write the relevant codes in the boxes provided, as per the details given in the application form.

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

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

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

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

### For B.Com (F & CA) Students

- 20(a) Applicants for B.Com (F & CA) have to select EEG-03 or EEG-04. If you select BEGE-103, write A1 in the box and if you select BEGE-104 write B2 in the box. FHS-01, AED-01 and ECO-13 are compulsory. Therefore, they are not shown in the choice here.

### For M.Com (MA & FS) Students

- (b) Applicants for M.Com (MA & FS) have to select IBO-01 or MCO-04. If you select IBO-01, write A1 in the box and if you select MCO-04 write B2 in the box.
- (c) Applicants for M.Com (MA & FS) have to select IBO-02 or MCO-06. If you select IBO-02, write A1 in the box and if you select MCO-06 write B2 in the box. MCO-01 and MCO-03 are compulsory. Therefore, they are not shown in the choice here.

21. (a) Write the relevant code in the box. (b) If A1 in 21a, then fill column 21 (b).
22. Write the relevant code in the box.
23. Furnish the details of Scholarship, if any received.
24. You fill in Code of Board from which you passed +2. List of Board Codes is given in Annexure IV.
25. Write the relevant code for mode of payment.

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

Make a Demand Draft for **₹7,200** for B.Com (F & CA) or **₹8,400 for M.Com (MA & FS)** in favour of IGNOU payable at the city where your Regional Centre is situated, and fill the relevant column.

26. Fill in your address for correspondence where you would like to receive your study material and all other correspondence. Do not give post box No. as address. Leave a box blank between each unit of address like house No., street name, P.O. etc. The address given by a student must be in India otherwise the Registration will be invalid.
- 27, 28 & 29. Write down your telephone No., Fax No., E-Mail Address, if any.

### CHECKLIST

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

- (A) Affixed your **photograph**
- (B) Enclosed the following certificates:
  - i) Demand Draft/Challan Form for programme fee.
  - ii) Certificates in support of your +2 qualification.
  - iii) **For B.Com (F & CA) applicants:** Proof of registration or passing in Institute of Cost Accountants of India Foundation/Intermediate.
  - iv) **For M.Com (MA & FS) applicants:** Proof of registration/passing ICAI Final.
  - v) **For M.Com (MA & FS) applicants:** Proof of passing B.Com (F & CA) or Bachelor degree.
  - vi) Student Card duly filled in along with photograph.
  - vii) Acknowledgement Card duly affixed with the postage stamp for Rs. 6/-.
- (C) Enclosed Demand Draft for the Programme Fee and written your name, programme code and application No. on the reverse of the Demand Draft or Challan form issued by bank (if fee is deposited in cash through Indian Bank/IDBI Bank).

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

**OR**

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



**23(a). Details of Scholarship being received if any:**

(a) Annual Scholarship Amount

(b) Dept. Offering Scholarship

(Write the relevant code in the box) A1 Govt. Deptt. B2 Other

(c) Family income (yearly)

**24(a). Board Code for +2 Qualification**

**(b) B.Com (F & CA)**

(Write the relevant code in the box)

A1 Only Registered Foundation

B2 Passed Foundation/Intermediate

Registration No.

Date of Registration

DD MM YYYY

**(c) M.Com (MA & FS)**

(Write the relevant code in the box)

A1 Registered Final

B2 Passed Final

Registration No.

Date of Registration

DD MM YYYY

**25. Details of Fees:**

(write the relevant code in the box)

A1 Bank Draft

B2 Cash Bank challan

D/D No. / Bank Challan No.

D/D Challan Date





Amount (in Rs.)

Date

Month

Year

Bank Name

**26. Address for Correspondence:**

(Do not give post Box No. address. Leave a blank box between each unit of address like

House No. Street Name, P.O., etc.)



..... Fold From here .....

City

District

State

Pin Code

**27. Telephone Number** (if any) with STD Cod/Mobile No.

STD Code

Telephone No.

**28. Fax Number** (if any) with STD Code

STD Code

Fax No.

**29. E-mail address/ID** (if any)

**DECLARATION BY APPLICANT**

I hereby declare that I have read and understood the conditions of eligibility of the programme for which I seek admission. I fulfil the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University. Further, I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in future over the same rules.

Date  /  /

**CHECKLIST**

**Signature of the Candidate**

Tick the relevant boxes and enclose the following:

- (i) Demand Draft/Challan Form for Programme.
- (ii) Certificates in support of your + 2 qualification (attested copy).
- (iii) Proof of Registration for Foundation/Intermediate students should submit proof of passing [For B.Com (F & CA) applicants].
- (iv) Proof of Registration/Passing Final Course [For M.Com (MA & FS) applicants].
- (v) Proof of B.Com (F & CA) or Bachelor degree
- (vi) Student Card duly filled in along with photograph.
- (vii) Acknowledgement Card duly stamped.

## INSTRUCTIONS

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



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**B.Com (F&CA) and M.Com (MA & FS)**

**STUDENTS IDENTITY CARD**



**Indira Gandhi National Open University**

**ACKNOWLEDGEMENT CARD**

Dear Student,

Thank you for joining IGNOU B.Com (F&CA) and M.Com (MA&FS) programme. We acknowledge the receipt of your application form.

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

To be Filled in by the Students:

Course Applied for :	<input type="checkbox"/> B. Com (F & CA)	<input type="checkbox"/> M.Com (MA &FS)
DD Number:	_____	
DD Date:	_____	
Amount:	_____	
Drawn On:	_____	

*For Office Use Only*

Your Enrolment Number is

.....  
.....



Enrolment No. ....

Name of Programme .....

Name .....

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

Address (in Capital Letters) .....

Pin Code .....

Full Signature of the Candidate .....



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

ATTESTED BY



*Please mention your full postal address at the space allocated*

Affix  
Postage  
Stamp of  
Rs. 6/-

**To,**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CITY : \_\_\_\_\_

STATE : \_\_\_\_\_

PIN :

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

**From:**

The Regional Director,  
IGNOU Regional Centre

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

### **RECOGNITION**

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

### **Despatch of Study Material and Assignments**

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

## **Request for the Issue of Grade Card and issuance of Provisional Certificate**

For the issue of Comprehensive Grade Card and Provisional Degree Certificate of B.Com ( F & CA), students after completing IGNOU courses, Cost Accountancy courses and required period of study should submit self attested copies of the:

- Proof of registration for Intermediate
- Mark sheet of Foundation
- Mark sheet of Intermediate

Similarly, students of M.Com (MA & FS) are required to submit self attested copies of the:

- Bachelor degree or its equivalent
- Mark sheet of Cost Accountancy Final Stage

The above documents are to be submitted to the Programme Coordinator [(B.Com (F & CA) & M.Com. (MA & FS)], School of Management Studies, IGNOU, Maidan Garhi, New Delhi.-110068

or

The scanned copies of the self attested documents can be email to [icwai-soms@ignou.ac.in](mailto:icwai-soms@ignou.ac.in)