

# PROGRAMME GUIDE

Certificate in Business Skills  
[CBS]



School of Management Studies  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi-110068



“शिक्षा मानव को बन्धनों से मुक्त करती है और आज के युग में तो यह लोकतंत्र की भावना का आधार भी है। जन्म तथा अन्य कारणों से उत्पन्न जाति एवं वर्गीय विषमताओं को दूर करते हुए मनुष्य को इन सबसे ऊपर उठाती है।”

-इन्दिरा गांधी

“Education is a liberating force, and in our age it is also a democratizing force, Cutting across the barriers of caste and class, breaking out inequalities imposed by other circumstances.”

- Indira Gandhi

*Indira Gandhi*

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## **Certificate in Business Skills [CBS]**



**School of Management Studies  
Indira Gandhi National Open University  
New Delhi  
[www.ignou.ac.in](http://www.ignou.ac.in)**

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# 1. ABOUT THE COLLABORATOR COL & RGF



**Commonwealth of Learning (COL)**

The Commonwealth of Learning (COL) is an intergovernmental organization created by Commonwealth Heads of Government to encourage the development and sharing of open learning/distance education knowledge, resources and technologies. COL is helping developing nations improve access to quality education and training.

The Commonwealth is a voluntary association of more than 50 independent sovereign states, which provide support to each other, and work together toward international goals. The Commonwealth is described as a "family" of nations, originally linked together in the British Empire, and now building on their common heritage in language, culture and education, which enables them to work together in an atmosphere of greater trust and understanding than generally prevails among nations.

Bringing together some 1.7 billion people of many faiths, races, languages, traditions and levels of economic development, the Commonwealth represents almost one-third of the world's population.

## RAJIV GANDHI FOUNDATION (RGF)

The Rajiv Gandhi Foundation (RGF) was established on 21 June 1991 to commemorate Rajiv Gandhi's vision for India. The Foundation aims to work in areas which were of deepest concern to Rajiv Gandhi and to act as a catalyst in promoting effective, practical and sustainable programmes in areas of national development. The Foundation has established its presence in virtually all the states and union territories of India, and launched programmes and activities in all our areas of concentration through partnerships with NGOs and similar community-based organisations (CBOs), in priority areas such as women and children, health and literacy.



Rajiv Gandhi



20 August 1944 to 21 May 1991

**Rajiv Gandhi**

"And now, after the end of colonial servitude, our young nation is showing afresh the vitality of endeavour to build a new, fuller life for our people."

**Rajiv Gandhi**

## **2. ABOUT THE UNIVERSITY**

### **2.1 Introduction**

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 it to the doorsteps of the learners
- providing access to high quality education to all those who seek it irrespective of age, region, religion and gender
- offering need-based academic programmes by giving professional and vocational orientation to the courses
- promoting and developing distance education in India
- Setting and maintaining standards in distance education in the country as an apex body.

### **2.2 Prominent Features**

IGNOU has certain unique features such as:

- international jurisdiction
- flexible admission rules
- individualized study: flexibility in terms of place, pace and duration of study
- use of latest information and communication technologies
- nationwide student support services network
- cost-effective programmes
- modular approach to programmes
- resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organizations
- socially and academically relevant programmes based on students need analysis
- convergence of open & conventional education systems

### **2.3 Important Achievements**

IGNOU is the First University in India to Launch Convergence as well as Community College Scheme.

- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels 'Gyan Darshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- Student enrolment has doubled in four years from 1.5 million to over 3 million.
- UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.
- On spot delivery of study material to students.
- Largest network of learning support system.
- Declaration of Term-end result within 45 days.
- Increase in academic programme from 338 to 520 within a year.

### **2.4 The Schools of Studies & Centers**

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



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

Some of the other Centres and Units which in coordination with the academic, administrative and service wings have developed very useful and educative courses/programmes are as follows.

- National Centre for Disability Studies (NCDS)
- Centre for Corporate Education, Training and Consultancy (CCETC)
- Centre for Extension Education (CEE)
- Advanced Centre for Informatics and Innovative Learning (ACIIL)
- Chair for Sustainable Development (CSD)

## 2.5 Academic Programmes

The University offers both short-term and long-term programmes leading to Certificates, Diplomas, Advance Diploma, Associates Degree and Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such Programmes. They are launched with a view to fulfill the learner's needs for:

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

## 2.6 Course Preparation

Learning material is specially prepared by teams of experts drawn from different Universities and specialized Institutions in the area spread throughout the country as well as in-house faculty. The material are scrutinized by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before these are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with



the course writers, in-house faculty and producers. The material is previewed and reviewed by the faculty as well as outside experts and edited/modified, wherever necessary, before they are finally dispatched to the students, Study Centres and Telecast through Gyan Darshan.

## 2.7 Credit System

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

## 2.8 Support Services

In order to provide individualized support to its learners, the University has a large number of Study Centres, spread throughout the country. These Study Centres are co-ordinated by 60 Regional Centres and Recognized Regional Centres. At the Study Centres, the learners interact with the Academic Counsellors and other learners, refer to books in the Library, watch/listen to video/audio programmes and interact with the Coordinator on administrative and academic matters. The list of Regional and Study Centres is given in this handbook. Support services are also provided through Work Centres, Programme Study Centres, Skill Development Centres and Special Study Centres.

## 2.9 Programme Delivery

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

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

- a) **Self Instructional Written Material:** The printed study material (written in self-instructional style) for both theory and practical components of the programmes is supplied to the learners in batches of blocks for every course (on an average 1 block per credit). A block which comes in the form of a booklet usually comprises 3 to 5 units.
- b) **Audio-Visual Material Aids:** The learning package contains audio and video CDs which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the study centres during specific sessions which are duly notified for the benefit of the learners.

The video programmes are telecast on National Network of Doordarshan and Gyan Darshan. All Gyan Vani stations are broadcasting curriculum based audio programmes. In addition, some selected stations of All India Radio are also broadcasting the audio programmes. Learners can confirm the dates for the programmes from their study centres. The information is also provided through the university website.

- c) **Counselling Sessions:** Normally counselling sessions are held as per schedule drawn by the Study Centres. These are held on weekends that is, Saturday and Sunday. There will be 6 counselling sessions of 2½ hours duration for each course in face to face (F2F) mode, apart from tele-counselling sessions at Gyan Darshan-II, as per announced schedule.
- d) **Gyan Darshan and Gyan Vani Educational Channels**

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

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

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

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

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

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

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

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

**ii) Gyan Vani:** Conceived as a joint venture between MHRD and IGNOU, the Gyan Vani project comprises a network of 40 FM Educational Radio Stations located in different places across the country. Thirty seven of these stations are already operational.

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

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

**e) Practicals Work:** The course CITL-001: Laboratory Course have practical component also. Practicals are held at designated institutions for which schedule is provided by the Study Centres. Attendance at practicals is compulsory.

### **Term-end Examination and Payment of Examination Fee**

The University conducts Term-end Examination twice a year in the months of June & December. Students will be permitted to appear in term-end examination subject to the conditions that 1) registration for the courses, in which they wish to appear is valid, 2) minimum time to pursue these courses is elapsed, and 3) they have also submitted the required number of assignment(s), if any, in those courses by the due date.

Students can also submit on-line examination form as per guidelines through IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in).

Examination fee @ Rs. 60/- per course is required to be paid either through online payment gateway, cash deposit on designated banks and also through demand drafts.

## **2.10 On-Demand Examination**

**The University has a scheme of Associate Studentship**

### **The Facility of On-Demand Exams**

IGNOU provides facility of On-Demand examination to its bonafide and eligible students to appear for examination in several courses as per their convenience and preparation without waiting for six monthly term-end examination. If for any reason a student failed at or failed to appear at term-end examination or needs to clear any course for career advancement or any other kind of progress before the next available term-end examination, he/

she may register for On-Demand Examination On-line from anywhere at any time. The facility of On-Demand Exam is available at selected Regional Centres of IGNOU in different parts of the country.

For details about On-Demand-Examination, visit The IGNOU Website [www.ignou.ac.in](http://www.ignou.ac.in) OR Contact any of the Regional Centres of IGNOU OR Contact the Coordinator, On-Demand Exam, NCIDE, G-Block, New Academic Complex, IGNOU, Maidan Garhi, New Delhi - 110068. Phone: 011-29573068, 29573069 OR e-mail: [odexam@ignou.ac.in](mailto:odexam@ignou.ac.in) OR Contact the Registrar,

## 2.11 PREVENTION OF MALPRACTICE/NOTICE FOR GENERAL PUBLIC

Students seeking admission to various academic programmes of Indira Gandhi National Open University are advised to directly contact IGNOU headquarters at New Delhi or Regional Centres of IGNOU only. Students interacting with intermediaries shall do so at their own risk and cost.

However, in case of any specific complaint regarding fraudulent institutions, fleecing students etc., please contact any of the following members of the Malpractices Prevention Committee:

- 1) Prof. Manohar Lal, Director, SOCIS (Tele: 2953 3426)
- 2) Registrar (SRD) (Tele: 2953 2741)
- 3) Registrar (SED) (Tele: 2953 5828)
- 4) Director (RSD) (Tele: 2953 2118)
- 5) Director (SSC) (Tele: 2953 5714)
- 6) CPRO (Tele: 2953 2321)
- 7) Security Officer (Tele: 2953 3237)
- 8) Deputy Registrar (SRD) (Tele: 2953 6215)

Alternatively complaints may be faxed on 29536588 29532312.

Email : [ignouregistrar@ignou.ac.in](mailto:ignouregistrar@ignou.ac.in)

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

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

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

## 2.12 Placement Services

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

## 2.13 Whom to Contact for What

- 1) Identity Card, Fee Receipt, Concerned Regional Centre Bonafide Certificate, Migration, Certificate, Scholarship Forms, change of name, correction of name/address
- 2) Non-receipt of study material Concerned Regional Centre and assignments
- 3) Change of Elective/Medium/ Concerned Regional Centre opting of left over electives/ Deletion of excess credits
- 4) Schedule/Information regarding Exam-form, Assistant Registrar (Exam.II), SED, Block 12, Entrance Test, Date-sheet, IGNOU, Room No. 2, Maidan Garhi, New Delhi-110068 Hall Ticket E-mail : [sgoswami@ignou.ac.in](mailto:sgoswami@ignou.ac.in), or
- 5) Result, Re-evaluation, Grade Card, Deputy Registrar (Exam-III), SED, IGNOU, Provisional Certificate,

Early Declaration Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068 of Result, Transcript, etc. kramesh@ignou.ac.in, or

- 6) Non-reflection of Assignment Grades/Marks Asstt. Registrar, (Assignment) SED, assignments@ignou.ac.in, or
- 7) Status of Project Reports of all programmes Ph. : 011-5129532294 Ext. 1313/1320/1321
- 8) Original Degree/Diploma/Verification of Deputy Registrar (Exam.I), SED, , Degree Diploma, Block 9, IGNOU, Maidan Garhi, New Delhi - 110068.
- 9) Re-admission and Credit Transfer Student Registration Division, Block No. 3, Maidan Garhi,
- 10) Student Grievances (SED) Asstt. Registrar (Student Grievance)
- 11) Purchase of Audio/Video Tapes Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi - 110068
- 12) Academic Content Director School of Management Studies.
- 13) Student Support Services and Director, Student Service Centre,  
Student Grievances, pre-admission IGNOU, Maidan Garhi, New Delhi - 110068  
Inquiry of various courses in IGNOU ssc@ignou.ac.in  
Telephone Nos.: 29535714, 29533869, 2953380  
Fax: 29533129

### 3. SCHOOL OF MANAGEMENT STUDIES

#### 3.1 Introduction

Starting its operations in 1987, with the launch of Diploma in Management as the pilot programme of the University, the School of Management Studies (SOMS) offers 9 programmes in Management and 6 programmes in Commerce. The Management Programme offered by the School currently consists of 50 courses. In Commerce discipline offers B.Com, M.Com, PGDIBO and BPP, B.Com (A & F) and M.Com (F&T) exclusively for Chartered Accountants students. The main objective of all these programmes courses is to equip the students with necessary conceptual, entrepreneurial and analytical skills required for handling the Business Operations. The various programmes offered by the school are as follows:

#### 3.2 Programmes

##### A) Doctoral Degree

- 1) Doctor of Philosophy in Management (Ph.D [M])
- 2) Doctor of Philosophy in Management (Ph.D [C])

##### B) Master's Degree

- 1) Master of Commerce (M.Com)
- 2) Master of Commerce in Finance & Taxation (M.Com (F&T)) for ICAI
- 3) Master of Commerce in Business Policy and Corporate Governance (M.Com (BP & CG)) for ICSI
- 4) Master of Commerce in Management Accounting & Financial Strategies (M.Com(MA&FS)) for ICWAI
- 5) Master of Business Administration (MBA)
- 6) Master of Business Administration (Banking & Finance) (MBA (B & F))

##### C) Bachelor's Degree

- 1) Bachelor of Commerce (B.Com)
- 2) Bachelor of Commerce with Major in Accountancy and Finance (B.Com(A&F)) for ICAI
- 3) B.Com with Major in Corporate Affairs and Administration (B.Com (CA&A)) for ICSI
- 4) B.Com with Major in Financial and Cost Accounting (B.Com(F&CA)) for ICWAI
- 5) BBA in Retailing (BBA(Retailing))
- 6) Bachelor Preparatory Programme (BPP)



**D) PG and Advance Diploma**

- 1) Post-Graduate Diploma in Management (PGDIM)
- 2) Post Graduate Diploma in International Business Operations (PGDIBO)
- 3) Post-Graduate Diploma in Financial Management (PGDFM)
- 4) Post-Graduate Diploma in Human Resource Management (PGDHRM)
- 5) Post-Graduate Diploma in Operations Management (PGDOM)
- 6) Post-Graduate Diploma in Marketing Management (PGDMM)
- 7) Post-Graduate Diploma in Teaching and Research in Management (PGDTRM)
- 8) Post Graduate Diploma in Financial Markets Practice (PFDFMP)

**E) Diploma**

- 1) Diploma in Management (DIM)
- 2) Diploma in Finance, Budget and Accounting (DFBA)

**F) Certificate**

- 1) Certificate in Business Skills (CBS)
- 2) Certificate in Entrepreneurship (CIE)
- 3) Certificate in NGO Management (CNM)

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**4. COMMERCE FACULTY AND STAFF**

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**Director**

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

**Professors**

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

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

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

**Reader**

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

**Assistant Professors**

Dr. Subodh Kesharwani  
MBA [IT], M.Com., D.Phil.  
Information Technology & Entrepreneurship



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

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

Dr. Anupriya Pandey  
M.Com, Ph.D  
Finance and Accounts

**Printing and Production Staff**

Mr. K. G. Sasi Kumar, *Assistant Registrar*

**Administrative/Secretarial Staff**

Mrs. Neeta Sethi, *Assistant Registrar*

Mrs. Sunita Kapoor, *Section Officer*

Mr. Mukesh Dutt Gaur, *PA*

Mr. Shekhar Sharma, *JAT*

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## 5. CERTIFICATE IN BUSINESS SKILLS (CBS)

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This Programme "Certificate in Business Skills" is developed jointly by IGNOU, Rajiv Gandhi Foundation (RGF) and Commonwealth of Learning (COL) Vancouver, Canada. The main objective of this programme is to enable NGOs and other agencies to develop business skills among the street children, unemployed youth, rural and urban disadvantaged sections and women, so that these groups can avail gainful self employment opportunities. This is a vocational programme, as it gives more emphasis to self employment. This certificate programme make the learners competent in the areas of business communication, entrepreneurship, basic computer knowledge, business organization and accounting. The salient features of this programme are as follows :

### 5.1 Salient Features of CBS

- Courses designed and prepared by professional expert.
- Student centered multimedia learning materials.
- Strong students support services.
- Opportunity to interact with leading experts through the teleconferencing.
- Student can study at their own chosen place and not required to attend regular classes.
- Student can study at his own pace and convenience over a period of 6 months to 2 years.
- Student is exposed to vocational/professional expertise.
- Students have the opportunity to develop skills in computers.
- Teaching is done through an innovative multi-medium.

## 5.2 CBS Programme Structure

The University follows the credit system for its Certificate in Business Skills programme. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a 4-credit course involves 120 study hours and 6 credits involves 18 courses of study. To successfully complete the CBS programme, you will have to earn 18 credits over a period of 6 months to 2 years depending on your convenience. This Programme has the following four compulsory courses of four credits each:

1. ECO-1: Business Organisation	4 Credits
2. PCO-1: Preparatory Course in Commerce	4 Credits
3. BCOA-001: Business Communication and Entrepreneurship	4 Credits
4. CITL - 001 Laboratory Course	6 Credits

## 5.3 Eligibility for Admission

Candidates who have qualified 10+2 or its equivalence from any recognised university are eligible for admission to this CBS Programme.

## 5.4 Duration of the Programme

The Programme has been designed for a minimum duration of 6 months. A student once admitted, his/her registration is valid for two years. Thus, a student can complete this programme within a minimum period of 6 months or a maximum period of two years. In case of failure to do so, student will be required to seek re-admission by paying prescribed programme fee.

## 5.5 Medium of Instruction

The programme is offered in English medium. Printed course materials are sent to the students in English.

## 5.6 Fee Structure

The programme fee for this CBS programme (including Registration fee is **Rs. 1900/- (Rupees One thousand nine hundred only)**). The programme fee should be paid only by means of Demand Draft drawn in favour of IGNOU payable at the city where your Regional Centre is situated. Please write in capital letters **your name, address** and the **Programme** to which the admission is sought to ensure proper credit to your fee account. Fee once paid is not refundable under any circumstances.

## 5.7 Course Out-lay

This programme comprises of 4 courses out of which 3 courses are 4 credits each and one lab course of 6 credits. The outlay of the courses is given below :

### COURSE - 1

#### ECO-01 : BUSINESS ORGANISATION (4 CREDIT)

#### Block 1 BASIC CONCEPTS AND FORMS OF BUSINESS ORGANISATION

- Unit 1 Nature and Scope of Business
- Unit 2 Forms of Business Organisation – I
- Unit 3 Forms of Business Organisation – II
- Unit 4 Business Promotion

#### Block 2 FINANCING OF BUSINESS

- Unit 5 Methods of Raising Finance
- Unit 6 Long-term Financing and Underwriting
- Unit 7 Stock Exchanges

**Block 3 MARKETING**

- Unit 8 Advertising
- Unit 9 Advertising Media
- Unit 10 Home Trade and Channels of Distribution
- Unit 11 Wholesalers and Retailers
- Unit 12 Procedure for Import and Export Trade

**Block 4 BUSINESS SERVICES**

- Unit 13 Banking
- Unit 14 Business Risk and Insurance
- Unit 15 Transport and Warehousing

**Block 5 GOVERNMENT AND BUSINESS**

- Unit 16 Government in Business
- Unit 17 Forms of Organisation in Public Enterprises
- Unit 18 Public Utilities

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**Course -2**

**PCO-01: PREPARATORY COURSE IN COMMERCE (4 CREDIT)**

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**Block 1 BASIC CONCEPTS OF ACCOUNTING**

- Unit 1 Nature of Business
- Unit 2 Nature and Scope of Accounting
- Unit 3 Basic Accounting Terms and Concept

**Block 2 BOOKS OF ACCOUNT- I**

- Unit 4 Accounting Process and Rules
- Unit 5 Journal
- Unit 6 Ledger

**Block 3 Books of Account- II**

- Unit 7 Subsidiary Books: Cash Book
- Unit 8 Banking Transactions and Three-Column Cash Book
- Unit 9 Bank Reconciliation Statement
- Unit 10 Other subsidiary Books
- Unit 11 Trial Balance

**Block 4 FINAL ACCOUNTS – I**

- Unit 12 Basic Concepts Relating to Final Accounts
- Unit 13 Capital and Revenue
- Unit 14 Trading Account
- Unit 15 Manufacturing Account
- Unit 16 Profit and Loss Account

**Block 5 FINAL ACCOUNTS – II**

- Unit 17 Balance Sheet
- Unit 18 Adjustments in Final Accounts
- Unit 19 Final Accounts with Adjustments
- Unit 20 Rectification of Errors

### Course - 3

## BCOA-001: BUSINESS COMMUNICATION AND ENTREPRENEURSHIP (4 CREDIT)

### Block I COMMUNICATION SKILLS FOR BUSINESS

- Unit 1 Basic Grammar Skills
- Unit 2 Putting Grammar to Use
- Unit 3 Creating Short Writing
- Unit 4 Applying English Skills to Special Projects

### Block 2 ENTREPRENEURSHIP AND SMALL BUSINESS

- Unit 5 Choosing to Become an Entrepreneur
- Unit 6 Becoming an Entrepreneur
- Unit 7 Setting up Small Business Development
- Unit 8 Financial Management of Small Business
- Unit 9 Legal Requirements of Small Business

### Course - 4

## CITL-001: LABORATORY COURSE

The basic objective of this course is to develop the skills so that the student can use the Computer in day to day applications. It covers the aspects of loading the Operating System as well as writing small 'C' programs. After studying this Course, the learners would be able to install Windows & Linux, develop and run basic 'C' programs, do word processing, develop presentations, work with databases, create small programs using HTML and design web pages.

For CITL001, there shall be 18 practical sessions consists of 3 hours each. A student needs to attend at least 12 out of 18 practical counseling sessions (each session is of 3 hours duration) to become eligible to appear for Term End Practical Examination in CITL001. Coverage of this course is as under:

### Lab Manual - 1

- Unit1: Introduction to Operating System features and utilities of MS Windows and Linux (2 practical sessions)
- Unit2: Programming in 'C' (3 practical sessions)
- Unit3: Word Processing (4 practical sessions)
- Unit4: Spread Sheets (3 practical sessions)

### Lab Manual - 2

- Unit1: Presentation tools (1 practical session)
- Unit2: Databases (2 practical sessions)
- Unit3: Internet Programming (2 practical sessions)
- Unit4: Web Page Design (1 practical session)

## 6. PROGRAMME DELIVERY

The methodology of instruction in this University is different from that of the conventional Universities. The open university system is more learner-oriented and the learner is an active participant in the teaching and learning process. Most of the instructions are imparted through distance education methodology rather than

face-to-face communication. The University follows a multimedia approach for instruction. It comprises of the following components.

### 6.1 Self-learning Print Material

The Printed material for all the courses is mailed to the students by post. On an average, each course comprises of 2 to 4 blocks. A block which comes in the form of a booklet comprises of 3 to 5 units. These printed materials are prepared by in-house faculty with the help of teams of experts drawn from conventional universities, management institutions and professional managers from all over the country. These materials are again edited by the subject experts, and language experts at IGNOU before they are finally sent to the press for printing. These books are different from normal text books. They are specially developed in self instructional design to facilitate the distance learner.

### 6.2 How to Study Print Material

The print material prepared by the university is self instructional in nature. Each course has been divided into a number of Blocks. 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'.

### 6.3 Counselling Sessions

Normally counselling sessions are held as per a schedule drawn before hand by the Coordinator of your study centre. They are normally held on weekend, (Saturday and Sunday) of the week. There will be 10 counselling sessions of 2-1/2 hours duration for each course in face to face at your study centre and some additional sessions per course through teleconference mode. The purpose of counselling 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 your fellow students. There are experienced academic counsellors at the study centres to provide counselling and guidance to you in the courses you have chosen for study. The counselling sessions for each of the courses will be held at suitable intervals throughout the whole academic session. The counselling sessions are not compulsory. However, they may be very useful in certain respects such as: to share your views as the subject with counsellors and fellow participants, comprehend some of the complex ideas or difficult issues, and get clarification for many doubts which you would not otherwise try to raise and consult academic counsellors 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. In these sessions, you must look into the subject-based difficulties and any other issues arising out of such difficulties. Besides, the audio and video cassettes will also be played in the counselling sessions.

Before you go to attend the counselling session, please go through your course materials 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, without making the session a seminar or a debate. 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.

#### **6.4 Practical Sessions for CITL – 001**

Practical sessions for the CITL – 001 course will be held in computer centre, which may or may not be located with your CBS programme study centre. Your concerned Regional Centre will allocate the centre for the CITL – 001 course to attend practicals and counselling sessions. For successful completion of this course a minimum of 75% attendance is compulsory in the practical sessions. coordinator(s) of the study centre may organize suitable number of 'make-up' sessions for students who miss out the mandatory attendance requirements. Details of the practical sessions is given below :

Evaluation system for this course in CBS should be the same as in CIT. Evaluation system for this course comprises of continuation evaluation through assignment with 25% weightage and Term-end practical examination with 75% weightage.

As part of continuous evaluation, a student has to attempt one assignment for 25 marks. There will be a Term End Practical Examination of three hours duration for a maximum of 50 marks. Term End Practical Examination will consist of 2 Questions. The first question will cover the areas under Lab Manual-1 and the second question will cover areas under Lab Manual-2.

A student must secure 40% marks in continuous evaluation as well as term end examination for the successful completion of this course.

#### **6.5 Audio-Visual Material Aids**

The learning package contains audio and video cassettes which have been produced by the university for better clarification and enhancement of understanding of the course material given to the learner. A video programme is normally of 25-30 minutes duration. The audio tapes are run and video cassettes are screened at the study centres during specific sessions which are duly notified for the benefit of the learners. The video programmes are telecast on National Network of Doordarshan and Gyan Darshan. Some of the selected stations of All India Radio are also broadcasting the audio programmes. Learners can confirm the dates for the programme from their study centres. The information is also provided through the National Newspapers and IGNOU Newsletters sent to the learners periodically.

#### **6.6 Telecounselling**

Telecounselling is a satellite based interactive system capable of carrying one-way video and two-way audio communication. The university is arranging lectures by senior faculty and outside experts in the studio at head-

quarters and students can watch these programmes LIVE on TV sets arranged at all IGNOU regional centres and selected study centres. After the presentation by the experts, students can ask questions through the phone or fax and the expert will give clarifications and attend to all queries. In fact, it is simulation of class room situation through TV. The receive sites for these teleconferencing have been set up all over the country for the benefit of the students. All the Regional Centres and selected study centres are the receive sites of IGNOU.

### 6.7 Interactive Radio-Counselling

Interactive Radio-Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by invited experts. Students can ask questions right from their homes on telephone. These sessions are conducted for an hour on Sundays from 189 radio stations in the country. A toll free telephone number 1600 112345 has been provided for this purpose from selected cities.

### 6.8 Gyan Darshan Educational Channel

A collaboration between MHRD, Prasar Bharti, IGNOU and other organisations has resulted in launching DD Gyan Darshan, the Educational Channel of India. In a significant gesture, EMPC has been identified as the coordinating and transmitting agency. Regular transmission of educational programmes from the EMPC studios started on January 10, 2000. The Channel is providing educational programme on a variety of subjects for 24 hours a day to enhance the learning process. Steps are being taken to relay the Gyan Darshan Channel through different Cable Operators in the Country for wider outreach. GD signals can be conveniently received without any special equipment anywhere. Gyan Darshan has now gone completely digital and expanded into a bouquet of channels namely GD-1, GD-2 and GD-3 'Eklavya'. Educational programmes are contributed by major educational institutions such as IGNOU, UGC/CEC, NCERT/CIET, Directorate of Adult Education, IITs and other educational/development organizations in the country. Gyan Darshan transmissions uplinked from the earth station of EMPC-IGNOU, New Delhi can be accessed all over the country throughout the year and round the clock without any break.

### 6.9 Gyan Vani

IGNOU has been offered FM Channel Radios in 40 cities and towns for education and development. EMPC is the nodal agency for implementing the project. EMPC is also studying an experimental proposal for global Gyan Vani. As many as 17 FM Radio Stations at Allahabad, Bangalore, Coimbatore, Vishakhapatnam, Mumbai, Lucknow, Bhopal, Kolkata, Chennai and Delhi are already on air. The broadcasts in English, Hindi and the regional languages/dialects are conducted by local resource persons. The detailed schedule can be accessed at IGNOU EMPC-Gyandarshan Website <http://www.ignou.ac.in/gyandarshan%scindex.html>.

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## 7. EVALUATION SYSTEM

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- 1) The Evaluation for each course covers two aspects :
  - a) Continuous evaluation through assignments (Tutor Marked Assignment (TMAs)/ Computer Marked Assignment (CMAs).
  - b) Term-end examinations.

In the final results all the assignments of a course carry 30% weightage while 70% weightage is given for term-end examination.

- 2) All the assignments and term-end examinations will be scored as a numerical marking scheme. Any component, which has not been attempted would be treated as having a score of 0 (zero) marks.
- 3) To claim Certificate in Business Skills (CBS), the requirement for pass would be at least 35% marks (Grade D) in both continuous evaluation (assignments) as well as term-end examination of each course except computer courses (CILT-001). **Candidate should keep in mind that the minimum pass percentage for CILT-001 is 40%. You must note this difference in the evaluation system for this computer course.** The scores of continuous evaluation and term-end examination are not complementary to each. The above condition is mandatory for all courses of CBS programme.

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

Ist Division	-	60% and Above	Pass	-	35% to 49.9%
IInd Division	-	50% to 59.9%	Unsuccessful	-	Below 35%

To claim Certificate in Business Skills, the requirement for pass would be at least 35% marks (Grade D) in term-end examination and in assignment separately of each course except CITL-001 course in which pass percentage is 40%. Depending on the percentage of marks secured by a candidate, the divisions will be awarded as follows:

Ist Division	-	60% and Above	Pass	-	40% to 49.9%
IInd Division	-	50% to 59.9%	Unsuccessful	-	Below 35%

University follows grading system for continuous evaluation as well as term-end examination. It is done on a five-point scale using letter grades, A,B,C,D,E. The university has decided to provide numerical marking also in the grade card and award of division for CBS Programme.

The notional correlates of the letter grades and percentage of marks are as under:

Letter Grade	Qualitative Value	Point Grade	Equivalent % of numerical marks
A	Excellent	5	70% and above
B	Very Good	4	Above 55% and below 70%
C	Good	3	Above 45% and below 55%
D	Satisfactory	2	Above 35% and below 45%
E	Unsatisfactory	1	Less than 35%

#### Assignments – Instructions

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. For the 3 courses other than CITL-001, assignments of a course carry 30% weightage while 70% weightage is given to the term-end examinations. For CITL-001, continuous evaluation carry 25% weightage and TEE carry 75% weightage. Therefore, you are advised to take your assignments seriously. A simple omission on your part may cause loss to you and inconvenience at all levels in the University.

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

**You will not be allowed to appear for the term-end examination for any course if you do not submit assignment in time for that course.**

The main purpose of assignment is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. The 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 are two types of assignments: i) Tutor Marked Assignments (TMA) which are evaluated by the counselor, and ii) Computer Marked Assignments (CMA) which are evaluated by the computer.



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

The assignment responses should be complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete answer sheets bring you poor grades.

The University/Co-ordinator of the Study Centre has the right to reject the assignment submitted after the due date. You are, therefore, advised to submit the assignment before the due date.

For your own record, retain a copy of all the assignment responses which you submit to the Coordinator. If you do not get back your duly evaluated tutor marked assignments along with a copy of 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.

In case of tutor-marked assignments, you have to submit your response sheets to the Coordinator of the Study Centre assigned to you. After evaluation these tutor marked assignments will be sent back to you with comments and marks (grade). The computer-marked assignment is to be sent directly to the Registrar, Student Registration and Evaluation, Indira Gandhi National Open University, Maidan Garhi, New Delhi - 110068.

Do not forget to get back your duly evaluated tutor marked assignments alongwith a copy of the assessment sheet containing comments of the evaluator on your performance. This may help you to improve future assignments.

If you do not get pass grade in any assignment, you have to submit it again. To get fresh assignments you should write to Registrar, MPDD, IGNOU, Maidan Garhi, New Delhi - 110068. However, once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any, committed by the evaluator.

The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre, so that the correct score is forwarded by him to the Student Registration and 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 SR&E Division at the Headquarters.

**Do not enclose or express doubts for clarification if any about study material or assignment alongwith the assignment. Send your doubts in a separate cover to the Director of the concerned School at IGNOU, Maidan Garhi, New Delhi 110 068.** Give your complete enrolment number, name, address, title of the course, and the number of the Unit or the assignment, etc. on top of your letter.

#### **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:

**Enrolment No. ....**

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

All Tutor Marked Assignments are to be submitted at the study center assigned to you.

- 3) Read the assignments carefully and follow the specific instructions, if any given on the assignment itself about the subject matter or its presentation.
- 4) Go through the Units on which assignment is based. Make some points regarding the question and then rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question give adequate attention to introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to the question. Make sure that the answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasise. While solving numericals, use proper format and give working notes wherever necessary.
- 5) Use only 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.
- 6) Write the responses in your own hand. Do not print or type the answers. Do not copy your answers from the Units/Blocks sent to you by the University. If you copy, you will get zero marks for the respective question.
- 7) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be awarded zero.
- 8) Write each assignment separately. All the assignments should not be written in continuity.
- 9) Write the question number with each answer.
- 10) The completed assignment should be 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.
- 11) After submitting the assignment at the Study Centre get the acknowledgment from the Coordinator on the prescribed assignment remittance-cum-acknowledgment card.
- 12) 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.
- 13) If you find that there is any factual error in evaluation of your assignments e.g. any portion of assignment response has not been evaluated or total of score recorded on assignment response is incorrect you should approach the coordinator of your study centre for correction and transmission of correct score to headquarters.

#### **SPECIFIC INSTRUCTIONS FOR COMPUTER MARKED ASSIGNMENTS**

- 1) At the end of each computer marked assignment (CMA), you find the response sheet. You have to write your answers on that response sheet. The details of Programme Code, Course Code and Assignments Code are printed on the response sheet. Therefore, you should be very careful to use the response sheet only for the same assignment. By mistake, if the response sheets of two different assignments are interchanged, all the answer may become wrong and may result in a poor grade. So, you are advised to tear off the response sheet from the assignment only after completing the answers and other particulars.
- 2) Proforma of the CMA response sheet is enclosed in this programme guide for your information. If you have missed or misplaced the response sheet of any assignment, you can use the photocopy of the proforma given in this programme guide. Please note that the details of Course Code and Assignment Code are left blank. So, you should carefully fill up these columns whenever you use the photocopy of this proforma.
- 3) Write your enrolment number carefully in the prescribed column. Any mistake in the enrolment number will lead to non-declaration of your result. Also write your name and address clearly in capital letters in the prescribed columns.
- 4) Put your signature and date of submission of response sheet in the columns prescribed.
- 5) In the response sheet you can see the question numbers printed from 1 to 50. Below each number you can find blank box which is meant for writing the answer.
- 6) For each question in the assignment four answers are provided, of which only one answer is correct. You have to read the question carefully and select the correct answer. Then write the number of the correct



answer in the box provided for that question in the response sheet. For example assume Questions 1 and 2 in the assignment are as follows:

Q.1 The urban revolution took place in the:

- a) It Iron Age
- b) Neolithic Age
- c) Paleolithic Age
- d) Bronze Age

(The right answer here is the alternative given at number 4.)

Q.2 The British Policy of divide and rule:

- a) Created communal harmony in India
- b) Had no impact at all
- c) Created communal division
- d) Helped no one

(The right answer here is the alternative given at number 3.)

Now you have to choose the correct answers for these questions. The correct answer for Q.1 is the alternative given in 4. So you have to write 4 in the box below question 1 in the response sheet. Similarly, correct answer to Q.2 is the alternative given in 3. So write 3 in the box below Q.2 in the response sheet. This is shown below:

Question No.	1	2	3	4	5	6	7	8	9	10
Answer	4	3								

- 7) If you think that none of the answer is correct for a specific question, write 0 in the box related to the question. Similarly, if you do not want to answer any question, put a (x) in that box.
- 8) Do not over-write on the answer because such an answer may not be legible and may not be accepted. Therefore, write your answers on the response sheet only when you are absolutely sure of it.
- 9) You should not fill in the columns provided for office use at the bottom of the response sheet.
- 10) Retain a copy of duly filled CMA response sheet for your record purpose.
- 11) After completing the assignment, tear off the response sheet from the assignment put it in an envelope and mail it to the following address:  
Student Evaluation Division (SED)  
Indira Gandhi National Open University  
Maidan Garhi, NewDelhi-110 068
- 12) If you find that the score of your CMA is not reflected in your grade card, please send a copy of the CMA response sheet for verification to the evaluation Division at the headquarter along with a documentary evidence of having sent the CMA to the evaluation division at the headquarters.

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## 8. TERM-END EXAMINATION

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### 8.1 Term-end Examination

As stated earlier, 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, failing which you can take the same in December or June of subsequent years within the total span of the programme.

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 four conditions.

- 1) You should have paid the registration fee.
- 2) You should have opted and pursued the prescribed course.
- 3) You should complete the submission of assignments for the respective course.
- 4) You should submit the examination form with a fee of Rs. 50 per course in time (which is explained later).

## 8.2 Examination Date Sheet

Examination date sheets (Schedule which indicates the date and time of examination for each course) are sent to all the Study Centres approximately 5 months in advance. The same is also notified through IGNOU News Letter from time to time. 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).

## 8.3 Examination Form

It is an essential pre-requisite for you to submit the Examination Form along with examination fee of Rs. 50 per course through draft, in favour of IGNOU payable at New Delhi for taking examination in any courses. The examination forms are available at Study Centres/Regional Centres/Student Registration and Evaluation Division at Headquarters and you may also download from INTERNET [www.ignou.ac.in](http://www.ignou.ac.in). A specimen copy is also printed here in this Programme Guide. However, **you cannot take photocopy of this form for use.** Only one form is to be submitted for all the courses in one term-end examination. If you do not submit your form within the specified time, you have to pay late fee as mentioned below.

The filled in examination form along with examination fee of Rs. 50 per course through draft is to be sent to the Registrar, SR&E Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068 only, but not to any other office. Please mention your name and enrolment number on reverse side of the draft. The last date for submission of examination forms are 1st March to 31st March for the examination to be held in June, and 1st September to 30th September for examinations to be held in December. The last dates for receipt of examination forms after the due date with a late fee in addition to the normal fee, as under:

### Last Date for Submission of Examination Form

For June TEE	For December TEE	Fee
1 <sup>st</sup> February to 31 <sup>st</sup> March	1 <sup>st</sup> August to 30 <sup>th</sup> September	Rs. 60 per course
1 <sup>st</sup> April to 20 <sup>th</sup> April	1 <sup>st</sup> October to 20 <sup>th</sup> October	Rs. 60 per course + Rs. 100
21 <sup>st</sup> April to 15 <sup>th</sup> May*	21 <sup>st</sup> October to 15 <sup>th</sup> November*	Rs. 60 per course + Rs. 500
16 <sup>th</sup> May to 28 <sup>th</sup> May*	16 <sup>th</sup> November to 28 <sup>th</sup> November*	Rs. 60 per course + Rs. 1000

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

Dates are subject to change due to unforeseen circumstances to be notified.

Please write your correct enrolment number, programme code and name at the back of the Demand Draft/IPO drawn in favour of IGNOU, New Delhi for Rs. 100/500/1000 representing late fee along with normal fee i.e., Rs. 60/- per course and properly tag with your examination form to avoid its misplacement. The examination form received after due dates without late fee, wherever applicable, shall be rejected.

#### 8.4 Admit Card

After receiving the examination forms from you, the University will send admit card to you before the commencement of examination. If you do not receive the admit card 15 days before the commencement of examinations, you may contact your Study Centre or Regional Centre or Student Registration and Evaluation Division at the Headquarters. If your name is registered for examinations in the list sent to the Study Centre, even if you have not received admit card or misplaced it, 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.

#### 8.5 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, SR&E 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.

#### 8.6 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.**

No student is allowed to reappear in an examination for improving the marks after successfully passing it.

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 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.

#### 8.7 Re-evaluation of Answer-Scripts

There is a provision of re-evaluation of term-end examination's answer-scripts. To avail this facilities, the request should be made on the prescribed form along with a draft of Rs. 300/- per course drawn in favour of IGNOU payable at New Delhi and the same by submit/sent to the Registrar, SR& E Division, IGNOU, New Delhi - 110 068 by Registrar post. Please write your name, enrolment number, centre code at the back of the demand draft.

The request for re-evaluation by the students must be made before 31<sup>st</sup> March for December TEE and 30<sup>th</sup> September for June TEE or within one month of declaration of results, whichever is later. The date of declaration of results will be calculated from the date on which the results are placed on the IGNOU website.

After re-evaluation, the better of the two scores of original marks and re-evaluation marks will be considered. The revised marks shall be incorporated in the student record and the revised Marks sheet shall be sent to the students within one month from the receipt of the application.



## 9. OTHER USEFUL INFORMATION

### 9.1 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. All the important information relevant to the students is published in the newsletter.

### 9.2 Reservation of Seats

The University provides reservation of seats for scheduled 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.

### 9.3 Scholarships and Reimbursement of Fees

Reserve categories viz., scheduled caste/scheduled 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.

### 9.4 Change/Correction of Address

There is a printed card for the change/correction of address. This card is normally 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 verify your signature from the original records and forwarded the same to the Registrar, SR&E, 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 concerned 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. The form for this purpose is available in this programme guide for Xerox or you can also download form IGNOU website.

### 9.5 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 and Evaluation 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.

### 9.6 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.

### 9.7 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 Rs. 25/- to be paid in favour of IGNOU, New Delhi. The form for the purpose is given in this Programme Guide.

### 9.8 Re-admission

If you are not able to complete the programme in a maximum of 2 years, University has made a special provision for readmission. The form and the guidelines are available in this Programme Guide. Kindly fill and submit it as per instructions.

### 9.9 Simultaneous Registration

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

### 9.10 Refund of Fees

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this university. However, in case university denies admission the programme fee will be refunded after deduction of registration fee through account payable cheque only.

### 9.11 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 Rs.100/- in the form of demand draft drawn 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.

### 9.12 Credit Transfer

#### 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 for which appropriate credits would be deemed to have been acquired for and purposes for fulfilling the IGNOU requirements for award of a degree/diploma.

#### Eligibility

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



## Modalities

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

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

## Rules and Regulations for Credit Transfer

- 1) Student who want to avail credit transfer shall get registered with IGNOU for the programmes they want to study. All the applications for credit transfer should invariably be addressed to Dy. Registrar, SR&E, IGNOU, Maidan Garhi, New Delhi-110068.
- 2) The students have the choice to opt the electives of second year in the first year and 3rd year in second year of their studies.
- 3) The students by opting the courses in such a way to complete the balance credits, can reduce the period of study prescribed for the completion of the degree programme and thereby avail no payment of fees to the period not covered. The students availing credit transfer would be allowed to complete the programme early provided they do not offer more than 32 credits in a year.
- 4) IGNOU "programmes" and "Courses" means "subjects" or "papers" respectively of conventional universities.
- 5) Students seeking credit transfer should apply directly to the Dy. Registrar (SRD) IGNOU, Maidan Garhi, New Delhi - 110068 enclosing a Demand Draft for Rs.-50/- per course drawn in the name of IGNOU and payable at New Delhi, attested copies of Marks sheet and attested copies of syllabus of such courses, covered by them. The Equivalence committee at the Headquarters of the university will examine such cases separately. 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.

## 9.13 Disputes on Admission and Other University Matters

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

### How to Approach the University

During the course of your study you might require some further information or knowledge about rules and regulations. You must know whom to contact for a specific information. We are providing information about these matters below under the heading Some Useful Addresses.

The information about the suitable forms for specific purpose is also provided in Section 9 of this programme guide. Whenever you need take a copy of the relevant form and send as per instructions given in the form.

## 10. SOME USEFUL ADDRESSES

### 1) Academic Matters

Prof. N.V. Narasimham (*Professor in Commerce*)  
nvnarasimham@ignou.ac.in

Prof. Nawal Kishor (*Director*)  
nkishor@ignou.ac.in

Dr. Subodh Kesharwani (*Programme Coordinator*)  
skesharwani@ignou.ac.in

School of Management Studies  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi 110068

Regional Director of your Region

### 2) About Admission, Fee receipt, Re-registration, Re-admission, Change of Study Centre, Bonafide Certificate, Counselling, Evaluation of Assignments, Non-receipt of Study Material and assignments.

### 3) 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)

Ph: 29538427

Indira Gandhi

29536743

National Open University

Fax: 29538429

Maidan Garhi, New Delhi - 110 068

E-mail: sred@ignou.ac.in

### 4) For Migration Certificate

Regional Director

alongwith the following documents:

(i) Application Form (can be obtained from Regional Centres and H.Q.)

(ii) Photocopy of Grade card and Provisional Certificate

(iii) A fee of Rs. 300/- in the form of Demand Draft drawn in favour of IGNOU payable at the city where your Regional Centre is located

### 5) For Change of Region

The Regional Director concerned with copy to:  
Registrar (SED) Indira Gandhi National Open  
University, Maidan Garhi, New Delhi-110068

You are advised to get in touch with the co-ordinator of your study centre for timely information.

## 11. SOME FORMS FOR YOUR USE

In this Programme Guide we are enclosing the sample of some forms that are useful to you. Whenever you have to correspond with the University, please get the photocopy of the relevant form except term-end examination 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) Application Form for Change/Correction of Address/Study Centre.
- 2) Application Form for Non-Receipt of Study Material.
- 3) Specimen Form for Term-end Examination and Instructions.
- 4) Application Form for Requisition for fresh set of Assignments and Instructions.
- 5) Response Sheet for Computer Marked Assignment.
- 6) Application Form for Answer Scripts of Term-end Examination.
- 7) Application For Early declaration of Result of Term-end Examination
- 8) Application Form for Obtaining Duplicate Grade Card/Mark-sheet.
- 9) Application Form for Issue of Provisional Certificate.
- 10) Application Form for Issue of Migration Certificate.
- 11) Application Form for Re-admission.

Regional Director  
 Indian Council  
 National Open University  
 Maidan Garhi, New Delhi 110088  
 E-mail: stud@ignou.ac.in

along with the following documents:  
 (i) Application form to be obtained from Regional Centre and H.O.  
 (ii) Photocopy of Grade Card/Mark-sheet and Certificate  
 (iii) A fee of Rs. 100/- in the form of Demand Draft drawn in favour of ICED payable at the city where your Regional Centre is located.  
 The Regional Director, concerned, will copy to Registrar (SEED) Indian Council, National Open University, Maidan Garhi, New Delhi, 110088 of your study centre for timely examination.

Enrolment No.

Name: .....

Course Code: .....

Programme:  M. Com.

Medium:

For Office Use Only	
Sl. No.	Assignment No.

Sl. No. ....

Date of Receipt: .....

Name of Receipt: .....

Date of despatch to the Evaluator: .....

Date of receipt from Evaluator: .....

Sig. of dealing Accountant .....

Date: .....

### INDIRA GANDHI NATIONAL OPEN UNIVERSITY ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM

Enrolment No.

Name: .....

Course Code: .....

Programme:  M. Com.

Medium:

Sl. No. Assignment No.


Sl. No. ....

Signature of the Student .....

Date: .....

FOR OFFICE USE ONLY

Sl. No. ....

Signature of the receiver .....

Date: .....

Seal

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



**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

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

Medium of Study

Programme of Study

New Study Centre Code

Date \_\_\_\_\_

Signature \_\_\_\_\_

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





**Indira Gandhi National Open University  
New Delhi**

**REQUISITION FOR FRESH SET OF ASSIGNMENTS**

Programme of Study

Enrolment Number

Study Centre Code

Write in **BLOCK CAPITAL LETTERS** only.

Name : Shri/Smt./Kum

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

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

Complete Address .....

Signature .....

Date .....

Pin .....

**For Official Use Only:**

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

## INSTRUCTIONS FOR DOING ASSIGNMENTS

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

Mail this Form to:  
The Regional Director  
(Concerned)



# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION  
MAIDANGARHI, NEW DELHI-110068  
TERM-ENDEXAM JUNE/DECEMBER-200

**EXAM FORM**

Serial No.

Control No.

### INSTRUCTIONS

1. Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals.
2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the Sample below.

0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Programme Code

Study Centre Code

Enrolment No.

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

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

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.)

City  District

State  Pin Code

### COURSE OPTION:

Course codes for which appearing for the First time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT / ADIT/ PGDLAN / BLIS Programmes Fee @ Rs. 50/- PER COURSE				Course Code (Exam already taken in last TEE but result awaited on the date of submission of the exam form) (For result please visit IGNOU site www.ignou.ac.in) NO EXAM FEE TO BE PAID	
S.No.	Course Code	S. No.	Course Code	S.No.	Course Code
1.	<input type="text"/>	9.	<input type="text"/>	1.	<input type="text"/>
2.	<input type="text"/>	10.	<input type="text"/>	2.	<input type="text"/>
3.	<input type="text"/>	11.	<input type="text"/>	3.	<input type="text"/>
4.	<input type="text"/>	12.	<input type="text"/>	4.	<input type="text"/>
5.	<input type="text"/>	13.	<input type="text"/>	5.	<input type="text"/>
6.	<input type="text"/>	14.	<input type="text"/>	6.	<input type="text"/>
7.	<input type="text"/>	15.	<input type="text"/>	7.	<input type="text"/>
8.	<input type="text"/>	16.	<input type="text"/>	8.	<input type="text"/>

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

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

SIGNATURE OF THE STUDENT  
(within the Box only)

ISSUING BANK

1. Draft No.

Amount

2. Draft No.

Amount

Date

Issuing Branch

Payable at **N E W D E L H I**

### Declaration

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

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

(Signature of the Student)

### **Dates for Submission of Exam Forms**

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

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

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

### **INSTRUCTIONS FOR FILLING UP THE EXAM FORM**

1. Please send the examination form by registered Post/Speed post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end examination.
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favor of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.
5. Term-end Examination result is also available on the university website i.e., [www.ignou.ac.in](http://www.ignou.ac.in). Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website [www.ignou.ac.in](http://www.ignou.ac.in) and download Hall Ticked report to Examination Centre with your Identity Card.
7. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted another Examination Centre under the same Region.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination. (For example ECO-01/MS-02)
10. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
11. Students are advised to enclose/forward only the Examination fee alongwith this form. Any other fee forwarded with the Exam fee will result in rejection of the Examination Form.
12. Student of BA/B.Com/BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
13. Examination Form can also be submitted with the requisite fee (with or without late fee) within the stipulated dates at the respective Regional Centres.
14. Examination fee once paid will not be refunded/adjusted.





## **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/Dissertaion 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 Devision  
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)

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

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

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

<b>DRAFT DETAILS:</b>			
Amount Rs. ....	D.D. No.....	Date .....	
Bank Name & .....	Place of Issue .....		

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

(To be filled in by the Admissions Division)

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

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

## INSTRUCTIONS

1. A fee of Rs. 300 should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the city of the Regional Centre or New Delhi, as the case may be.
2. At the time of submission of the application for 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. 300/- 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**

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 Rs. 150 in favour of IGNOU, New Delhi .....

.....  
Signature

Date : .....

**Note :** Fee for duplicate grade card is Rs. 150. The duplicate grade card/mark sheet will be sent by Registered post.

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

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)*





To  
The Regional Director (Concerned)

**Master's Degree**  
**Change of Medium:** Rs. 200 per course plus Rs. 400 per 2/4 credit course and Rs. 800 per 6/8 credit course.  
**Change of Elective:** Rs. 400 per course of 2/4 credit course and Rs. 800 per course of 6/8 credit course.  
**Change of Programme:** A student has to pay the full fee for the new Prog. and he/she has to forfeit the fee paid for the earlier Programme opted by him/her.

**BDP**  
**Change of Medium:** Rs. 200 per course plus Rs. 200 per 2/4 credit course and Rs. 400 per 6/8 credit course.  
**Change of Elective:** Rs. 200 per course of 2/4 credit course and Rs. 400 per course of 6/8 credit course.  
**Change of Programme:** Rs. 400 plus Rs. 200 per 2/4 credit course and Rs. 400 per 6/8 credit course.

**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 .....

.....

.....



## 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 two consecutive years 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**

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

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

Exam.

1. Name .....

2. Programme:

Enrolment No.

3. Address .....

.....

..... Pin Code:

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

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

(b) Exam Centre Code: .....

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

.....

.....

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

5. Fee details:

(The fee for obtaining photocopy of the answer script is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s)..... × Rs. 100/- = 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 script(s), for which photocopy(ies), applied for, belongs to me. For this purpose, I am enclosing self attested photocopy of my Identity Card issued by the University. In case, my statement is found false, the University may take action against me as deemed fit.

Date:.....

Signature:.....

Place:.....

Name:.....

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

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

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

To  
The Regional Director (concerned)

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

Enrolment No. 

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

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)





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

**APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE**

Enrolment No.:

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Programme Title: .....

Regional Centre: .....

Name: .....

Father's Name: .....

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

Mailing address: .....

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

Filled in application Form should be sent to:

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

Date:.....

.....

**Signature**



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

**APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS**

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

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

1. Name .....

2. Programme:  Enrolment No.

3. Address .....

..... Pin Code:

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

Total marks/Overall point grade obtained Percentage obtained

.....

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

5. Course(s), in which improvement is sought: Course Code Course Code

1. .... 4. ....

2. .... 5. ....

3. ....

6. Fee details:  
 (The fee for Improvement in Division is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s)..... × Rs. 500/- = Total Amount.....

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

Issuing Bank.....

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

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

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

**UNDERTAKING**

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

Date:.....

Signature:.....

Place:.....

Name:.....

## **RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS**

1. The improvement of marks/grades is applicable only for 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 **Rs. 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: 

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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 RS. 10/- BEFORE FIRST CLASS MAGISTRATE**

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

I have filed an F.I.R. with ..... Police Station ..... and a copy of the same duly attested by a 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: .....

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

**APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT**

1. Name .....

2. Programme:

Enrolment No.

3. Address .....

.....

..... Pin Code:

4. Purpose for which transcript is required.....

5. Fee details:

Fee for the official transcript:

Rs. 200/- per transcript, if to be sent to the student/institute in India.

Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University.  
(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s)..... × Rs. 200/- Rs. 400/- Total Amount.....

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

Issuing Bank.....

6. Whether the transcripts to be mailed by the University: Yes/No (please tick)

8. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attach a separate list, if required)

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

Date:.....

(Signature of the student)

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

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

**Note:** The students are required to enclose same number of legible photocopies of both sides of the statement of marks/grade card issued to them, as the number of transcripts required.

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

### Hyderabad Region

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

### Itanagar Region

13. Ms. Dishi 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, Opp. Collectorate, Aarah, Bhojpur -802301.
25. Ms. Krishna, Ph.: 06272-21645 Mahila Samakhya, Bihar Education Project, Vidya Bhawan, 1st Floor, Deputy Development Commissioner. Ph.: 06274-22264/22260 DRDA, Samastipur.
26. Mr. Arun Kumar, Ph.: 0644-22361 DRDA, Fort Area Collectorate, Munger
27. Mr. Anil Kumar, Ph.: 06276-22364 DRDA, Madhbuni.
28. Deputy Dev. Commissioner, Ph.: 06476-2205 DRDA, Collectorate Madhepura.
29. 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 Cuteleriwala, 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 Bhawan, 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, Kasumpati, 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. Shripathyrao, 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, Kolahapur.
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, Information 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 Sangma, 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, Hasinder Nagar, Near Gurudwara, Faridkot.
94. Mr. MP Bhukti, Ph.: 0172-74491/745505 Commonwealth Youth Programme, Asia Centre, Jwalamukhi Hostel, PEC Campus, Sector -12, Chandigarh -160012.

### **Jaipur Region**

95. Smt. Krishna Shrivastava, Ph.: 02962-43409 Zila Mahila Vikas Abhikaran, Deputy Director, ICDS Office, Near Roadways Bus Stand, Banswara -327001.
96. Dr. Geeta Mohan, Ph.: 01472-435749 Zila Mahila Vikas Abhikaran, D-10, Panchvati Seti, Chittorgarh - 312001.
97. Mrs. Sarla Mehta, Ph.: 02964-30690 Zila Mahila Vikas Abhikaran, Opp. Gandhi Ashram, Dungarpur-314001.
98. Ms. Jayshri Thakaria, Ph.: 01432-42405 Zila Mahila Vikas Abhikaran, Tonk.
99. Mr. Bansidhar Yadav, Ph.: 02992-51755 ICDS, Zila Mahila Vikas Abhikaran, Collectorate Compound, Jaisalmar.
100. Mrs. Manjari Bhanti, Ph.: 0294-410344 Zila Mahila Vikas Abhikaran, 3rd Floor, New Building, Collectorate Compound Parisar, Udaipur.
101. Smt. Shaila Kishnani, Ph.: 0291544260 Zila Mahila Vikas Abhikaran, Richa Bhawan, Near Subzi Mandi, Pawata Road, Jodhpur -342001.
102. Dr. Promila Sanjay, Ph.: 0141-517561-5
103. Ms. Indu Chopra, Ph.: 20275 Zila Mahila Vikas Abhikaran, B-237 Subhash Nagar, Bhilwara.
104. Prof. Rekha Govil, Ph.: 01438-24847/48

### **Gangtok Region**

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



## ADDRESSES OF STUDY CENTRES FOR CBS

Sl. No.	Centre Code	Centre Address
<b>AGARTALA REGION</b>		
1.	2601	Tripura University, University Campus, AGARTALA - 799004
2.	2602	Government Degree College North, Tripura Dharam Nagar - 799250
3.	2606	R.K. Mahavidyalaya PO Kailashahar North Tripura - 799277
4.	2607	Belonia College PO Belonia South Tripura - 799155
5.	2608	MBB College, College Tilla PO Agartala College Agartala, West Tripura - 799004
<b>AHMEDABAD REGION</b>		
6.	0901	L.D. Arts College Navrangpura Ahmedabad - 380009
7.	0901S	Central Prison, Sabarmati Ahmedabad - 380026
8.	0902	M.S. University General Education Building Vadodra - 390002
9.	0903	Saurashtra University Rajkot - 360005
10.	0905	MTB Arts College Surat - 395001
11.	0906	JB Thacker Commerce College Bhuj - 370001
12.	0907	SSKS & SOM Arts College College Campus Sabarkanti Dist. Modasa - 383315
13.	0908	Samaldas Arts College Waghwadi Road Bhavnagar - 364002
14.	0909	New Progressive Education Trust, Above Homeopathy College, Mehsana - 384002
15.	0910	Sardar Patel University University Health Centre Vallabh Vidyanagar, Anand - 388120

Sl. No.	Centre Code	Centre Address
16.	0911	Samarpur Arts & Commerce College Gandhi Nagar - 382016, Gujarat
17.	0912	Navjivan Arts & Commerce College Dahod - 389151
18.	0913	Anjuman-E-Talime-Idara Court Road, Opp. Treasury Bhruach - 392001
19.	0914	M.P.S.M. Commerce College Sat Rasta, M.P. Circle, Jamnagar-361001
20.	0920	L.J. Commerce College Vastrapur, Ahmedabad - 380015
21.	0922R	Ankleshwar Ind. Dev. Society Sri Gattu Vidyalaya Plot No. 910, GIDC Estate Ankleshwar - 390002
22.	0923	Tolani Commerce College P.B. No. 27, (Kutch), Adipur - 370205
23.	0924D	Blind People's Association Dr. Vikram Sarabhai Road Vastrapur, Ahmedabad - 380015
24.	0925D	Vishwamangalam - Anera Via Himmat Nagar Sabarkantha District - 383001
25.	0928R	N.I.M.I.T C/o Parag Ad. Jansatta Press, Rajkot - 360005
26.	0940D	Nootan Bharati, Madana-Gadh Palanpur Taluk, Banaskantha - 385519
27.	0943	North Gujarat University, Patan
28.	0944	Som-Lalit Education & Research Foundation, Slims Campus University Road, Navrangpura Ahmedabad - 380009
29.	0955D	Rama Krishna Edu. Foundation Dt. Valsad, Valsad - 396001
30.	0956D	HMV Arts & Commerce College Delwada Road, Dt. Junagarh Una - 382560
31.	0957D	VRG Arts & Commerce College Khijadi Plot, Opp. Income Tax Office Porbander - 360575
32.	0959D	Shri MP Shah Arts & Science College, Opp. Crossway Road Dt. Surendra Nagar Surendra Nagar - 363001
33.	0961B	Kamani Science College Prataprai Arts College Vidya Vihar, Amreli - 365601

**ADDRESSES OF STUDY CENTRES FOR CBS- Contd.**

Sl. No.	Centre Code	Centre Address
34.	0962D	Sri Sardar Patel Vocational Instt. Joshipura, Dt. Junagadh - 362002
35.	0963D	Shri Parekh College, Mahuva Dt. Bhavnagar - 364290
36.	0965D	Smt. J.A. Patel Mahila College Behind New Bus Station Sanala Road, Morbi - 363641 Dist. Rajkot
37.	0968D	Government Higher Secondary School, Near Fort, DIU (UT) - 362520
38.	0969D	Smt. C.P. Choksi Arts & Shri P.L. Choksi Commerce College Veraval (Port), Rajendra Bhuvan Rd. Dist. Junagadh - 362265
39.	0977	Sardar Vallabhbhai Arts College Relief Road Ahmedabad - 380001
40.	0978D	D.K. Ambani Vidya Mandir Sector-XI, Reliance Greens Moti Khavdi, Jamnagar - 361140
41.	2901	Daman Government Arts College Daman & DIU - 396210
<b>AIZWAL REGION</b>		
42.	1901	Government College Aizwal - 796001
43.	1902	Lungli Government College Lunglei - 796701
44.	1903	Government Kolasib College Kolasib - 796081
45.	1905D	Mamit College, Mamit Mamit District Mizoram
46.	1906D	Central Jail Aizwal - 796001, Mizoram
47.	1907	Hrangbanma College Aizwal - 796007, Mizoram
48.	1910	Govt. Champhai College Champhai - 796321
49.	1911	Aizwal West College Dawrpui Yengthar, Aizwal - 796001
50.	1914	Government Serchhip College SPO Serchhip
51.	0801	Sh. Damodar College of Com. & Eco., P.B. No. 347, Tansor, Goa Goa-Margaon - 403601
52.	0802	Dhempe College of Arts & Science, P.B. No. 222, Panjim, Goa - 403001

Sl. No.	Centre Code	Centre Address
53.	1301	Best College of Arts & Science Iv 'T' Block, Jayanagar Bangalore - 560011
54.	1302	St. Aloysius College Kodialbail, Mangalore - 575003
55.	1303	J.S.S. College, Vidyagiri Dharwad - 580004, Karnataka
56.	1304	Humanities Building Gulbarga University Campus Gulbarga - 585106
57.	1305	Vidyavardhaka Law College Seshadri Iyer Road Mysore - 570201
58.	1306	DVS Evening College Shimoga - 577201
59.	1307	BLDE Assus SS Junior College Bijapur - 586103
60.	1308	RPD College, Tilak Wadi Belgaum - 590006
61.	1309	Al-Ameen Arts Sci. & Com. College, Hosur Road Near Lal Bagh Main Gate Bangalore - 560027
62.	1310	Veera Saiva College Cantonment, Bellary - 583101
63.	1311	Bapuji Inst. of Engg & Tech. Shamanur Road, Davangere - 577004
64.	1312	BGVS Arts, Com. & Sci. College Sadashivgad, Karwar - 581352
65.	1319	Sri Siddhartha Instt. of Tech Tumkur - 572105
66.	1324	Basaveshwar Science College Bagalkot - 587101
67.	1336	St. Joseph College Lal Bagh Road, Bangalore - 560002
68.	1339	Basavaprabhu Kore Arts, Sc. & Commerce College Chikodi, Distt. Belgaum - 591201
69.	1344	CMR Instt. of Management Studies No. 2, 3rd 'C' Cross, 6th 'A' Main 2nd Block, HRBR Layout Kalyannagar, Bangalore - 560043
<b>BHOPAL REGION</b>		
70.	1501	Motilal Vigyan Mahavidyalaya Bhopal - 462008
71.	1504	Jiwaji University Gwalior - 474011



**ADDRESSES OF STUDY CENTRES FOR CBS- Contd.**

Sl. No.	Centre Code	Centre Address
72.	1506	Holkar Science College Indore - 452001
73.	1507	Dr. H.S. Gour Vishwavidyalaya Sagar - 470003
74.	1508	A.P. Singh University Deptt. of Business & Eco. Rewa - 486003
75.	1511	Govt. Jhpg College Betul - 460001
76.	1512	Govt. P.G. College Satna - 485005
77.	1516	Vikram University Ujjain - 456010
78.	1519	Government Boys Pg College Rajgarh - 465661
79.	1526	Government P.G. College Jhabua - 457661
80.	1533D	Geeta Bhavan Trust M.G. Road Sonkatch, Madhya Pradesh
81.	1554D	Central Jail, Bhopal - 462038
82.	1555D	Government P.G. College Guna - 473001
83.	1569D	Rajiv Gandhi Govt. PG College Mhow-Neemuch Road Mandsaur - 458001, MP
84.	1570B	Govt. PG College Neemuch - 458441, MP
85.	1581D	Govt. PG College Tikamgarh - 472001, MP
<b>BHUBANESHWAR REGION</b>		
86.	2102	Ravenshaw College Arts Block, 1 Floor, Cuttack - 753003
87.	2103	Government College Rourkela - 796004
88.	2104	Khalikote College Ganjam, Berhampur - 760001
89.	2105	Government College PO Hakimpada, Angul - 759143
90.	2106	Fakir Mohan College Balasore - 756001
91.	2108	Gangadhar Meher College Sambalpur - 768004
92.	2111	BJB College, Arts Block Bhubaneswar - 751014
93.	2112	D.D. College, College Road Keonjhar - 758001

Sl. No.	Centre Code	Centre Address
94.	2114	MPC College, Mayurbhanj Baripada - 757001
95.	2118	Bhadrak College Bhadrak - 756001
96.	2119	S.C.S. College Puri - 752001
97.	2134	Panchayat College PO Bargarh, Bargarh - 768028
98.	2135	K.S.U.B. College Bhanjanagar, Ganjam District - 761126
99.	2138	N.C. College (Autonomous) Jajpur PO, Jajpur
100.	2141	Kemdrapara College, Kemdrapara
101.	2144	S.V.M. College, AT: Jagat Singhpur PO/Distt.: Jagat Singhpur
102.	2146D	Viswa Yuva Kendra AT: Baninali, PO: Luhamura Via: Kishoregarj, Dist.: Angul - 759127
103.	2153D	Sahaya, AT: Panchumu Via: Godipada, Dist. Nayagarh - 752092
104.	2154D	Social Education for Women's Awareness (SEWA), AT/PO Kolabira Dist. Jharsuguda - 768213, Orissa
105.	2176	Dhenkanal College (Autonomous) PO/Dt. Dhenkanal - 759001, Orissa
106.	2192D	Talchar College AT/PO Talchar, Dist. Angul - 759107
107.	21100D	JBS College of Technical Education AT: Netaji Nagar, PO: Sapoinali PS: Chhendipada, Dist: Angul, Orissa
108.	21105B	Olaver College AT/PO Olaver Dist. Kendrapara - 754227
109.	21106B	Baba Bhairabananda Mahavidyala Chandikhole, Jajpur, Orissa - 755044
110.	21107B	Barasahi P.S. College, At Post Barsahi, Dist. Mayurbhanj - 757030
111.	21109B	Dina Krushna College, At/PO Dhansimulia, Jaleswar, Dist. Baleswar - 756084 Orissa
112.	21110D	P. Staff Satseva Sangha At/PO Sagargoan, Via-Bolagarh Dist. Khurda - 752066 Orissa
113.	21111B	Bamra Trust Fund College At/PO Bamra, Dist. Sambalpur - 768221 Orissa

**ADDRESSES OF STUDY CENTRES FOR CBS- Contd.**

Sl. No.	Centre Code	Centre Address
114.	21112D	SRASTA, At-Arua, P.O. Kadaliban Via-Choudakulat, Dist. Kendrapar Orissa - 754222
115.	21113D	SHEAVA, Birat Dagra Road, At/P.O. Rairangpur, Dist. Mayurbhanj Orissa - 757 037
116.	21114D	Karanjia College, At/P.O. Karanjia Dist. Mayurbhanj, Orissa - 757 037
<b>CHENNAI REGION</b>		
117.	2501	DDGD Vaishnava College 445, E.V.R. Periyar High Road Arumbakkam, Chennai - 600106
118.	2502	G.R.D. College of Arts & Sci. Avanashi Road, Civil Aerodrome Post Coimbatore - 641014
119.	2503	American College Madurai - 625002
120.	2504	Bishop Heber College PO Box 615, Tiruchirapalli - 620017
121.	2505	Ramakrishna Mission Vidyapeeth Vivekanand College, 45, Oliver Road Mylapore, Chennai - 600004
122.	2506	Thyagarajar Polytechnic P B No. 523, Salem - 636005
123.	2507	V.O.C. College Palayamkotai Road Tuticorin - 628008
124.	2508	A.V.C. College, Manam Pandal Mayiladuthurai - 609305
125.	2509	Sacred Heart College Tirupattur - 635601
126.	2511	S.T. Hindu College Nagercoil - 629002
127.	2512R	A ECS Premises, Sadras Dae Township Kalpakkam Chennai - 603102
128.	2513	Government Arts College Dharmapuri - 636705
129.	2532	Jaya College of Arts & Science Mth Road, Tiruninravur Thiruvellore - 602024
130.	2534	Er. Perumal Manimekalai P'nic Krishnagiri Highways Koneripalli, Hosur - 635117
131.	2535D	Amar Seva Sangam 7-4-104B, Tenkasi Road Sulochana Gardens, P.B. No. 001 Ayakudy - 627852

Sl. No.	Centre Code	Centre Address
132.	2537D	VPMM Arts & Sci Col for Women Krishnankoil - 626190
133.	2540D	Tiruppur Mumarani Col for Women Box No. 18, S.R. Nagar Tiruppur - 641687
134.	2541D	Central Prison Coimbatore - 641018
135.	2543D	CRSTC, 4/38, Dr. Sankaran Road Gandhi Nagar, Namakkal - 637001
136.	2545	Sadakathullah Appa College Rahmat Nagar Palayamkottai, Thirunelveli - 627011
137.	2548P	Kongu Engineering College Perundurai, Erode - 638052
138.	2551	Sree Ramu College of Arts & Sci Aliyar Road Pollachi Dist. Coimbatore - 642007
139.	2552D	Central Prison Vellore, Tamil Nadu
140.	2554	St. Joseph College of Arts & Sci Manjai Nagar, Dist. Cuddalore Cuddalore - 607001
141.	2558D	Mother Nivedita Tribal Vidy. 137/F58-A, Nahata Mansion Ettines Road, Ooty The Nilgris - 643001
142.	2559D	Special Prison for Women Vellore - 632002
143.	2560	Sh Ramasamy Naidu Memorial Col. Sadayampatty, Sattur Taluk Virudhunagar - 626203
144.	2564	KS Rangaswamy College of Tech. KSR Kalvi Nagar Thokkavadi Pos (Namakkal Dt.) Thiruchengode - 637209
145.	2568	H.K. Rowther Howdia College Uthamapalayam Theni - 625533
146.	2569	R.V.S. College of Engg. & Tech. RVS Nagar, Karur Road Dindigul - 624005
147.	2571	Mohd. Sathak Engg. College Kilakkarai, Ramanathapuram - 623806
148.	2572	Periyar Maniammai College of Technology for Women Periyar Nagar, Vallam Thanjavur - 613403

**ADDRESSES OF STUDY CENTRES FOR CBS- Contd.**

Sl. No.	Centre Code	Centre Address
149.	2578	Guru Nanak College Velachery Road, Chennai - 600042
150.	2588P	Pasumpon Muthuramalinga Thevar College, Usilampatti - 625532
151.	3101	Academic Staff College Central University, Lawspet Pondicherry - 605008
<b>COCHIN REGION</b>		
152.	1401	Institute of Management Vikas Bhawan, Trivandrum - 695033
153.	1403	JDT Islam, Mri Kunnu P.P. Calicut - 673012
154.	1404	Catholicate College PO Box No. 102 Pathanamthitta - 689645
155.	1405	Shri Narayana College Kannur - 670007
156.	1406	CMC College Kottayam - 686001
157.	1407	Sree Kerala Varma College Trichur - 680001
158.	1408	Newman College, Idukki Thodupuzha - 685585
159.	1409	PSMO College, Mallapuram Tirurangadi - 676306
160.	1412	St. Albert's College Ernakulam - 682018
161.	1413	Sree Narayana College Kollam - 691001
162.	1430	St. Mary's College, Sultan Bathery Kuppadi P.O. Wayanad - 673592
163.	1441P	Mar Ivanios Instt. of Adv. Studies Mar Ivanios College Campus Nalanchira, Dist. Trivandrum - 695015, Kerala
164.	1442P	Farook College, Calicut, District Kozhikode - 673672, Kerala
165.	1443P	S.S.V. College, Valayanchirangara P.O., Perumbavoor Dist. Ernakulam - 683556, Kerala
166.	1444P	St. Thomas College, Pala, Arunapuram Dist. Kottayam - 686574, Kerala
167.	1445P	Unity Women's College Manjeri, Narukara Dist. Mallapuram - 676122, Kerala
168.	1446P	Sree Narayana College Mararikulam North Village Cherthala, Dist. Allapuzha - 688562

Sl. No.	Centre Code	Centre Address
169.	1447P	Sree Krishna College, Ariyannur Guruvayur, Dist. Thrissure - 680102
170.	1448P	Sree Krishnapuram V.T. Chattathiripad College, Mannampatta Dist. Palakadd - 679517
171.	1449P	Nehru Arts & Science College Kanhagad, Padanekat Dist. Kasaragod - 671328
172.	1450P	W.M.O. Arts & Science College Muttil, Kalpetta Dist. Wayanad - 673122
173.	3001	Jawaharlal Nehru College Kavarati, Lakshadweep - 682555
<b>DARBHANGA REGION</b>		
174.	0504	B.R.A. Bihar University Library Campus, Muzaffarpur - 842001
175.	0508	Pumea College, Pumea - 854 30½
176.	0522	C.M. College, Kila Ghat Darbhanga - 846004
177.	0550	Ganesh Dutt College, Begusarai - 851101
178.	0555	M.L.T. College Saharsa - 852201
179.	0557	Ramkrishna College, Madhubani - 847211
180.	0558B	Koshi College, Khagaria - 851 205
181.	0559B	M.S. College, Motihari
182.	0560B	T.P. College, Madhepura
183.	0561B	D.S. College, Katihar
184.	0562B	Araria College, Araria
185.	0564B	Marwari College, Kishanganj
186.	0565B	M.J.K. College, Bettiah
187.	0580B	Farbesganj College, P.O. Farbesganj Dist. Araria - 854318
188.	0582B	R.B. College, Dasingsarai Dist. Samastipur - 848114, Bihar
189.	0583B	A.P.S.M. College, Barauni Dist. Begusarai - 85112, Bihar
190.	0584B	D.B. College, Jaynagar Distt. Madhubani - 847226
<b>DEHRADUN REGION</b>		
191.	2705	D.A.V. PG College D.A.V. College Road, Dehradun-248001
192.	2711	MB Government Pg College Haldwani - 263141
193.	2714	Hindu College, Post Box 503 Mooradabad - 244001
194.	2715	Government PG College Gopeshwar - 246401



**ADDRESSES OF STUDY CENTRES FOR CBS- Contd.**

Sl. No.	Centre Code	Centre Address
195.	2717	Kumaon University Almora - 263601
196.	2726	Government PG College Pithauragarh - 262501
197.	2748	Government PG College Uttarkashi - 249193
198.	2749	S.D. College, Bhopa Road Muzaffar Nagar - 251001
199.	2752P	HNB Garhwal University Dept. of Economics Srinagar (Garhwal) - 246174
200.	2754	Dr. P.D.B. Govt. PG College Kotdwara (Garhwal) Pauri Distt. (Garhwal) - 246149
201.	2758D	Modern School 78, Jiwanimai Road, Rishikesh - 249201
202.	2762	Kumaon University D.S.B. Campus, Nainital - 263001
203.	2772D	Shri Guru Nanak Shiksha Samiti Kashipur By-Pass Road Rudrapur, Udham Singh Nagar - 263153
204.	2773D	C.T. Kanya Mahavidyalaya Kashipur, Udham Singh Nagar - 244713
205.	3702	Maharaj Singh College Saharanpur - 247001 (UP)
206.	3705D	Lal Bahadur Shastri Technical Education Institute Haldachaur, Nainital
207.	3708	Govt. Degree College, Champawat Dt. Champawat - 262523, Uttaranchal
208.	3709D	Chandrapal Arya Adarsh Kanya Vidyalaya, Islam Nagar Road, Bahjoi Dt. Moradabad - 202410, UP
<b>DELHI REGION-I</b>		
209.	0701	Shyama Prasad Mukherjee College for Women, Punjabi Bagh (West) New Delhi - 110026
210.	0707	Deptt. of Social Work Jamia Millia Islamia University Jamia Nagar, New Delhi - 110025
211.	0709	Ramlal Anand College Binito Juarez Road New Delhi - 110021
212.	0710	Deshbandhu College, Kalkaji New Delhi - 110019
213.	0713	Jesus & Mary College University of Delhi, Chanakyapuri New Delhi - 110021

Sl. No.	Centre Code	Centre Address
214.	0719	Tihar Central Jail, No. 3 Tihar Jail, Hari Nagar New Delhi - 110064
215.	0743D	National Association for Blind Sector-V, R.K. Puram New Delhi - 110022
216.	07102	Vocation Training College Old Institute of Home Economics Building, J-Block, South Extension, Part-1, Ring Road New Delhi - 110049
217.	1006	Dronacharya Government College Gurgaon - 122001
218.	1007	Pt. J.L. Nehru College Sector-16A, Faridabad - 121001
219.	2719D	Faiz-E-Aam Degree College 72, Civil Lines, Abdul Ghani Nagar Mathura - 281001
220.	07102	Vocation Training College, Old Institute of Home Economics Building, J-Block South Extension Part-1, Ring Road, New Delhi-110 049
<b>DELHI REGION-II</b>		
221.	0708	Research Foundation Edn Centre Shiksha Bhawan Csc-5 Sector 9, Rohini New Delhi - 110085
222.	0712	Vivekanand Mahila College Vivek Vihar, New Delhi - 110032
223.	0718	Bhim Rao Ambedkar College Geeta Colony, New Delhi - 110032
224.	0729	Swami Shradhanand College Alipur, New Delhi - 110036
225.	0769	Shyam Lal College, G.T. Road Shahdara, Delhi - 110032
226.	2707	M.M.P.G. College Modi Nagar - 201204
227.	2718	M.M.H. College Ghaziabad - 201001
228.	2728	Meerut College Department of Education Meerut - 250001
229.	2730R	NTPC, Vidyut Nagar Gautam Budh Nagar Ghaziabad - 201001
230.	2738	I.P. (P.G.) College Bulandshahr - 203 001, UP.
231.	2739	Government P.G. College Sector-39, NOIDA

## ADDRESSES OF STUDY CENTRES FOR CBS- Contd.

Sl. No.	Centre Code	Centre Address
232.	2741	SD Post Graduate College GT. Road, Ghaziabad - 201001
233.	2743	Lajpat Rai (P.G.) College Sahibabad - 201005
234.	2761	S.S.V. (P.G.) College Hapur, Distt. Ghaziabad
235.	2798	J.V. Post Graduate College Baraut, Baghpat - 250611
236.	2799	D.N. Post Graduate College Meerut - 250005
<b>GANGTOK REGION</b>		
237.	2401	Sikkim Government College Tadong, Gangtok - 737102
238.	2402D	Govt. Sr. Secondary School Mangan, North Sikkim
239.	2403	Govt. Senior Sec. School Soreng, West Sikkim - 737121
240.	2404	Namchi Government College Namchi, South Sikkim - 737126
<b>GUWAHATI REGION</b>		
241.	0402	D.K.D. College Dergaon - 785614
242.	0403	Women's College Durgabari PO, Tinsakia - 786125
243.	0404	Birjhora Mahavidyalaya Bongaigaon - 783380
244.	0405	Gurucharan College Silchar - 788004
245.	0408	Handique Girls College Department of History Pan Bazar Guwahati - 781001
246.	0410	C.K.B. Commerce College Jorhat - 785001
247.	0411	Bajali College, Pethsala Pethsala P.O., Barpeta - 781325
248.	0413	Lakhimpur Commerce College North Lakhimpur - 787001
249.	0414	Kokrajhar College Kokrajhar - 783370
250.	0415D	Dr. Shashi Bhushan Inst. of Edn Lakshmirbond Hailakandi - 788155
251.	0416D	Debraj Roy College Golaghat P.O., Golaghat - 785621
252.	0417D	Distt. Jail, Fancy Bazar Guwahati - 781001

Sl. No.	Centre Code	Centre Address
253.	0418D	B.K. Aru Samaj Kalyan Samity Noor Nagar, Herapati P.O. Nagaon - 782002
254.	0420D	Gram Vikas Parishad Vill. Rangaloo, PO Jumarmur Via Kathiatali, Nagaon
255.	0421D	Chaiduar College Gohpur PO Sonitpur - 784168
256.	0431	Sibsagar Girl's College Sivasagar PO, Sivasagar Dist. - 785640
257.	0435	Jagiroad College Jagiroad, Morigaon - 782410
258.	0448	Diphu Govt. College PO Dhipu, Dist. Karbi Anglong Assam - 788710
259.	0449	Karimganj College PO & Dist. Karimgang - 788710
<b>HYDERABAD REGION</b>		
260.	0102	V.R. College Nellore - 524001
261.	0103	KBN College, Kothapeta Vijayawada - 520001
262.	0104	TJPS College, Ring Road Guntur - 522006
263.	0105	Lal Bahadur College Warangal - 506007
264.	0106	Shri Saibaba Nat. Degree College Anantapur - 515001
265.	0108	Osmania College Kurnool - 518001
266.	0109	Dr. L. Bullaya College Visakhapatnam - 530013
267.	0110	IDEAL College of Arts & Sciences Kakinada - 533004
268.	0111	Aurora's Degree College Chikkadpally, Hyderabad - 500020
269.	0148	Kavitha Memorial Degree College N.S.T. Road, Khamman - 507002
270.	0157	S.D. Signodia College of Arts & Commerce and PG Centre 21-2-223/24, Rikab Ganj, Patel Market Charkaman, Hyderabad - 500002
271.	0177	Vishnu Vidya Peeth, C/o St. Francis Xavier Degree College 3-4-809-1A, Street No. 1 Barkatpura, Hyderabad
272.	0179	Vivekananda Degree & PG College Jagityal Road, Karimganj - 505001



**ADDRESSES OF STUDY CENTRES FOR CBS- Contd.**

Sl. No.	Centre Code	Centre Address
<b>IMPHAL REGION</b>		
273.	1701	Manipur University University Campus, Canchipur Imphal - 795003
274.	1702	Government College Churachandpur - 795128, Manipur
275.	1703	Presidency College Motbung - 795107, Manipur
276.	1704	Sentinel College Ukhrul - 795142
277.	1705	Thoubal Government College Thoubal - 795138, Manipur
278.	1706	Don Bosco College Maram Centre, Senapati - 795105
279.	1707	DM College of Science Imphal - 795001
280.	1709	Jiribam Govt. Higher Sec. School PO Jiribam, Dist. East Imphal Manipur - 795116
<b>ITANAGAR REGION</b>		
281.	0301	Itanagar Government College Itanagar - 791113, Arunachal Pradesh
282.	0302	Bomdila Government Degree College Bomdila - 790001
283.	0303	J.N. College PO Hill Top, East Siang Dist. Pasighat - 791102
284.	0304	Don Bosco Youth Centre P.B. 1, Khonsa - 786630
285.	0305	Indira Gandhi Govt. College Tezu, Dist. Lohit - 792001
<b>JABALPUR REGION</b>		
286.	1502	Rani Durgawati University Jabalpur - 482001
287.	1515	Danielson Degree College Chhindwara 480001
288.	1519D	Govt. College, Bamhni Banjar Dist. Mandla - 481771, MP
289.	1560D	Govt. Post Graduate College, Seoni Dist. Seoni - 480661
290.	1561D	Govt. Tilak PG College Shahdol Road, Katni (MP)
291.	1565D	Govt. PG College Nursingpur Kandeli, Itwara Bazar Dt. Narsingpur, MP
292.	1566D	Govt. CV College Distt. Dindori, MP

Sl. No.	Centre Code	Centre Address
293.	1567D	Govt. J.S.T. PG College Distt. Balaghat - 481001
294.	1584D	Jabalpur Central Jail, Jabalpur
295.	1587	Pt. Shambhu Nath Sukla Govt. P.G. College, Shahdol - 484001
296.	1589D	Govt. A.B. College, Baihar Dist. Balaghat - 481111
<b>JAIPUR REGION</b>		
297.	2301	Rajasthan College, College Campus JLN Nagar, Jaipur - 302004
298.	2302	Vidya Bhawan Rural Institute Badgaon Road Udaipur - 313001
299.	2303	Kota Engineering College Rawat Bhata Road, Kota - 324010
300.	2304	Onkarnal Somani College of Commerce Jodhpur - 324008
301.	2305	BJS Rampuria Jain College JN Vyas Nagar Bikaner - 334001
302.	2306	Dayananda College, Ranigunj Ajmer - 305001
303.	2307	Government P.G. College Banswara - 327001
304.	2308	Rajrishi College 3/389, Aravali Vihar Alwar - 301001
305.	2309	Government P.G. College Jalore - 343001
306.	2310	MD P.G. College Sriganga Nagar - 335001
307.	2311	Kuchaman College, Nagaur Kuchaman City - 341508
308.	2312	Shri Bhagwandas Todi PG College Sikar, Lakshmanagarh - 332311
309.	2317D	Central Jail, Ghatgate Jaipur - 302003
310.	2318D	Swami Keshwanand Mahavidyaalaya Gramotthan Vidyapeeth Sangaria - 335063
311.	2320D	International Institute of Informatic of Management (IIIM) Sector-12 Near Thadi Market, Mansarover Jaipur-302 020.
312.	2320D	IIIM, Sector 12 Near Thadi Market Mansarover, Jaipur - 302020

**ADDRESSES OF STUDY CENTRES FOR CBS- Contd.**

Sl. No.	Centre Code	Centre Address
313.	2321D	AB Memorial Secondary School E-43, Shastri Nagar, Jodhpur - 342003
314.	2322D	Nehru Memorial Law College Hanumangarh Town Hanumangarh - 335513
315.	2324D	Health & Social Development Research Centre, B-130, Sethi Colony Jaipur - 302004
316.	2326D	Indian Public School Keshorai Patan - 323601, Dist. Bundi
317.	2327D	Govt. Girls College Swaimadhopur City - 322001
318.	2328D	Seth G.B. Podar College Rambilas Podar Road Nawalgarh - 333042
319.	2331D	Samparpan Sansthan 83, Chandan Pura Chittorgarh - 312001
320.	2332D	National Computer Sansthan Near Bus Stand, Khetri, Jhunjhunu
321.	2333	S.P.U. (P.G.) College Falna (Pali) - 306116
322.	2334D	Banshiwala Mahavidyalaya Banshiwala Marg, Shastri Nagar Losal (Sikar) - 332025
323.	2345D	Sonly Tech Shikshan Sansthan Opposite Govt. College Bundi - 323001
324.	2361	Govt. Bangur PG College Pali - 306401
325.	2362	Govt. PG College (for Boys) Sirohi - 307001
<b>JAMMU REGION</b>		
326.	1201	University of Jammu Jammu Tawi - 180001
327.	1206	Government Degree College Deptt. of Geography, Kathua
328.	1207	Government Degree College Rajouri - 185131
329.	1208	Government Degree College Poonch
330.	1227D	Central Jail, Ambphalla
331.	1232	Govt. M.A.M. College, Jammu
332.	1235	Government Degree College Doda - 182210
333.	1250	Government Degree College (Boys) Udhampur

Sl. No.	Centre Code	Centre Address
334.	1258	Shri Mata Vaishno Devi Shrine Board Katra, Jammu - 182301
335.	1259	Shri Vishwatamanand Saraswati Degree College, Sunderbani, Dist. Rajouri, Jammu & Kashmir
<b>KARNAL DIVISION</b>		
336.	1001	Mukan Lal National College Yamuna Nagar - 135001
337.	1002	Hindu College Sonapat - 131001
338.	1003	Arya College Panipat - 132103
339.	1004	Vaish College Bhiwani - 125021
340.	1005	Chotu Ram College of Edn. Rohtak - 124001
341.	1008	Government P.G. College Arts Block, Room No. 28-29 Sector-14, Urban Estate Karnal - 132001
342.	1009	Government P.G. College Hissar - 125001
343.	1011	Sri Guru Hari Singh College Sri Jeevan Nagar District Sirsa - 125075
344.	1012	Markanda National College Shahabad, Kurukshetra - 136135
345.	1013	Government P.G. College Jind - 126102
346.	1014	Govt. P.G. National College Sirsa - 125055
347.	1026	Gaur Brahaman Degree College Rohtak
348.	1030	R.K.S.D. (P.G.) College Dist. Kaithal, Haryana
349.	1031	Govt. College for Women Village Bodia Khera Dist. Fatehabad, Haryana
350.	1036	M.D.S.D. Girl's College Ambala City - 134002
<b>KHANNA REGION</b>		
351.	0602	D.A.V. College Sector 10, Chandigarh - 160011
352.	0606D	Model Jail, Burail Chandigarh
353.	2202	Baring Union Christian College Batala - 143505

**ADDRESSES OF STUDY CENTRES FOR CBS- Contd.**

Sl. No.	Centre Code	Centre Address
354.	2203	Punjabi University Arts Block - III Top Floor Patiala - 147002
355.	2204	Mgdav College, Bhilwada Road Bhatinda - 151001
356.	2205	DAV College of Education Amritsar - 143001
357.	2206	Guru Nanak Girls College Model Town, Ludhiana - 141008
358.	2210D	Everest Public Sr. Sec. School Moti Nagar, Ludhiana
359.	2211	A.S. College, Samrala Road Khanna, Ludhiana - 141402
360.	2214	DAV College, Abohar Firozpur Distt. - 152116
361.	2216	DAV College Hoshiarpur - 146001
362.	2223	Sikh National College Charan Kanwar, Banga Dist. Nawashahr - 144505
363.	2225	Nehru Memorial Govt. College Mansa, Dist. Mansa - 151505
<b>KOHIMA REGION</b>		
364.	2001	Nagaland College of Education Department of Education Kohima - 797001
365.	2002	Dimapur Government College Dimapur - 797112
366.	2003D	Bethesda Institute Kumlong Ward Mokokchung - 798601
367.	2010D	Central Jail, 4th Mile Dimapur
368.	2011D	Kohima District Jail Kohima, Nagaland
369.	2012	St. Joseph College P.B. No. 39, Jakhama Kohima - 797001
370.	2013	Wangkhaio Government College Mon - 798621, Nagaland
<b>KOLKATA REGION</b>		
371.	2801	Ishwar Chandra Pathabhavan 299, Acharya Prafula Chandra Rd. Kolkata - 700009
372.	2803	Railway Technical School Kanchrapara, 24 Parganas (N) - 743145
373.	2804	Aswini Datta Memorial College 94/2, Park Circus, Kolkata - 700017

Sl. No.	Centre Code	Centre Address
374.	2805	Adarsh Mahavidyalaya Sevoke Road, Siliguri - 734401
375.	2807	Jagannath Kishore College Ketika, Purulia - 723101
376.	2808	Govt. Teachers' Trg. College Malda - 732101
377.	2809	Banwarilal Bhalotia College Asansol, Burdwan - 713303
378.	2810	Maulana Azad College 8, R.A. Kidwai Road Kolkata - 700013
379.	2811	Darjeeling Government College Darjeeling - 734101
380.	2812	A.B.N. Seal Government College Coochbehar - 736101
381.	2813	Midnapur College Midnapur - 721101
382.	2814	Dinabandhu Andrews College Garia P.O., Kolkata - 700084
383.	2815	Satyananda Vidyarthee Bhawan Suri P.O., Birbhum - 731101
384.	2817	Netaji Mahavidyalaya Arambagh P.O., Hooghly - 712601
385.	2819D	Islampur College, Islampur Uttar Dinajpur - 733202
386.	2820D	RDK College of Commerce Jiaganj, Murshidabad - 742123
387.	2821D	St. James High School Binnaguri PO, Jalpaiguri - 735203
388.	2822D	Agrasain Balika Shiksha Sadan Institute of Higher Education 1-Agrasain Street PO-LILUAH HOWRAH - 711204
389.	2823D	Sitakundu Vidyayatan PO Sitakundu, 24 Parganas (South) - 743302
390.	2824D	Prabuddha Bharati Shishutirtha PO Inda, Kharagpur Town Midnapore - 721305
391.	2825D	Prabuddha Bharati Sishutirtha Gopalganja, Bishnupur Bankura - 722122
392.	2827D	Vidyasagar Samriti Mandir 36, Vidyasagar Street Kolkata - 700009
393.	2828D	Turning Point, 15/1, D.L. Roy Road Bow Bazar, Hoognitala Krishna Nagar, Nadia - 741101



**ADDRESSES OF STUDY CENTRES FOR CBS- Contd.**

Sl. No.	Centre Code	Centre Address
394.	2829D	Tarun Sangha Inf. & Documentation Biswas PO, Midnapur - 721636
395.	2840D	Shree Jain Vidyalaya 25/1, Bon Behari Bose Road Howrah - 711101
396.	2841	The Indian Institute of Psychometry Evergreen Plaza, 2nd to 5th Floor 117, Barrackpore Trunk Road Kolkata - 700035
397.	2842	Bhairab Gangoli College Degree College Road Belgharia, Kolkata - 700056
398.	2846	Balurghat College, PO Balurghat Dist. Dakshin Dinajpur - 733101
399.	2847D	Centre for Human Rights Research Studies, Karimpur, Nadia - 741152
400.	2848	Durgapur Women's College Durgapur, Dist. Burdwan - 713209
401.	2849D	Ram Mohan Mission Sabuj Soudha Mission Compound Bolpur, Dist. Birbhum - 731204
402.	2850D	Raiganj Cooperative Mahila Sammilani Limited, Netajipally PO & PS: Raiganj Uttar Dinajpur - 733134
403.	2855	Asansol Girls College Dr. Anjali Sarani, Dt. Burdwan Asansol - 713304
404.	2856D	Salesian College, Sonada Darjeeling, West Bengal - 734219
405.	2857D	Shaheed Kshudiram College PO Kamakhyaguri Distt. Jalpaiguri - 736202
406.	2858D	B.D. Memorial Engg. High School PO New Market Distt. Jalpaiguri - 736182
407.	2859D	Maynaguri College, PO Maynaguri Distt. Jalpaiguri - 735224
408.	2862D	Savitri Girls' College 13, Muktarab Babu Street Kolkata - 700007
409.	2864	Belda College, Belda Dist. Paschim Medinipur - 721424
410.	2865D	Jawahar Lal Nehru Vidyapith 5/2, Bhukailash Road Kidderpor, Kolkata - 700023
<b>KORAPUT REGION</b>		
411.	2107	Rajendra College Botangir - 767002

Sl. No.	Centre Code	Centre Address
412.	2109	Government College Phulbani - 762001
413.	2110	Vikram Dev College Korapur, Jeypore - 764001
414.	2113	Government College Bhawanipatnam - 766001
415.	2121	S.K.C.G. Collge PO Paralakhemundi - 761200
416.	2122D	Indian Institute of Youth Development Kalinga, Kandhamal - 762022
417.	2123D	C.O.A.T.S., DNK Road Sabara Srikhetra, Koraput - 764020
418.	2133D	Balimela College of Sc. & Technology Niladari Nagar, Nilakamberu PO Balimela, Malkangiri Distt. - 764051
419.	2139	Nabarangpur College, Mirganguda PO Nabarangpur - 764063
420.	2140	National College AT/PO Nawapara (Tanwat) Nuapada - 766105
421.	2145D	Semiliguda College, Semiliguda Dist. Koraput - 764036
422.	2155D	Malkangiri College AT/PO Malkangiri Dist. Malkangiri - 764048
423.	2156D	Gramya Pragati, Balliguda Kandhamal (Phulbani) - 762103
424.	2157D	Sankalpa, Badatika, AT/PO Via: Loisingha, Dist. Balangir - 767020
425.	2165D	Lok Yojna, AT/Karpa, PO Rengsapali Via Sosia, Distt. Kalahandi - 766029
426.	2166D	DAV College, Titalgarh AT/PO Titalgarh, Dist. Bolangir
427.	2174D	Khariar College, AT/PO Khariar Dist. Nuapada - 766107
428.	2175	Rayagada College, Rayagada Dist. Rayagada - 765001, Orissa
429.	2177	Sonepur College Sonepur - 767017, Orissa
430.	2186D	Council for Integrated Tribal Research & Awareness Centre Prog. (CITRAP) Priyadarshini Marg, AT Amlapada Phulbani, Dt. Kandhanmal - 762001
431.	2189D	PS College, Saintala, Prajna Dt. Sonepor - 767023, Orissa
432.	2190D	DP College, Dunguripali Dt. Sonepor - 767023, Orissa

**ADDRESSES OF STUDY CENTRES FOR CBS- Contd.**

Sl. No.	Centre Code	Centre Address
433.	2193D	Govt. Degree College of Women Srikakulam - 532001, A.P.
434.	1509	Govt. PG College Jagdalpur - 494005
<b>LUCKNOW REGION</b>		
435.	2701	Jai Narain Degree College Lucknow - 226001
436.	2702	St. John's College, Agra Fort Agra - 282002
437.	2703	Allahabad Degree College 15, Dyadganj, Allahabad - 211003
438.	2704	Bareilly College, PO Box No. 15 Bareilly - 243005
439.	2706	PPN College, 96/12, MG Marg Kanpur - 208001
440.	2708	Udai Pratap PG College Varanasi - 221002
441.	2709	Gorakhpur University Department of Physics Gorakhpur - 273009
442.	2710	Kamala Instt. of Phy & So. Sci. Sultanpur - 228118
443.	2712	Bipin Bihari PG College Jhansi - 284001
444.	2713	Aligarh Muslim University Aligarh - 202002
445.	2716	S.C. College, Ballia - 277001
446.	2721D	Islamia Girls Inter College, Gorakhnath Zahidabad, Dist. Gorakhpur Gorakhpur - 273015, Uttar Pradesh
447.	2722R	N.T.P.C., Shakktinagar - 231222
448.	2723R	Children College, AICCEDS C/o Children College Azamgarh - 276001
449.	2724R	India Telephones India Ltd. E.S.S. Project Manakapur - 271308
450.	2725R	Samarpan Charitable Trust Lucknow Road, Basantpur Bahraich - 271801
451.	2727	A.P.N. Degree College Basti - 272001
452.	2729	D.N. College, Fatehgarh Farukabad - 209601
453.	2737	MD. Post Graduate College Pratapgarh
454.	2738	I.P. (P.G.) College Bulandshahr - 203 001, UP.

Sl. No.	Centre Code	Centre Address
455.	2742R	NTPC Limited, Unchahar Raebareli - 229406
456.	2745	VBS Purvanchal University Shahganj Road, Jaunpur - 222002
457.	2747	Feroze Gandhi College Raebareli - 229001
458.	2750D	Isabella Thoburn College Faizabad Road, Lucknow
459.	2755D	Model Jail, Lucknow
460.	2760D	National Post Graduate College Bhongaon, Mainpuri
461.	2767	Pt. Jawahar Lal Nehru (PG) College, Dist. Banda - 210001
462.	2774	K.N. Govt. P.G. College Gyanpur, Sant Ravidas Nagar Bhadohi (UP)
463.	2778R	G.D. Binani PG College Mirzapur (UP)
464.	2779	Shri Shakti Degree College Vill. Sahkhhari, Post Harbaspur Ghatampur, Kanpur
465.	2780	Govt. College, Allapur Fatehpur Khas, Naryeon Dt. Ambedkar Nagar - 224147
466.	2781	MLK P.G. College, Dt. Balrampur Balrampur - 271201
467.	2797	Govt. Mahila Degree College Pilibhit - 262001
468.	27101	PG College, Ravindrapuri Dt. Ghazipur - 233002
469.	27103	Sukhdevanand PG College Mumukshu Ashram Dist. Shahjahanpur Uttar Pradesh - 242 001
470.	27104	A.K. College, Shikhoabad Dist. Firozabad, Uttar Pradesh - 205135
471.	27110	Pt. Sunder Lal PG College Kannauj - 241201
472.	28118	Jawaharlal Nehru Memorial Post Graduate College, Barabanki Uttar Pradesh
473.	27119	BRD P.G. College Deoria - 274001, UP
<b>PATNA REGION</b>		
474.	0501	Vanijya Mahavidyalaya Patna College Campus Patna - 800005
475.	0505	Marwari College (T.M. Bhagalpur University) Bhagalpur - 812007



**ADDRESSES OF STUDY CENTRES FOR CBS- Contd.**

Sl. No.	Centre Code	Centre Address
476.	0509	Rajendra College Chapra - 841301
477.	0511	Gaya College Gaya - 823001
478.	0524	Bihar National College, Ashok Rajpath Patna - 800004
479.	0529	Anugrah Narayan College Boring Road, Patna - 800013
480.	0532D	Nidan, Sudama Bhawan Boring Road, Patna - 800001
481.	0533D	Hemophilia Society, FR-6 Lav Kush Tower, Exhibition Road Patna - 800001
482.	0552B	Raj Narain College, Hajipur, Vaishali Dist. - 844101
483.	0556B	S.P. Jain College Sasaram, Rhotas - 821115
484.	0568	TPS College, Chiraiyatarh Patna - 800001
485.	0570D	Adarsh Kara Grih, Beur Patna
486.	0571	RD & DJ College Munger - 811201
487.	0573	Nalanda College, Biharsharif Nalanda - 803101
488.	0576	PBS College Banka - 813102
489.	0577	K.K.M. College Jamui, Bihar
490.	0578B	Mirza Ghalib College Gaya
491.	0579B	Mahila College Bhabua, Dt. Kaimur, Maimur - 821101
492.	0581B	Yadunandan College Dighwara, Dlist. Saran - 841207
493.	0588	Patna Muslim Science College B.M. Das Road, Patna - 800004
<b>PORT BLAIR REGION</b>		
494.	0201	JNR Mahavidyalaya Port Blair - 744104
<b>PUNE REGION</b>		
495.	1601	KJS College of Education T & R Vidyanagar, Vidya Vihar Ghatkopar (E), Mumbai - 400077
496.	1602	Symbiosis Internatl. Cul & Cen Senapati Bapat Road, Pune - 411004

Sl. No.	Centre Code	Centre Address
497.	1603	Sathaye College, Dixit Road Vile Parle (E), Mumbai - 400057
498.	1604	Ket's Vg Vaze College Mithagar Road Mulund (E), Mumbai - 400081
499.	1605	D.G. Degree Coll. of Commerce Satara - 415001
500.	1606	C.S. Central Inst. of Bus E & R University Road, Kolhapur - 416004
501.	1607	Nagpur University Guru Nanak Bhawan, Nagpur - 440001
502.	1608	Kthm College Gangapur Road Shivaji Nagar, Nasik - 422002
503.	1609	Amravati University Tapovan Campus, Amravati - 444602
504.	1610	Vivekanada Arts & Sds Com. Col. Samrat Nagar, Aurangabad - 431001
505.	1611	North Maharashtra University Block No. 125, Admn. Building P.B. No. 80, Jalgaon - 425001
506.	1612	H.N. College of Commerce Solapur - 413002
507.	1613	Pratiba Niketan Mahavidyalaya Pandaghat Road, Vazirabad Nanded - 431610
508.	1614	Chandrapur Engineering College Babpath, Chandrapur - 442403
509.	1615R	Shri G.A. Lokseva Nidhi P/17, Midc, Tarapur - 401506
510.	1629R	Jindal Iron & Steel Co. Ltd. Vasind Village, Shahpur Taluk Thane District - 421604
511.	1632	Mahatma Education Society Composite College Campus Sector 16, New Panvel, Mumbai
512.	1638	Abeda Inamdar Sr. Col. for Girls 2390, K.B. Hidayatulla Road Azam Campus, Camp, Pune - 411001
513.	1639	Marathwada Shikshan Prasarak Mandal's Balbhim Arts, Science and Commerce College, Beed - 431122
<b>RAIPUR REGION</b>		
514.	1503	Govt. Arts & Science College Durg - 491002
515.	1505	GMSPG College, Seepat Road Bilaspur - 495001

**ADDRESSES OF STUDY CENTRES FOR CBS- Contd.**

Sl. No.	Centre Code	Centre Address
516.	1510	Pt. Ravi Shankar Shukla University Raipur - 492010
517.	1534D	Nav Ambika Shikshan Samiti Lal Bungalow Palace, Ambikapur Surguja - 497001
518.	3504	Government PG College Dhamtari - 493773
519.	3505	Bhanu Pratap Dev Govt. College, Kanker Distt. Uttar Bastar - 494334
520.	3507	Govt. Degree College Champa - 495671
521.	3510	Government Digvijay College Rajnandgaon C.G. - 491141
522.	3514	Govt. P.G. College, Rajgamar Road Korba
523.	3515	Govt. P.G. College, Kawardha (PO) Kabirdham - 491 995
524.	3516	Kirodimal Govt. Arts & Science College, Chakradhar Nagar Raigarh
<b>RANCHI REGION</b>		
525.	0502	Jamshedpur Women's College Jamshedpur - 831001
526.	0503	P.K. Roy Memorial College Seraidhela, Dhanbad - 826001
527.	0507	Edn. & Research Trust (Nipm) New Admn. Building III/B School Bokaro Steel City Bokaro - 827006
528.	0510	G.L.S. College Palamu, Daltonganj - 822001
529.	0513	Marwari College Ranchi - 834001
530.	0521	Sindri College, PO Sindri Dhanbad - 828122
531.	0525	Mahila College Department of History Chaibasa P.O. West Singhbhum Distt. - 833201
532.	0528	St. Columba's College P.O. College More Hazaribagh - 825301
533.	3601	Godda College P.O. Godda, Godda - 814133
534.	3604	SP College, Dumka - 814101
535.	3605	Sahibganj College Sahibganj - 816109

Sl. No.	Centre Code	Centre Address
536.	3606	Kartik Oraon College Palkot Road, Gumla - 835207
537.	3607	Giridih College Giridih - 815301
538.	3608	Jagannath Jain College Thumri Telaiya, Koderma
539.	3609	A.S. College Deoghar - 814112
540.	3610	Simdega College, Simdega - 83523
541.	3614	B.S. College PO/Dt. Lohardaga - 835302 Jharkhand
542.	3615D	Badlao Foundation, P.O. Mihijam Distt. Jamtaara - 815354, Jharkhand
543.	3626	Gandhi Inter College PO & Distt. Lateher - 829206
544.	3627	KKM College PO & Distt. Pakur - 816106
545.	3628	Ghatsila College PO Ghatsila, Dt. East Singhbhum
546.	3629	Surat Pandey Degree College Dt. Garhwa, Garhwa - 822114
547.	3630	K.S. College, Seraikella PO Seraikella, Kharsawan Dt. Seraikella
548.	3631D	Ahsaan Alam Memorial Inter College Bhul Road, PO Wasseyapur Dhanbad - 826001
<b>SHILLONG REGION</b>		
549.	1801	North Eastern Hill University Bijni Complex, Laitumkhrh Shillong - 793003
550.	1802	Tura Government College W.G. Hills, Tura - 794001
551.	1804	Tirot Singh Memorial College Mairang, West Khasi Hills - 793120
552.	1806	Sohra College, Sohra (Cherrapunjee) East Khasi Hills - 793108
553.	1807D	Jingiaseng Samla K.J.P. Synos C/o Church House Mission Compound Mawkhar, Shillong - 793002
554.	1815D	Women's College, P.B. No. 33 Upper New Colony, Laitumkhrh Shillong - 793003
555.	1817D	Nongstoin College, Nongstoin West Khasi Hills District
556.	1818	Tikrikilla College, Tikrikilla West Garo Hills - 794109

## ADDRESSES OF STUDY CENTRES FOR CBS- Contd.

Sl. No.	Centre Code	Centre Address
557.	1824	Williamnagar College Williamnagar PO, East Garo Hills
558.	1829	Greater Mawlai College, Mawlai Dist. East Khasi Hills - 793008
<b>SHIMLA REGION</b>		
559.	1101	Government Degree College Sanjauli, Shimla - 171006
560.	1102	Government P.G. College Mandi - 175001
561.	1103	Government Degree College Solan - 173212
562.	1104	Government Degree College Hamirpur - 177005
563.	1105	Government Degree College Dharamshala - 176215
564.	1106	Government Degree College Chamba - 176310
565.	1107	Government Degree College Kullu - 175101
566.	1108	Government Degree College Nahan - 173001
567.	1109	Government Degree College Una - 174303
568.	1110	Government Degree College Rampur - 172001
569.	1113	Government P.G. College Bilaspur - 174001
570.	1115	Government Degree College Recong Peio, Kinnour District Himachal Pradesh
571.	1116	Government Degree College Rohit Niwas Near Ram Lila Ground Seema (Rohru) - 171207
572.	1120D	Himachal Research Institute Chakmoh, Hamirpur - 176039
573.	1124	Government P.G. College Sarkaghat, Dt. Mandi - 175024
574.	1125	Government P.G. College Dehri, Kangra District

Sl. No.	Centre Code	Centre Address
575.	1127D	Lord Mahavira Study Centre Ropar Road, Nalagarh Solan
576.	1130	Government Degree College Kukumseri, Tehsil Udaipur Distt. Lahaul & Spiti - 175142
577.	1133	Government Degree College Poanda Sahib Dt. Sir Mour - 173025, HP
578.	1136	Government Degree College Joginder Nagar Dt. Mandi - 176120, HP
<b>SRINAGAR REGION</b>		
579.	1202	Government Amar Singh College Gogji Bagh, Srinagar - 190008
580.	1203	Government Degree College Leh, Ladakh - 194101
581.	1210	Government Degree College Sopore - 193201
582.	1211	Government Degree College-Boys Boys College Anantnag - 192101
583.	1228D	Women & Children Welfare Society Wolrihama, PO Aripanthan Sub PO Magam, Tehsil Beru Dist. Badgam - 193401
584.	1234D	Govt. College for Women Maulana Azad Road Srinagar - 190001
585.	1236	Government Degree College (Boys) Khojabagh, Tehsil Baramulla Baramulla - 193101
586.	1246D	Central Jail, Mohalla Mathi Khan (Kati Darwaza) Srinagar
587.	1247D	Government Degree College Villagam, Kupwara - 193222
588.	1248	Government Degree College Pulwama - 192301
589.	1249	Government Degree College Kargil

## ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
1.	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799004 TRIPURA PH.OFF: 0381-2519391 / 2516266 FAX : 0381-2516266 EMAIL : rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2.	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY, CHHARODI AHMEDABAD - 382481 GUJARAT PH.OFF: 02717-242975 -79 FAX : 02717-241580 EMAIL : rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI) DAMAN (U.T.)
3.	AIZWAL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAI BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMCA OFF) AIZAWL - 796001 MIZORAM PH.OFF: 0389-2311693 / 2311692 FAX : 0389-2311789 EMAIL : rcaizawl@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4.	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH-202001 UTTAR PRADESH PH.OFF: 0571-2700120 / 2701365 FAX : 0571-2402147 EMAIL : rcaaligarh@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI, MATHURA, MORADABAD AND RAMPUR)



**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES - Contd.**

SL. NO.	REGIONAL CENTRE	RC CODE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
5.	BANGALORE	13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA PH.OFF: 080-26654747 / 26657376 FAX : 080-26644848 EMAIL : rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, BAGALKOT, BIJAPUR, GADAG, HAVERI, BELLARY, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, CHAMARAJANAGAR, CHIKMAGALUR, DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6.	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE	STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR BANKA, MUNGER, KHAGARIA, MADHEPURA) Note: Currently under Darbanga and Patna RCs
7.	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH PH.OFF: 0755-2578455 / 2578452 FAX : 0755-2578454 EMAIL : rcbhopal@ignou.ac.in ignoubhopal@rediffmail.com	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR, TIKAMGARH, VIDISHA, ASHOKNAGAR, BETUL, BURHANPUR, DAMOH, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)
8.	BHUBANESHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA PH.OFF: 0674-2301348 / 2301250 FAX : 0674-2300349 EMAIL : rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSingHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANI, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)



**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES - Contd.**

SL. NO.	REGIONAL CENTRE	RC CODE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
9.	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA 134 109 HAYRANA PH.OFF: 0172-2590208 FAX : 0172-2590279 EMAIL : rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DIS- TRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
10.	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI - 600 113 TAMILNADU PH.OFF: 044-22541919 / 22542727 FAX : 044-22542828 EMAIL : rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVAELLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.)
11.	COCHIN	14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALLOOR COCHIN - 682 017 KERALA PH OFF: 0484-2340203 / 2348189 / 2330891 FAX : 0484-2340204 EMAIL : rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KANNUR, KASARAGOD, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THRISSUR, WAYANAD), LAKSHADWEEP (U.T.)
12.	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA-846004 BIHAR PH.OFF: 06272-251833 FAX : 06272-253719 EMAIL : rcdarbhang@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, KATI HAR, KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, PURNEA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
13.	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL PH.OFF: 0135-2780200 / 2789180 FAX : 0135-2789190 EMAIL : rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFARNAGAR, BIJNORE)

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES - Contd.**

SL. NO.	REGIONAL CENTRE	RC CODE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
14.	DELHI-1	07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2/1 BLOCK- B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE MATHURA ROAD NEW DELHI - 110 044 DELHI PH.OFF: 011-26990082 / 26990083 FAX : 011-26990084 EMAIL : rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTN, R K PURAM, VASANTKUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G K, MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAMVIHAR, FRIENDS CLY., BADARPUR). STATE OF HARYANA (DISTRICT: FARIDABAD)
15.	DELHI-2	29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 PH.OFF: 011-23392374 / 23392376 -77 FAX : 011-23392375 EMAIL : rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOL PURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA,BURAI, DR MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI, BHR)
16.	DELHI-3	38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTNSION RAM PHAL CHOWK (NEAR SECTOR 7), DWARKA NEW DELHI 110 045 PH.OFF: 011-25088939 / 25088944 FAX : EMAIL : rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTINAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA), STATE OF HARYANA (DISTRICT: GURGAON)
17.	GANGTOK	24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 31 A NATIONAL HIGHWAY, 5TH MILE BELOW MANIPAL HOSPITAL TADONG GANGTOK - 737102 SIKKIM PH.OFF: 0359-2270923 FAX : 0359-2212501 EMAIL : rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES - Contd.**

SL. NO.	REGIONAL CENTRE	RC CODE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
18.	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI, ASSAM PH.OFF: 0361-2343785 / 2343786 / 2343783 FAX : 0361-2343784 EMAIL : rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP METROPOLITAN, BAKSA, UDALGURI, CHIRANG)
19.	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH PH.OFF: 040-23117550-53 FAX : 040-23117554 EMAIL : rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIMNAGAR, KURNOOL, MEDAK, MAHABOBNAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
20.	IMPHAL	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX, NORTH AOC IMPHAL - 795001 MANIPUR PH.OFF: 0385-2421190 / 2421191 FAX : 0385-2421192 EMAIL : rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
21.	ITANAGAR	03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR - 791110 ARUNACHAL PRADESH PH.OFF: 0360-2247536 / 2247538 FAX : 0360-2247537 EMAIL : rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES - Contd.**

SL. NO.	REGIONAL CENTRE	RC CODE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
22.	JABALPUR	41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482001 MADHYA PRADESH PH.OFF: 0761-2600411 / 2600441 FAX : 0761-2609919 EMAIL : rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI AND UMARIA)
23.	JAIPUR	23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN PH.OFF: 0141-2785763 / 2785750 FAX : 0141-2784043 EMAIL : rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, DUNGARPUR, HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR, JHUNJHUNU, JODHPUR, KARALI, KOTA, NAGOUR, PALI, PRATAPGARH, RAJSAMAND, SAWAI MADHOPUR, SIKAR, SIROHI, SRI GANGANAGAR, TONK, UDAIPUR)
24.	JAMMU	12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR PH.OFF: 0191-2579572 / 2546529 FAX : 0191-2546995 EMAIL : rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
25.	JORHAT	37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) Note: Currently under Guwahati RC
26.	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06, SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA PH.OFF: 0184-2271514 / 2260075 FAX : 0184-2255738 EMAIL : rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)



**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES - Contd.**

SL. NO.	REGIONAL CENTRE	RC CODE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
27.	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING, BULEPUR (DISTRICT LUDHIANA) KHANNA - 141401 PUNJAB PH.OFF: 01628-229993 / 237361 FAX : 01628-238284 EMAIL : rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/ NAWANSHAIIR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROREPUR, FARIDKOT, MOGA)
28.	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD, KENUOZOU KOHIMA - 797001 NAGALAND PH.OFF: 0370-2260366 / 2260167 FAX : 0370-2260216 EMAIL : rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
29.	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK, SALT LAKE, BIDHAN NAGAR, ] KOLKATA - 700 091 WEST BENGAL PH.OFF: 033-23349850 FAX : 033-23347576 EMAIL : rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
30.	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT - 764020 ORISSA PH.OFF: 06852-252982 / 251535 FAX : 06852-252503 EMAIL : rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHATTISGARH (DISTRICT: BASTAR, NARAYNPUR, DANTEWADA, BIJAPUR)
31.	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH PH.OFF: 0522-2746120 / 2745114 FAX : 0522-2746145 EMAIL : rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPUR, HARDOL, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR, LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, PRATAPGARH, RAEBAREILLY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, SULTANPUR, UNNAO)

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES - Contd.**

SL. NO.	REGIONAL CENTRE	RC CODE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
32.	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI - 6625 018 TAMIL NADU PH.OFF: 0452-2380387 / 2380733 FAX : 0452-2370588 EMAIL : rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NĒ.GIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLEI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
33.	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI -81 PH.OFF: 022-25633159 / 25635540 FAX : 022-25635540 EMAIL : rcmbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH AND RATNAGIRI)
34.	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR 440033 PH.OFF: 0712-2022000 EMAIL : rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
35.	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C- 53 SECTOR 62 INSTITUTIONAL AREA NOIDA 201305 UTTAR PRADESH PH.OFF: 0120-2405012 / 2405014 FAX : 0120-2405013 EMAIL : rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
36.	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM -403521 GOA PH.OFF: 0832-2462315 FAX : 0832-2414552 EMAIL : rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA)  STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD)  STATE OF MAHARASHTRA (DISTRICT: SINDHDURG)

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES - Contd.**

SL. NO.	REGIONAL CENTRE	RC CODE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
37.	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR PH.OFF: 0612-2219539 / 2219541 FAX : 0612-2219538 EMAIL : rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BANKA, BHAGALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)
38.	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR-744104 ANDAMAN & NICOBAR ISLANDS PH.OFF: 03192-242888 / 230111 EMAIL : rcpportblair@ignou.ac.in	PORT BLAIR (U.T.) (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
39.	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA PH.OFF: 020-25671867 / 25651321 FAX : 020-25671864 EMAIL : rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR & KOLHAPUR)
40.	RAGHUNATHGANJ	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE R.NO 312 SECOND FLOOR NEW ADMINISTRATIVE BUILDING SDO JANGIPUR OFFICE COMPOUND RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 PH.OFF: 03483-271555 / 271666 EMAIL : rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
41.	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR - 1, SHANKAR NAGAR RAIPUR - 492007 CHHATTISGARH PH.OFF: 0771-2428285 / 4056508 FAX : 0771-2445839 EMAIL : rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIRCHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES - Contd.**

SL. NO.	REGIONAL CENTRE	RC CODE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
42.	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS, RAJKOT - 360005 GUJARAT PH.OFF: 0281-2572988 FAX : 0281-2571603 EMAIL : rcrajkot@ignou.ac.in	STATE OF GUJRAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR),  DIU (U.T.)
43.	RANCHI	32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834022 JHARKHAND PH.OFF: 0651-2244688 / 2244699 / 2244677 FAX : 0651-2244400 EMAIL : rcranchi@ignou.ac.in rdranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM, DUMKA, JAMTARA, SAHEBGANJ, PAKUR, GODDA, HAZARIBAGH, CHATRA, KODERMA, GIRIDIH, DHANBAD, BOKARO, DEOGHAR, KHUNTI, RAMGARH)
44.	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLANG SHILLONG - 793 014 MEGHALAYA PH.OFF: 0364-2521117 / 2521271 FAX : 0364-2521271 EMAIL : rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRCT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
45.	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH PH.OFF: 0177-2624612 / 2624613 FAX : 0177-2624611 EMAIL : rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
46.	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12, J.C. BOSE ROAD SUBHAS PALLY SILIGURI - 734001 WEST BENGAL PH.OFF: 0353-2526818 FAX : 0353-2526819 EMAIL : rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)



**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES - Contd.**

SL. NO.	REGIONAL CENTRE	RC CODE	NAME & ADDRESS OF THE IGNOU REGIONAL CENTRE	OPERATIONAL AREA
47.	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR PH.OFF: 0194-2311251 / 2311258 FAX : 0194-2311259 EMAIL : rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION .. DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
48.	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MEPRAM MANSION CHEKKALAMUKKU SREEKARIYAM TRIVANDRUM -695017 PH.OFF: 0471-2590300 / 2590600 FAX : 0471-2590700 EMAIL : rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM),  STATE OF TAMILNADU (DISTRICT: KANYAKUMARI)
49.	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH PH.OFF: 0542-2368022 / 2368622 FAX : 0542-2369629 EMAIL : rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAUJI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
50.	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V. HINDU HIGH SCHOOL PREMISES, KOTHAPET VIJAYWADA 520 001 ANDHRA PRADESH PH.OFF: 0866-2565253 / 2565959 FAX : 0866-2565353 EMAIL : rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)
51.	VATAKARA	83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE	STATE OF Kerala (DISTRICT: KOZHIKODE, KANNUR, KASARAGOD, AYANAD) <i>Note: Currently under Cochin RC.</i>

**BANKS DESIGNATED TO COLLECT THE FEE  
IN CASH FROM IGNOU STUDENTS  
FOR ADMISSION PURPOSE**

**A) INDIAN BANK**

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

## B) IDBI BANK

1.	Lal Bungalow Off. C.G. Road Ahmedabad-380006 Ph: 079-6431902/1296	12.	59/4, Rajpur Road Dehradun-248001 Utranchal Ph: 0135-744477/741225-27	23.	IFCI Tower, 61, Nehru Place P.B. No. 4499 New Delhi-110019 Ph: 011-6231169/3415
2.	23-25, Rudra Square Nr. Judges Bunglow, Bodakdev Ahmedabad-380015 Ph: 079-6872345, 68730024	13.	Mahavir House Basheerbagh Square Hyderabad-500029 Ph: 040-3260000 3228517, 3222688	24.	Khasra No. 550 Vasant Kunj Road Mahipalpur, New Delhi Ph: 011-6787116-6787118
3.	Aishwarya Complex Yash Kunj Society Pradhat Chowk, Ghatlodia Ahmedabad-380061 Ph: 079-7430337, 7430344	14.	Plot No.-9, Near L.V. Prasad Eye Hospital, J.R. House Road No. 2 Banjara Hills Hyderabad-500034 Ph: 040-3548762/79/83	25.	Ground Floor SCO-99 Sector 16 Faridabad Ph: 0129-5225128/29, 5225027
4.	26/1 Sowbhagya Complex 24th Main, 5th Phase J.P. Nagar, Sarraki Lake Bangalore-560078 Ph: 080-6595110 6595777, 6595800	15.	D-24, Durlabh Niwas C-Scheme, Jaipur Ph: 0141-367929/30/379/955	26.	C-78, Raj Nagar District Centre Raj Nagar Ghaziabad-201001 Ph: 01204753000, 4755408/09
5.	IDBI House 59, Mission Road Bangalore-560027 Ph: 080-2279576/77/78/79	16.	Siddha Point, Ground Floor 101, Park Street Kolkatta-700016 Ph: 033-2175040/5003/66/67	27.	Sikanderpur Branch Mehrauli-Gurgaon Road Sikanderpur, Gurgaon-122002 Ph: 0124-6357449
6.	Plot No.-43, Opposite Rang Mahal New Market, T.T. Nagar Bhopal-462003 Ph: 0755-577730/32	17.	Mookerjee House 17, Braboume Road Kolkatta-700001 Ph: 033-2437964/65/66/67	28.	Kashi Palace Complex Dak Bungalow Road Opp. Heera Palace Patna Ph: 0612-204141
7.	IDBI House, Janpath, Unit-IX Bhubaneshwar-751 022 Ph: 0674-541695	18.	15, Ashoka Marg Lucknow-226001 Ph: 0522-287104/105/287259	29.	Dynaneshwar Paduka Chowk Fergusson College Road Pune-411004 Ph: 020-5678585
8.	P.M. Towers 37, Greams Road Chennai-600 006 Ph: 044-8292371/72/73/74	19.	1/6, Sirifort Institutional Area Khel Gaon Marg New Delhi-110049 Ph: 011-6499681-85	30.	Plot No. 128, Ground Floor Blue Hills Avenue Kalyani Nagar Nagar Road, Yerawada Pune-411006 Ph: 020-6612036/37/38
9.	Soan Building, 37 C.P. Ramaswamy Road, Alwarpet Chennai-600018 Ph: 044-4661204/7	20.	Surya Kiran Building Ground Floor 19K.G. Marg Delhi-110001 Ph: 011-3357800/01/02	31.	Rajas Apt, Plot No. 13 Abhimanshree Road Off Baner Road Aundh, Pune-411007 Ph: 020-5893535-36
10.	Nelson Towers, New No.-51 Nelson Manickkam Road Chennai-600029 Ph: 044-3745802-05	21.	J-13/17, Rajouri Garden New Delhi-110027 Ph: 011-5911478/82/83	32.	Ranchi Place 5, Main Road Ranchi-834001 Ph: 0651-315984 315971, 315980
11.	Near padma Theater M.G. Road Cochin-682035 Ph: 0484-382519-21	22.	Plot No. 8, C.D. Block Local Shopping Centre Pitampura Delhi-110034 Ph: 011-7314623 7312625, 7315629		

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In case you do not receive assignments, you may obtain a copy of the same from the Study Centre or Regional Centre with which you are attached or may download it from the IGNOU website i.e. [www.ignou.ac.in](http://www.ignou.ac.in). Similarly, submit all your assignments to the Study Centre only with which you are attached. Retain always a copy of each assignment for your record.

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