

# **Student Handbook and Prospectus**

## **2021-22**

### **Master of Business Administration (MBA)**

*(AICTE Approved Programme from a University Accredited with A++ grade from NAAC)*

**School of Management Studies,  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi – 110068  
Website: [www.ignou.ac.in](http://www.ignou.ac.in)**

## RECOGNITION

IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985). IGNOU Degrees/Diplomas/Certificates are recognised by all the members of the Association of Indian Universities (AIU) and at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/ Institutions *vide* UGC Circular No. F. 1-8/92 (CPP) dated February 1992 & AIU Circular No. EV/B (449)/94/176915-177115, dated January 1994.

### **Master of Business Administration (MBA)**

- Student Handbook & Prospectus would be only available at online at [www.ignou.ac.in](http://www.ignou.ac.in)
- This Handbook & Prospectus is valid for the Admissions of July 2021, and January, 2022
- **Application Form is to be filled through online only.**

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July, 2021

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

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## 1.0 Indira Gandhi National Open University

The Indira Gandhi National Open University (IGNOU), established by an Act of Parliament in 1985, is continuously striving to build an inclusive knowledge society through inclusive education. It has tried to increase the Gross Enrolment Ratio (GER) by offering high-quality academic programmes through the Open and Distance Learning (ODL) mode.

The University began its operations in 1987 by offering two academic programmes, i.e., Diploma in Management, and Diploma in Distance Education.

Today, it serves the educational aspirations of large number of students in India and Abroad through 21 Schools of Studies and a large network of Regional/Learner Support Centers. The University offers large number of programmes at Certificate, Diploma, Degree, and Doctoral levels. The University is also supported by large number of academic counsellors who are from conventional Institutions of higher learning, professionals, and people from industry, among others.

The mandate of the University is to:

- Provide access to higher education to all segments of the society;
- Offer high-quality, innovative and need-based programmes at different levels, to all those who require them;
- Reach out to the disadvantaged by offering programmes in all parts of the country at affordable costs.

To achieve the twin objectives of widening access for all sections of society and providing continual professional development and training to all sectors of the economy, the University uses a variety of media and latest technology in imparting education.

The University has made a significant mark in the areas of higher education, community education and continual professional development. The University has been networking with reputed public institutions and private enterprises for enhancing the educational opportunities being offered by it.

As a world leader in distance education, it has been conferred with awards of excellence by the Commonwealth of Learning (COL), Canada.

***Recently, the National Assessment and Accreditation Council (NAAC) awarded A++ Grade (the highest grade) to the University.***

### 1.1 The Schools of Studies

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

- |   |   |
|---|---|
| • School of Agriculture                                     | • School of Journalism and New Media Studies            |
| • School of Computer and Information Sciences               | • School of Law   |
| • School of Continuing Education                            | • School of Management Studies                          |
| • School of Education                                       | • School of Performing and Visual Arts                  |
| • School of Engineering and Technology                      | • School of Sciences                                    |
| • School of Extension and Development Studies               | • School of Social Sciences                             |
| • School of Foreign Languages                               | • School of Social Work                                 |
| • School of Gender and Development Studies                  | • School of Tourism and Hospitality Services Management |
| • School of Health Sciences                                 | • School of Translation Studies and Training            |
| • School of Humanities                                      | • School of Vocational Education and Training           |
| • School of Interdisciplinary and Transdisciplinary Studies |   |

## 1.2 Special Features

Some of the special features currently practiced by IGNOU are:

- flexible admission rules
- provision of equal opportunity of admission to people from all over the country,
- provisions of learning at one's own pace, place and time,
- cost-effective and cost-efficient education operations
- multi-media approach in the preparation of course packages,
- self-instructional Printed and Audio/Video course materials
- network of Learner support centers throughout the country and in some other countries
- face-to-face Counselling and Tele-Counselling
- continuous evaluation through assignments,
- provision of terminal examination two times a year
- telecast of Video Programmes on Doordarshan
- Interactive Satellite Aided communication Network (teleconferencing)
- Interactive Radio Counselling

## 1.3 Academic Programmes

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

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

## 1.4 Course Material

Learning materials are prepared for the courses by teams of experts drawn from conventional universities, management institutions and professionals from all over the country and in-house faculty. These materials are edited by the contents experts and language experts at IGNOU before they are finally sent to the press. Similarly, audio and video programmes are produced in consultation with the course writers, in-house faculty and producers. The materials are previewed and reviewed by the faculty as well as outside experts and edited or modified wherever necessary before they are dispatched to the Learner support centres, content uploaded at 'eGyankosh', e-Content Mobile App and Telecast through 'GyanDarshan'.

## 1.5 Credit system

The University follows the 'Credit System' for most of its programmes. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a four credit course involves 120 hours of study. All management courses are 4 credit courses except the project course which is of 8 credits. This helps the student to understand the academic efforts one has to put in, in order to successfully complete a course. Completion of an academic programme (Degree, Diploma or Certificate) requires successful clearing of both, the assignments and the term-end-examination of each course in a programme.

## 1.6 Student Support Services

IGNOU has established a number of learner support centres throughout the country. Learner support centres provide counseling facilities at periodic intervals; act as information centres, and as examination centres. Currently about 300 learner support centres provide counseling facilities for this Programme as listed in *Appendix-3*. Learner support centres also have a basic library of management book for reference purposes. Each student is assigned to a learner support centre where s/he also submits assignments to the study centre

coordinator. To coordinate the learner support centres, the University has established 56 regional centres all over the country. The list is provided in **Appendix-2**. The University has also established 6 IGNOU-Army, 4 IGNOU-Navy, and one IGNOU-Assam Rifles Recognised Regional Centres to cater to the need of Army, Navy and Assam Rifles personnel respectively.

## 1.7 Delivery System

The methodology of instruction in this University is different from that of the conventional Universities. The Open University System is more learners oriented and the learner is an active participant in the teaching learning process. Most of the instruction is imparted through distance, rather than Face to-Face communication. The University follows a multi-media approach for instruction. It comprises:

- a) **Print Material:** The printed material of the programme is supplied to the learners in the form of a single printed book/e-book, which is divided into Blocks and Units.
- b) **Audio-Visual Material Aids:** The learning package contains audio and video programmes which have been produced by the University for better clarity and enhanced understanding of the course material given to the student. These programmes are usually of 25-30 minutes duration. The audio programmes are run and video programmes are screened at the learner support centres during the hours of the counseling session. The video programmes of Management Studies are telecast on Doordarshan. Some of the selected stations of All India Radio also broadcast the audio programmes. The information is also provided on the University website.
- c) **Counselling Sessions:** Normally, counseling sessions are held as per a schedule drawn before hand by the Learner Support Centre Coordinator. They are held on weekend, i.e. Saturday and Sunday. Further, the University conducts live phone-in-programmes through various stations of All India Radio. Schedule of these phone-in-programmes would be available at the University website/learner support centres. Live teleconferencing sessions are also conducted through interactive TV Channel.
- d) **eGyanKosh:** The IGNOU eGyanKosh (<http://egyankosh.ac.in/>), one of the world's largest repositories of educational resources in higher education, is available for the learners and teachers, and public at large for free. The eGyanKosh currently houses the self-learning material of over 2500 courses and a large number of video programmes of IGNOU. The IGNOU learners are encouraged to make use of these resources for their learning.
- e) **IGNOU e-Content Mobile App:** IGNOU-e-Content Mobile App is an official mobile app of Indira Gandhi National Open University (IGNOU). This app is an ICT initiative of IGNOU to provide Digital Learning Environment to IGNOU learners by extending Technology Enhanced Learner Support Services to them. The aim of this initiative is to disseminate the digitised course material to IGNOU Learners. IGNOU learners can use this app to access their course material through their hand held devices such as Mobile Phones and Tablets, etc.

## 2.0 School of Management Studies

The School of Management Studies began its academic operations in 1987 with the launch of Diploma in Management as a pilot programme of the University. The School today offers 9 programmes in Management and 13 programmes in Commerce.

The school has international presence and is offering its programmes in various African and Asian countries.

The School follows a multimedia approach in programme delivery. It comprises self-learning printed course material, supporting audio-video programmes, face to face interaction with academic counselors at learner support centres, assignment for assessment and feedback, telecast of video programmes on Doordarshan, broadcast of Audio / Video programmes through Gyan Vani (interactive radio counseling) and teleconferencing through Gyan Darshan, Swayamprabha, and DTH. The School adopts many other learner friendly features available on IGNOU platform.

The programmes offered by the School are designed in modular format offering maximum flexibility to the learners including multiple exit points. In recent years the school has collaborated with various apex institutions to develop programmes catering to the needs of specific target groups.

The School of Management Studies has been established to provide developmental avenue for working personnel and professionals for acquiring management qualifications to upgrade and refine their managerial skills, capabilities, and orientation. The School aims to impart lifelong learning opportunities to the learners in the specific domains like leadership, entrepreneurial skills, and professional competence. The Programmes offered by the School are useful and geared to fulfill identified gaps in the corporate and business world.

Programs offered by the School under Management Discipline are:

1. Ph. D. ( Management)
2. Master of Business Administration (MBA)
3. Master of Business Administration (Banking & Finance) (MBF)
4. Post Graduate Diploma in Human Resource Management(PGDHRM)
5. Post Graduate Diploma in Marketing Management (PGDMM)
6. Post Graduate Diploma in Financial Management (PGDFM)
7. Post Graduate Diploma in Operation Management (PGDOM)
8. BBA in Services Management
9. Certificate in NGO Management(CNM)

### 3.0 Master of Business Administration (MBA)

This programme is an AICTE recognized Post Graduate Degree programme designed to develop the skills required for careers in business and management. The programme is designed by renowned management experts keeping in view the latest industry requirements and practices. All the courses are contemporary, covers diverse areas of study in business and management and relevant to the present day needs. It is uniquely designed for both fresh graduates and the working personnel.

#### 3.1 Salient Features of the Programme

Some of the salient features of the programme are:

- AICTE approved Programme
- Offered across pan India and in selected Countries outside India
- Contemporary curriculum and latest study material
- Affordable fee
- Flexible learning

#### 3.2 Eligibility

***Passed Bachelor Degree of Minimum 3 years duration with at least 50% marks (45% in case of candidates belonging to reserved category).***

#### 3.3 Duration

***The minimum duration of the programme is 2 years and the maximum duration is 4 years.***

Students will be allowed to register/re-register seven courses in a semester to enable them to register/re-register all the required 28 courses for the award of MBA Degree in four semesters (i.e. **two years**). ***The student has to register for the programme in the first semester and subsequently re-register for all the other semesters.***

#### 3.4 Medium of Instruction

The medium of Instruction for this programme is English.



### 3.5 Programme Structure

- The MBA Programme consists of 28 courses in all and includes:
  - Twenty (20) Core courses (from MMPC-001 to MMPC-020)
  - Seven (07) courses from any one of the chosen specialisation area
  - One (01) Project course (MMPP-001 equivalent to 2 courses)
- Students need to select 7 courses in each of the semesters during the programme.
- Students need to select only MMPC-001 to MMPC-007 (Seven courses) in the 1st semester (All Courses Compulsory) and need to select only MMPC-008 to MMPC-014 (Seven courses) in the 2nd semester (All Courses Compulsory).
- The School offers different areas of specialisation like; Human Resource management, Financial Management, Operations Management, Marketing Management, and Services management in this MBA programme and the student can choose any one specialisation area in which S/he wants to have his MBA degree.
- Student need to select MMPC-015, MMPC-0016 & MMPP-001 (three courses) and four (04) courses from chosen specialisation in the 3rd semester.
- Student need to select MMPC-017 to MMPC-020 (four compulsory courses) and three (03) more courses from chosen specialisation in the 4th semester.
- Student need to select a total of 7 courses in his chosen specialisation only in order to get his MBA degree in that specialisation.
- MMPP-001 (Project Course) is equivalent to two courses. The fee will be equivalent to two courses. However, for registration purposes MMPP-001(project course) is treated as one course.
- In order to get an MBA degree a student has to complete 28 courses with a total credit weightage of 116 credits. They are as follows:
  - 20 Core Courses of 4 Credit each = 80 Credits.
  - One Project course of 8 credits
  - 7 Courses from any one area of Specialization of 4 credits each = 28 credits

#### Semester-wise Course selection plan

Course code	Course Title	Course code	Course Title
	<b><u>Semester -1 (7 Courses)</u></b>		<b><u>Semester-2 (7 Courses)</u></b>
MMPC-001	Management Functions and Organisational Processes	MMPC-008	Information Systems for Managers
MMPC-002	Human Resource Management	MMPC-009	Management of Machines and Materials
MMPC-003	Business Environment	MMPC-010	Managerial Economics
MMPC-004	Accounting for Managers	MMPC-011	Social Processes and Behavioural Issues
MMPC-005	Quantitative Analysis for Managerial Applications	MMPC-012	Strategic Management
MMPC-006	Marketing Management	MMPC-013	Business Laws
MMPC-007	Business Communication	MMPC-014	Financial Management
	<b><u>Semester-3 (7 Courses)</u></b>		<b><u>Semester-4 (7 Courses)</u></b>
	<b>Core courses:</b>		<b>Core courses:</b>
MMPC-015	Research Methodology for Management Decisions	MMPC-017	Advanced Strategic Management
MMPC-016	International Business Management	MMPC-018	Entrepreneurship
MMPP-001	Project Course (Equivalent to 2 Courses)	MMPC-019	Total Quality Management
	<b>and</b>	MMPC-020	Business Ethics and CSR
	<b>Four courses from any one of the specialization</b>		<b>and</b>
			<b>Three courses from any one of the specialization</b>

The detailed course outlines for the Semester1 and 2 courses are given in the **Appendix-5**. The list of specialization courses which will be available in 3<sup>rd</sup> and 4<sup>th</sup> semester will be informed later.

### 3.6 Admission process

Admission into this programme is done through online and the link for the same will be available at IGNOU website (www.ignou.ac.in). After going through the above given eligibility conditions a student can register for this programme. **The student has to Register for the programme in the first semester and subsequently Re-Register for all the other semesters.**

### 3.7 Programme Fee

The Total Programme Fee is Rs.58,000/-. The student has to pay Rs.14,000/- in I, II & IV semesters and Rs.16,000/- in the III Semester.

### 3.8 Exit Certification

A student can get her/his MBA degree in his chosen specialization once s/he completes all the specified 28 courses. However, if a student wishes to exit the programme after completion of the specified courses of 1<sup>st</sup> and 2<sup>nd</sup> semesters (56 credits), an exit option is provided at her/his specific request only, resulting in award of Post Graduate Diploma in Management (PGDIM).

### 3.9 Evaluation

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

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

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

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

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

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

Letter grade system is followed in this programme for evaluation. These letter grades are:

- A = Excellent
- B = Very Good
- C = Good
- D = Satisfactory
- E = Unsatisfactory

A student will have to obtain at least 'C' Grade in both continuous and term-end examinations and also the overall average grade should be at least 'C' grade for the successful completion of the course.

Following is the system of converting the overall letter grades to percentage equivalents:

- A = 80% and Above
- B = 60% to 79.9%
- C = 50% to 59.9%
- D = 40% to 49.9%
- E = Below 40%

### Term-end Examination

The learners are required to fill in the Examination form to appear in the TEE each time i.e., for every exam (June/December) a learner has to apply afresh. The Examination Forms are accepted online only as per the schedule given below:

#### Dates for submission of Examination Form

For June TEE	For December TEE	late Fee
1st March to 31st March	1st September to 30th September	<b>NIL</b>
1st April to 15th April	1st October to 15th October	Rs. 1000/- (The exam centre will be the city where RC is located)

**Please note that the dates mentioned above are subject to change. Please check the actual dates on the University website.**

### Examination fee and Mode of Payment

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

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

**Modalities of submission of Assignments and appearing in Term-End Examinations are given in Appendix 4.**

### 3.10 Tentative Schedule of Operations

	Activities	January - June Semester	July - December Semester
i)	Despatch of Study Material to begin	During first half of December of preceding year	During first half of June
ii)	Counselling	January-May	July-November
iii)	Submission of Assignments	30th April	31st October
iv)	Assignment feedback	15th May	15th November
v)	Term-end Examination	June	December
vi)	Dates for submission of Examination Forms Through Online at IGNOU website <a href="http://www.ignou.ac.in">www.ignou.ac.in</a>	As notified by Student Evaluation Division (SED) and displayed on IGNOU's website <a href="http://www.ignou.ac.in">www.ignou.ac.in</a>	
vii)	Dates for Online Re-registration for next semester	As notified by Student Registration Division (SRD) and displayed on IGNOU's website <a href="http://www.ignou.ac.in">www.ignou.ac.in</a>	

***(Dates are subject to change due to unforeseen circumstances).***

- 1) Examination fee is Rs. 200/- per course
- 2) Examination Form should be filled up and submitted through IGNOU website **[www.ignou.ac.in](http://www.ignou.ac.in)** till March 31<sup>st</sup>, and September 30<sup>th</sup> for June and December Term-end examination respectively. For exact dates/information please visit [www.ignou.ac.in](http://www.ignou.ac.in).
- 3) Examination Form is to be submitted Online only as per instruction/Guidelines available at IGNOU website i.e. [www.ignou.ac.in](http://www.ignou.ac.in).

### 3.11 Grievance Redressal:

IGNOU has a robust mechanism in place for redressal of student grievances. A Special Online Portal – IGNOU Grievance Redress and Management (iGRAM) has been developed for this purpose. Students can submit their grievances on iGRAM online and track the response. iGRAM can be accessed at <http://igram.ignou.ac.in/>.

A dedicated Student Service Centre has been set up at the HQ to respond to the queries and grievances of the students. The Student Service Centre can be contacted at the contact details provided below:

1	General Enquiry (Student Support Services and Student Grievances, pre-admission Inquiry of various Programmes in IGNOU, etc)	Phone: 011-29572514, 29572513, 29572516
2	Director, SSC, IGNOU, Maidan Garhi, New Delhi - 110068	Phone: 011-29572505 Email: <a href="mailto:directorssc@ignou.ac.in">directorssc@ignou.ac.in</a> , <a href="mailto:ssc@ignou.ac.in">ssc@ignou.ac.in</a>

*For specific queries related to Admission, Study Material, Assignment, Examination, Counsellings etc. the students may contact the following:*

Sl. No.	Issues	Authority to be contacted
1	Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms, change of name, correction of name/address	Concerned Regional Centre
2	Non-receipt of study material and assignments	Registrar (MPDD), IGNOU, Maidan Garhi, New Delhi-110068
3	Change of Elective/Medium/opting of left over electives/ Deletion of excess credits	Concerned Regional Centre
4	Credit Transfer	Student Registration Division, Block No. 1 & 3, IGNOU, Maidan Garhi, New Delhi-110068
5	Purchase of Audio/Video CDs	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi 110068
6	Academic Content	Director of the School concerned
7	Approval of a Project Synopsis	Project Co-ordinator in the Concerned School
8	International Students residing in India should	Director, International Division, IGNOU, Block-15, Section K, Maidan Garhi, New Delhi. Tel. Nos. : 29533987; 29571681 E-mail : <a href="mailto:internationaldivision@ignou.ac.in">internationaldivision@ignou.ac.in</a>

Sl. No.	Issues related	Contact No.	Controlling Officer & Telephone No.	E-mail ID
9	Issue of Degree/ Diploma /Certificate/ Despatch of returned Degrees/ Verification of Degrees/ Convocation	011-29572213 011-29535438	Asstt. Registrar 011-29572224	<a href="mailto:convocation@ignou.ac.in">convocation@ignou.ac.in</a>

10	Issue of Hall Ticket/ Correction in the hall ticket for handicapped student s/ Non- receipt of hall tickets for term- end- examination & Entrance Test/ Entrance, Test Results/Queries related to dispatch of attendance, list of examinees etc./ writer	011-29572209 011-29572202	Asstt. Registrar 011-29535064	<a href="mailto:jitenderkr@ignou.ac.in">jitenderkr@ignou.ac.in</a>
11	Declaration of results of Masters and Bachelors degree level programme/Issue of grade card and provisional certificate of Masters and Bachelors degree level prog./ Practical marks of all programmes	011-29572212	Section Officer 011-29536103	<a href="mailto:practicalsed@ignou.ac.in">practicalsed@ignou.ac.in</a> <a href="mailto:mdresult@ignou.ac.in">mdresult@ignou.ac.in</a> <a href="mailto:bdresult@ignou.ac.in">bdresult@ignou.ac.in</a>
12	Declaration of results of Masters, Bachelor and Diploma programme/ Issue of grade card and provisional certificate of Masters, Bachelor and Diploma level programme	011-29572211	Section Officer 011-29536743	<a href="mailto:bdresult@ignou.ac.in">bdresult@ignou.ac.in</a> <a href="mailto:dpresult@ignou.ac.in">dpresult@ignou.ac.in</a>
13	Declaration of results of DPE and Certificate programme/ Issue of grade card and provisional certificate of DPE & Certificate level programme	011-29572208	Section Officer 011-29536405	<a href="mailto:cpresult@ignou.ac.in">cpresult@ignou.ac.in</a>
14	Verification of genuineness of provisional certificate and grade card/ Issue of Transcript	011-29572210	Section Officer 011-29536405	<a href="mailto:gcverification@ignou.ac.in">gcverification@ignou.ac.in</a>
15	Queries related to UFM cases	011-29572208 011-29576405	Section Officer	<a href="mailto:ufmgroup@ignou.ac.in">ufmgroup@ignou.ac.in</a>
16	Status of Project Report of all Programmes/ Dissertation and Viva marks	011-29571324 011-29571321	Asstt.Registrar 011-29532294	<a href="mailto:projects@ignou.ac.in">projects@ignou.ac.in</a>
17	Queries related to Assignment Marks	011-29571325 011-29571319	Asstt.Registrar 011-29571313	<a href="mailto:assignment@ignou.ac.in">assignment@ignou.ac.in</a>
18	Students general enquiries and grievances/ Issue of duplicate marksheet	011-29572218 011-29571313	Asstt. Registrar	<a href="mailto:sedgrievance@ignou.ac.in">sedgrievance@ignou.ac.in</a>
19	Discrepancy in grade card, non updatation of grade/marks in the grade card etc.	011-29572206 011-29572215 011-29572219	Dy. Director/ Asstt.Director	

## 4.0 University Rules

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

### 4.1 Validity of Admission

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

### 4.2 Simultaneous Registration

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any Certificate programme of Six months duration. However, if there is any clash of dates of counselling or examination schedule between the two programmes taken by the student, University will not be in a position to make adjustment. However simultaneously pursuing two academic Programmes at degree level, either from the same University, or one from the Open University (under ODL mode) and the other from Conventional University (regular or face-to-face mode) is not permitted, as of now.

### 4.3 Re-Registration

“Re-registration” means registration in the next semester/year of a programme, wherever applicable. Learners are advised to submit the Re-Registration (RR) forms ‘Online’ on the web portal [www.ignou.ac.in](http://www.ignou.ac.in). as per the schedule notified by the University from time to time, irrespective of the fact that whether the learners appeared in the examination or not or whether they have passed or not in the course(s) registered in the current academic session. If the Re-Registration in any of the programme is not available online or for any other reason as specified by the University, Learners should submit their RR forms at the respective Regional Centre only. International students of the University pursuing their programme from India are also advised to submit re-registrations form online. Offline forms, if any, may be submitted to the International Division of the University.

### 4.4 Additional time for Learners with Disability

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

### 4.5 Reservation

The University provides reservation of seats for Scheduled Castes and Scheduled Tribes, non-creamy layer of OBC, Economically Weaker Sections, War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its programmes in which there are limited number of seats and admission is through a merit list. However, submission of forged certificate under any category shall make the student liable not only for cancellation of admission but also legal action as per Government of India rules.

## 4.6 Scholarships

The learners enrolled in IGNOU are eligible for Government of India Scholarships. They are advised visit the National Scholarship Portal of the Government of India and submit their application online. For further details students may contact their Regional Centre. Students belonging to the Scheduled Caste category may apply for financial assistance under the Centrally Sponsored Scheme of Post Matric Scholarship. Students belonging to the Scheduled Tribe category may apply for financial assistance under the Centrally Sponsored Scheme of Post Matric Scholarship.

## 4.7 Fee Exemption for SC/ST Students under the SCSP and TSP Schemes

The University provides exemption of programme fee to students from SC/ST category as per its policy. The policy is reviewed for every admission cycle. Students are advised to visit the University website or contact the Regional Centre to know about the latest provisions. The SC and ST students who are employed or who are availing any kind of fellowship or fee exemption from other agencies are not eligible for fee exemption under SCSP/TSP scheme. The exemption of fee is confined to Programme Fee mentioned in this Admission Prospectus only. The scheme will not exempt late fee (if any), term-end-exam fee, convocation, fee etc.

## 4.8 Registration fee, Cancellation of Admission and Refund of Fee

A non-refundable Registration Fee of Rs. 200/- (unless specified otherwise) shall be charged along with the programme fee of first semester/year at the time of admission. If a student applies for cancellation of admission and refund of fee, the refund request will be considered as per the University policy as under:

- a. Before the last date for submission of admission form – the fee paid will be refunded after deduction of Rs.200/-
- b. Within 15 days from the last date for submission of admission form – the fee paid will be refunded after deduction of Rs.500/-
- c. Within 30 days from the last date for submission of admission form – the fee paid will be refunded after deduction of Rs.1,000/-.
- d. After 30 days from the closure of the last date – No refund will be allowed.
- e. In cases of (a) to (c) above, the candidate will make a written request to the Regional Director concerned for such a refund.

## 4.9 Study Material and Assignments

The University sends study material to the students by Registered post/ Speed Post and if a student does not receive the same for any reason; whatsoever, the University shall not be held responsible for that. For non-receipt of study material, learners are required to write to the Registrar, Material Production and Distribution Division, IGNOU, Maidan Garhi, New Delhi – 110 068.

The University has a provision to provide soft copy of the self-learning material in place of printed material. A learner opting for the soft copy will be given a discount of 15% in the Programme Fee. The Option to this effect has to be indicated by the learners while filling in the Online Admission Form. Such learners will not be given printed self-learning material.

Assignments for the current session are made available on the website. Students are advised to download the same.



#### **4.10 Correction of Address and Study Centre Change**

Students can request for change of address, study centre and regional centre online from their user account. The user account is to be created at <https://ignou.samarth.edu.in> by clicking 'New Registration'.

#### **4.11 Change of Region**

When a learner wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to. Further, he/she has to obtain a certificate from the Coordinator of the Learner Support Centre from where he/she is seeking transfer regarding the number of assignments submitted. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, Student Registration Division (SRD) and the learner as well.

In case any learner is keen for transfer from Army/Navy/ Air Force Regional Centre to any other Regional Centre of the University during the cycle/session, he/she would have to pay the fee-share money to the Regional Centre. In case the learner seeks transfer at the beginning of the session/cycle, the required programme course fee for the session/cycle shall be deposited at the Regional Centre. However, the transfer shall be subject to availability of seats wherever applicable.

#### **4.12 Correction/Change of Name/Surname of Learner**

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

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

#### **4.13 Disputes on Admission & other University Matters**

The University takes appropriate administrative and disciplinary measures for smooth functioning of its day-to-day operations in accordance with the prevailing rules and guidelines. In case of disputes on Admission and other University Matters, the place of jurisdiction of filing of law suit, if necessary, will be New Delhi/Delhi ONLY.



#### 4.14 Migration Certificate

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

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

#### 4.15 Recognition of IGNOU Programmes

The degrees awarded by IGNOU are recognized by UGC.

IGNOU Degrees/Diplomas/Certificates are recognized by all member universities of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/ Certificates of all Indian Universities/ Institutions.

#### 4.16 KVS Employees

As per the agreement with Kendriya Vidyalaya Sangathan (KVS), One hundred students are entitled to get 50% fee concession in the programmes offered by the University during a year. All the KVS employees seeking admission may send their applications alongwith the requisite full programme fee directly to the Concerned Regional Centres without routing through IGNOU HQs. However the employees may follow the rules and procedures laid down by the KVS HQs, New Delhi, as regards to obtaining permission etc. The reimbursement in fees of 50% will be made only to such candidates duly recommended by the KVS HQs to SRD, IGNOU HQs. The reimbursement will be made by the concerned Regional Centre of IGNOU, on getting the communication only from Student Registration Division (SRD), IGNOU HQs.

#### 4.17 Prevention of Malpractice/Notice for General Public

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

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

1. Director, Research Unit (Tele: 2953 4336)
2. Director, SSC (Tele: 2953 5714)
3. Director, RSD (Tele: 2953 2118, 2957 2412)
4. Registrar, SED (Tele: 2953 5828, 2957 2204)
5. Registrar, SRD (Tele: 2953 2741, 29571302)
6. Registrar, MPDD (Tele: 2953 4521, 29572002)
7. Deputy Registrar, F&A (Tele: 2953 4934)
8. Registrar (SRD) (Tele: 2957 1302)

Alternatively complaints may be faxed on 29532312.

**Email:** registraroffice@ignou.ac.in

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

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

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

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

#### **4.18 Placement Services**

In order to further extend learner support services to its geographically distributed student population who are pursuing various Degree, Diploma and Masters Programme, the university has established the Campus Placement Cell (CPC). The mission and endeavor of CPC is to enhance and facilitate the process of prospective suitable employment opportunities that are commensurate with the personal profiles of the learners. All students interested in seeking the assistance of CPC for procuring suitable job opportunities are requested to send their current resume/bio-data 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.

#### **4.19 Equal Opportunity Cell**

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

## 5.0 List of Management Faculty

SCHOOL OF MANAGEMENT STUDIES			
Director: Prof. K. Ravi Sankar			
MANAGEMENT FACULTY			
1.	<b>Prof. G Subbayamma</b> M.A. (Eco.), Ph.D Corporate Management	2.	<b>Prof. Srilatha</b> M.A. (Psy.) Ph.D Human Resource Management
3.	<b>Prof. K. Ravi Sankar</b> MBA, Ph.D Financial Management	4.	<b>Prof. Anurag Saxena</b> M.Sc.(Stat.), Ph.D Operations Management
5.	<b>Prof. Neeti Agrawal</b> MBA, Ph.D., MA(DE) Corporate Management	6.	<b>Prof. Kamal Vagrecha</b> MBA, Ph.D Financial Management
7.	<b>Prof. Nayantara Padhi</b> MA(IRPM), Ph.D Human Resource Management	8.	<b>Mr. T. V. Vijay Kumar</b> B.Sc., MBA Marketing Management
9.	<b>Dr. Anjali C. Ramteke</b> B.Sc.(Tech.), MBA, Ph.D, PGDDE, ME Financial Management	10.	<b>Dr. Leena Singh</b> M.A.(Eco.), Ph.D, MBA, PGDDE Corporate Management

## Name and Code of Programme, Eligibility and Fee

Name of the Programme	Programme Code	Eligibility	Duration	Fee
Master of Business Administration	MBA	Passed Bachelor Degree of Minimum 3 years duration with at least 50% marks (45% in case of candidates belonging to reserved category).	<b>Min.:</b> 2 Year <b>Max.:</b> 4 Years	Total Programme fee: Rs. 58,000/-

## List of IGNOU Regional Centres

Sl. No.	RC Name	RC Code	Address	Operational Area
1	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE TILLA AGARTALA - 799 004 TRIPURA 0381-2519391 0381-2516714 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242975-242976 02717-241579 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI, ARAVALLI, MAHISAGAR AND CHHOTA UDAIPUR) DAMAN & DADRA NAGAR HAVELI (U.T.)
3	AIZAWL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. YC-10 ROPHIRA BUILDING CHALTLANG DAWRKAWN AIZAWL - 796 012, MIZORAM 0389-2391692 / 2395260 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZAWL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, BUDAUN, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI)
5	BANGALORE	13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NO.70-46-30/11, WARD NO. 117 BMTC OLD DIV. OFF. GROUND FLR. ADJACENT TO KSRTC CW&TC SHANTHI NAGAR, BANGALORE- 560027 KARNATAKA 080-26654747/26657376 080-26639711 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, CHAMARAJANAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)

6	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3RD FLOOR, SUMAN PLAZA CENTRAL JAIL ROAD BHAGALPUR TILKAMANJHI BIHAR 812001 0641-2610055, 21066 0641-2610077 <a href="mailto:rcbhagalpur@ignou.ac.in">rcbhagalpur@ignou.ac.in</a> DEHRI-ON-SONE FROM 30-05-2017	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA, MUNGER)
7	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS BHOPAL BHOPAL - 462 011 MADHYA PRADESH 0755-2578455/2578452 0755-2762524 <a href="mailto:rcbhopal@ignou.ac.in">rcbhopal@ignou.ac.in</a>	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN, AGAR-MALWA)
8	BHUBANESHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ODISHA 0674-2301348 / 2301250 0674-2301352 <a href="mailto:rcbhubaneswar@ignou.ac.in">rcbhubaneswar@ignou.ac.in</a>	STATE OF ODISHA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAIPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9	BIJAPUR	85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1st FLOOR, PLAZA II TOURISM DEPARTMENT BUILDING OPP. DR.B.R. AMBEDKAR STADIUM INDI ROAD, VIJAYAPURA - 586101 KARNATAKA 08352-252006 08352-260006 <a href="mailto:rcbijapur@ignou.ac.in">rcbijapur@ignou.ac.in</a>	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOT, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, HAVERI, GADAG, BELLARY, BELGAUM, DHARWAD) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)

10	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 345 INDUSTRIAL AREA PHASE - II PANCHKULA - 134 113 HARYANA 0172-2590277,2590278 0172-2578208 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
11	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PERIYAR THIDAL 84/1 EVK SAMPATH SALAI VEPERY CHENNAI - 600 007 TAMILNADU 044-26618039/24312979 044-26618438/24312766 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, CHENGALPATTU, TIRUPATTUR, KALLAKURUCHI) PUDUCHERRY (U.T.) [PUDUCHERRY & KARAIKAL]
12	COCHIN	14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA 0484-2340203 / 2348189 2345650 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THRISSUR, LAKSHADWEEP (U.T.))
13	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHILA UNIV. CAMPUS, KAMESHWAR NAGAR NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251862 06272-251833 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 008 UTTARAKHAND 0135-2789200 0135-2789205 rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR)

15	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 011-26990082 /26990082-83 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)
16	DELHI 2	29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 DELHI 011-23392374 /23392376 23392377 / 23392 737 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUDH VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJARA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)
17	DELHI 3	38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DELHI LIBRARY ASSOCIATION BLDG RANGANATHAN BHAWAN, C BLOCK COMMUNITY CENTRE NARAINA VIHAR NEW DELHI - 110 028 DELHI 011-25774255 011-25774256 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAJAFGARH, MAHAVIR ENCLAVE, SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICTS: GURUGRAM, MEWAT)



18	DEOGHAR	87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASUWADIH, ROHINI ROAD DEOGHAR JASIDIH JHARKHAND 814142 06432-34448 9234455958-957-975 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH) STATE OF BIHAR COVERING (DISTRICTS: )
19	GANGTOK	24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5TH MILE TADONG NH-10-A BELOW CENTRAL REFERRAL HOSPITAL, EAST SIKKIM GANGTOK - 737 102, SIKKIM 0359-231102/270923 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMCH ROAD CHRISTIAN BASTI GUWAHATI GUWAHATI ASSAM 781005 0361-2343771 / 2343785 0361-2343786 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI ANGLONG (EAST), KARBI ANGLONG (WEST), MORIGAON, DARRANG, KAMRUP, KAMRUP METROPOLITAN, NALBARI, BARPETA, BONGAIGAON, DHUBRI, SOUTH SALMARA- MANKACHAR, GOALPARA, KOKRAJHAR, BAKSA, UDALGURI, CHIRANG, DIMA HASAO, CACHAR, HAILAKANDI, KARIMGANJ)
21	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE FIRST FLOOR, M-5 BLOCK MANORANJAN COMPLEX, TELANGANA STATE HOUSING BOARD COMPLEX M.J. ROAD, NAMPALLY, HYDERABAD TELANGANA - 500 001 040-23117550-53 rchyderabad@ignou.ac.in	STATE OF TELANGANA (DISTRICT: ADILABAD, BHADRADRI, KOTHAGUDEM, HYDERABAD, JAGTIAL, JANGAON, JAYASHANAR BHOOPALPALLY, JOGULAMBA GADWAL, KAMAREDDY, KARIMNAGAR, KHAMMAM, KOMARAM BHEEM ASIFABAD, MAHABUBABAD, MAHABUBNAGAR, MANCHERIAL, MEDAK, MEDCHAL) NAGAR KURNOOL, NALGONDA, NIRMAL, NIZAMABAD, PEDDAPALLI, RAJANNA SIRCILLA, RANGAREDDY, SANGAREDDY, SIDDIPET, SURYAPET, VIKARABAD, WANAPARTHY, WARANGAL RURAL, WARANGAL URBAN, YADADRI BHUANAGIRI)

22	IMPHAL	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH A.O.C. IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191 <a href="mailto:rcimphal@ignou.ac.in">rcimphal@ignou.ac.in</a>	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL, KAKCHING, TENGNOPAL, KAMJONG, KANGPOKPI, JIRIBAM, NONEY, PHERZAWL)
23	ITANAGAR	03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HMCT BUILDING RAJIV GANDHI GOVT. POLYTECHNIC VIVEK VIHAR ITANAGAR - 791113 ARUNACHAL PRADESH 0360-2954805 0360-2954806 <a href="mailto:rcitanagar@ignou.ac.in">rcitanagar@ignou.ac.in</a>	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, KARADADI, LONGDING, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
24	JABALPUR	41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411/2609896 <a href="mailto:rcjabalpur@ignou.ac.in">rcjabalpur@ignou.ac.in</a>	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, NIWARI, TIKAMGARH)
25	JAIPUR	23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/80, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785730 / 2785427 0141-2396427 <a href="mailto:rcjaipur@ignou.ac.in">rcjaipur@ignou.ac.in</a>	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARALI, KOTA, SAWAIMADHEPUR, SIKAR, SRIGANGANAGAR & TONK)
26	JAMMU	12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GOVT. SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK, 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529 <a href="mailto:rcjammu@ignou.ac.in">rcjammu@ignou.ac.in</a>	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)

27	JODHPUR	88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO. 439 PAL LINK ROAD OPP. KAMALA NAGAR HOSPITAL JODHPUR RAJASTHAN 342008 0291-2755424 0291-2751424 <a href="mailto:rcjodhpur@ignou.ac.in">rcjodhpur@ignou.ac.in</a> <a href="mailto:studentsrcjodhpur@ignou.ac.in">studentsrcjodhpur@ignou.ac.in</a>	STATE OF RAJASTHAN COVERING (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)
28	JORHAT	37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI BUILDING TULSHI NARAYAN SARMAH PATH NEAR NEHRU PARK JORHAT - 785001 ASSAM 0376-2951116 / 2951114 <a href="mailto:rcjorhat@ignou.ac.in">rcjorhat@ignou.ac.in</a>	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI)
29	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 / 2260075 <a href="mailto:rckarnal@ignou.ac.in">rckarnal@ignou.ac.in</a>	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR AND CHARKHIDADRI)
30	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 / 237361 <a href="mailto:rckhanna@ignou.ac.in">rckhanna@ignou.ac.in</a>	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA, FAZILKA, PATHANKOT)
31	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENUOZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 <a href="mailto:rckohima@ignou.ac.in">rckohima@ignou.ac.in</a>	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)

32	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 033-23592719 / 23589323 (RCL) <a href="mailto:rckolkata@ignou.ac.in">rckolkata@ignou.ac.in</a>	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND WOMEN'S COLLEGE AT/PO/DISTT.-KORAPUT 764 020 ODISHA 06852-251535 06852-251535 <a href="mailto:rckoraput@ignou.ac.in">rckoraput@ignou.ac.in</a>	STATE OF ODISHA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH)
34	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR - 5 VRINDAVAN YOJNA, TELIBAGH LUCKNOW 226 029 UTTAR PRADESH 0522-2442832 <a href="mailto:rlucknow@ignou.ac.in">rlucknow@ignou.ac.in</a>	STATE OF UTTAR PRADESH (DISTRICT: AMETHI, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN(ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOB, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)
35	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD (BEHIND JEEVA THEATRE) MADURAI 625 018 TAMIL NADU 0452-2380775 / 2380733 <a href="mailto:rcmadurai@ignou.ac.in">rcmadurai@ignou.ac.in</a>	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR, TIRUNELVELI, TENKASI, THOOTHUKUDI(TUTICORIN)

36	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1st,2nd & 3rd FLOOR,PLOT NO.43 SECTOR 09, OPP DAV PUB. SCHOOL NEW PANVEL EAST TALUKA PANVEL, DISTT. RAIGAD MAHARASHTRA 022-25925540 / 25923159 <a href="mailto:rcmumbai@ignou.ac.in">rcmumbai@ignou.ac.in</a>	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGAD, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN)
37	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE "GYAN VATIKA" 14, HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 MAHARASHTRA 0712-2536999,2537999 0712-2022000 <a href="mailto:rcnagpur@ignou.ac.in">rcnagpur@ignou.ac.in</a>	STATE OF MAHARASHTRA (DISTRICT: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, HINGOLI, NAGPUR, NANDED, PARBHANI, WARDHA, WASHIM, YAVATMAL)
38	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 <a href="mailto:rcnoida@ignou.ac.in">rcnoida@ignou.ac.in</a>	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BULANDSHAHR, HAPUR, SAHARANPUR, MUZAFFARNAGAR, BIJNOR, SHAMLI, AMROHA, MORADABAD, SAMBHAL RAMPUR, AGRA, MATHURA) STATE OF DELHI (MAYUR VIHAR PH- I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE, EAST DELHI)
39	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1576 NEAR P&T STAFF QUARTERS ALTO PORVORIM P.O. 403 521 GOA 0832-2414553 <a href="mailto:rcpanaji@ignou.ac.in">rcpanaji@ignou.ac.in</a>	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNADA), STATE OF MAHARASHTRA (DISTRICT: SINGDHURG)
40	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE INSTITUTIONAL AREA MITHAPUR PATNA PATNA - 800 001 BIHAR 0612-2365039 <a href="mailto:rcpatna@ignou.ac.in">rcpatna@ignou.ac.in</a>	STATE OF BIHAR (DISTRICT: ARWAL, BHOJPUR, BUXAR, JEHANABAD, LAKHISARAI, NALANDA, PATNA, SHEIKHPURA, VAISHALI, SIWAN, SARAN, ROHTAS, KAIMUR, NAWADA, GAYA, AURANGABAD, JAMUI)

41	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING NEAR SYNDICATE BANK 18, TAGORE ROAD, MOHANPURA PORT BLAIR - 744 101 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867/25651124 020-25651321 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BEED, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)
43	RAGHUNATHGANJ	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK, FULTALA MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX HOUSING BOARD COLONY, KACHNA POST: SADDU RAIPUR - 492 014 CHHATTISGARH 0771-2428285 / 5056508 0771-2283285/2971322 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, DANTEWADA, BASTAR, KONDAGAON, NARAYANPUR, BIJAPUR, SUKMA)
45	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT 360 005 GUJARAT 0281-2572988 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDAR, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV- BHOO MI DWARKA, GIR- SOMNATH, BOTAD, MORBI), DIU (U.T.)

46	RANCHI	32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KRISHNA MALL 2ND FLOOR OPPOSITE GST BUILDING ASHOK NAGAR, RANCHI - 834 022 JHARKHAND 0651-2244688/2244699 0651-2244677 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, LATEHAR, WEST SINGHBHUM, SARAİKELA, KHARASAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD, GARHWA, PALAMU)
47	SAHARSA	86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAXMI NIWAS KOSHI CHOWK SAHARSA 852201 BIHAR 06478-219014, 219015 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS: KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR, ARARIA, KISHANGANJ & PURNIA)
48	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE UMSHING MAWKYNROH NEHU CAMPUS SHILLONG - 793 022 MEGHALAYA 0364-2550088 / 2550015 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, RI BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS)
49	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA 171 002 HIMACHAL PRADESH 0177-2624612 / 2624613 18001808055 (TOLL FREE) rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J C BOSE ROAD SUBHAS PALLY, SILIGURI SILIGURI - 734 001 WEST BENGAL 0353-2526818/2526819 0353-2526829 rcsiliguri@ignou.ac.in RCSILIGURI45@GMAIL.COM	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)
51	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 0194-2311258 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)

52	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL KILLIPALAM KARAMANA P.O. TRIVANDRUM - 695 002 KERALA 0471-2344113/2344120 0471-2344115 rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICTS: PATHANAMTHITTA, KOLLAM, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICTS: KANYAKUMARI)
53	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI 221005 UTTAR PRADESH 0542-2368622 0522-2364893 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, ALLAHABAD, PRATAPGARH, SULTANPUR)
54	VATAKARA	83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 14/329, B-E ADJ. TO 110KV KSEB SUB- STATION PUTHOOR PO, VATAKARA, 673104 KERALA 0496-2525281 0496-2516055 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAD, KOZHIKODE, MALAPPURAM), [MAHE- PUDUCHERRY(UT)]
55	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SKPVV HINDU HIGH SCHOOL PREMISES,9-76-18, KOTHAPET VIJAYAWADA 520 001 ANDHRA PRADESH 0866-2565253 / 2565959 0866-2565253 revijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KADAPA, KURNOOL, ANANTAPUR)
56	VISAKHAPATNAM	84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM - 530017 ANDHRA PRADESH 0891-2511200 rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS: EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM), [YANAM- PUDUCHERRY(UT)]



## **IGNOU-Army Recognised Regional Centres** **(For Army Personnel Only)**

Sl. No.	RRC Name	RRC Code	Address	Operational Area
<b>Army</b>				
1	IAEP - CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION (G.S. EDU. BRANCH) HQ WESTERN COMMAND CHANDIMANDIR - 134107 HARYANA 0172-2589355, (CIVIL) 2670 (MILITARY) 0712-2589355 <a href="mailto:iaeprc52@rediffmail.com">iaeprc52@rediffmail.com</a>	WESTERN COMMAND AREA
2	IAEP - JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH HQ SOUTHERN WESTERN COMMAND C/O 56 APO 908546 JAIPUR RAJASTHAN 0141-6640 (MILITARY) <a href="mailto:swciaep@gmail.com">swciaep@gmail.com</a>	SOUTH WESTERN COMMAND
3	IAEP - KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-22222668 (CIVIL) 2670 (MILITARY) 033-22222668 <a href="mailto:rc51army_ec@yahoo.co.in">rc51army_ec@yahoo.co.in</a> <a href="mailto:rcarmy51@ignou.ac.in">rcarmy51@ignou.ac.in</a>	EASTERN COMMAND AREA
4	IAEP - LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ CENTRAL COMMAND- GS (EDN) LUCKNOW - 226002 UTTAR PRADESH 0522-2482968 (CIVIL); 2670 (MIL) <a href="mailto:iaeppcc53@yahoo.co.in">iaeppcc53@yahoo.co.in</a>	CENTRAL COMMAND AREA
5	IAEP - PUNE	54	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ SOUTHERN COMMAND HRDC-1 BEG & CENTRE C/O 56 APO - 908 791 020-20265568 CIVIL; 3019 (MILITARY) 020-26102670 <a href="mailto:armypunerc54@yahoo.com">armypunerc54@yahoo.com</a>	SOUTHERN COMMAND AREA

6	IAEP - UDHAMPUR	55	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992-242486 01992-242486 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA
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## **IGNOU-Assam Rifles Recognised Regional Centres** **(For Assam Rifles Personnel Only)**

<b>Assam Rifles</b>				
7	IAREP - SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA 0364-2705181 0364-2705184 iarrc_81@yahoo.com	COMMAND AREA

## **IGNOU-Navy Recognised Regional Centres** **(For Navy Personnel Only)**

<b>Navy</b>				
<b>8</b>	INEP - KOCHI	74	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682 004 KERALA 0484-266210,2662515 0484-2666194 inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND
<b>9</b>	INEP - MUMBAI	72	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023 MAHARASHTRA 022-22752245 022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
<b>10</b>	INEP - NEW DELHI	71	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS.MINISTRY OF DEF WEST BLOCK.5,IIND FLR,WING-II RK PURAM, NEW DELHI - 110 066 DELHI 011-26194686 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
<b>11</b>	INEP - VISAKHAPATNAM	73	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530 014 ANDHRA PRADESH 0891-2812669 0891-2515834 rc73@ignou.ac.in inepv@hotmail.com	HQ EASTERN NAVAL COMMAND

## Region-Wise List of Learner Support Centres

Sl. No.	RC Name	RC Code	LSC Code	Place of LSC	Address
1	AGARTALA	26	2601	AGARTALA	IGNOU LEARNER SUPPORT CENTRE TRIPURA UNIVERSITY UNIVERSITY CAMPUS AGARTALA TRIPURA 799004
2	AHMEDABAD	09	0901	AHMEDABAD	IGNOU LEARNER SUPPORT CENTRE L.D. ARTS COLLEGE NAVRANGPURA AHMEDABAD GUJARAT 380009
3	AHMEDABAD	09	0902	VADODARA	IGNOU LEARNER SUPPORT CENTRE M.S. UNIVERSITY GENERAL EDUCATION BUILDING VADODARA GUJARAT 390002
4	AHMEDABAD	09	0905	SURAT	IGNOU LEARNER SUPPORT CENTRE MTB ARTS COLLEGE SURAT GUJARAT 395001
5	AHMEDABAD	09	0910	ANAND	IGNOU LEARNER SUPPORT CENTRE SARDAR PATEL UNIVERSITY UNIVERSITY HEALTH CENTRE VALLABH VIDYANAGAR ANAND GUJARAT 388120
6	AHMEDABAD	09	0911	GANDHINAGAR	IGNOU LEARNER SUPPORT CENTRE SAMARPAN ARTS & COMMERCE COLLG GANDHINAGAR GUJARAT
7	AHMEDABAD	09	0920	AHMEDABAD	IGNOU LEARNER SUPPORT CENTRE L.J. COMMERCE COLLEGE VASTRAPUR AHMEDABAD GUJARAT 380015
8	AHMEDABAD	09	0944	AHMEDABAD	IGNOU LEARNER SUPPORT CENTRE SOM-LALIT EDN & RES FOUNDATION SILMS CAMPUS, UNIV. ROAD,

					NAVRANGPURA AHMEDABAD GUJARAT 380009
9	AHMEDABAD	09	2901	DAMAN & DIU	IGNOU LEARNER SUPPORT CENTRE DAMAN GOVERNMENT ARTS COLLEGE DAMAN & DIU DAMAN & DIU 396210
10	ALIGARH	47	2713	ALIGARH	IGNOU LEARNER SUPPORT CENTRE ALIGARH MUSLIM UNIVERSITY ALIGARH UTTAR PRADESH 202002
11	ALIGARH	47	47030	PANCHSHEEL COLONY	IGNOU REGULAR STUDY CENTRE INST. OF INFORMATION MNGMNT. & TECHNOLOGY (IIMT) PANCHSHEEL COLONY, NEAR PAC RAMGHAT ROAD, ALIGARH UTTAR PRADESH 202001
12	BANGALORE	13	1301	BANGALORE	IGNOU LEARNER SUPPORT CENTRE BES COLLEGE OF ARTS & SCIENCE IV 'T' BLOCK JAYANAGAR BANGALORE KARNATAKA 560011
13	BANGALORE	13	1302	MANGALORE	IGNOU LEARNER SUPPORT CENTRE ST. ALOYSIUS COLLEGE KODIALBAIL MANGALORE KARNATAKA 575003
14	BANGALORE	13	1305	MYSORE	IGNOU LEARNER SUPPORT CENTRE VIDYAVARDHAKA LAW COLLEGE SHESHADRI IYER ROAD MYSORE KARNATAKA 570021
15	BANGALORE	13	1311	DEVANGERE	IGNOU LEARNER SUPPORT CENTRE BAPUJI INSTT. OF ENGG & TECH. SHAMANUR ROAD DAVANGERE KARNATAKA 577004

16	BANGALORE	13	1314	BANGALORE	IGNOU LEARNER SUPPORT CENTRE BANGALORE INSTT. OF TECHNOLOGY K.R. ROAD V.V. PURAM BANGALORE KARNATAKA 560004
17	BANGALORE	13	1319	TUMKUR	IGNOU LEARNER SUPPORT CENTRE SRI SIDDARTHA INSTT. OF TECH TUMKUR KARNATAKA 572105
18	BANGALORE	13	1320	BANGALORE	IGNOU LEARNER SUPPORT CENTRE GOVERNMENT SCIENCE COLLEGE NRUPATHUNGA ROAD BANGALORE KARNATAKA 560001
19	BANGALORE	13	1344	BANGALORE	IGNOU LEARNER SUPPORT CENTRE CMR INSTT. OF MNGMT.STUDIES 2079, 2ND CROSS, 3RD BLOCK HENNR BNSWLI LAYOUT, KALYANGR BANGALORE KARNATAKA
20	BHAGALPUR	82	0505	BHAGALPUR	IGNOU LEARNER SUPPORT CENTRE MARWARI COLLEGE (T.M. BHAGALPUR UNIVERSITY) BHAGALPUR BIHAR 812007
21	BHOPAL	15	1501	BHOPAL	IGNOU LEARNER SUPPORT CENTRE MOTILAL VIGYAN MAHAVIDYALAYA BHOPAL MADHYA PRADESH 462008
22	BHOPAL	15	1504	GWALIOR	IGNOU LEARNER SUPPORT CENTRE JIWAJI UNIVERSITY GWALIOR MADHYA PRADESH 474011
23	BHOPAL	15	1506	INDORE	IGNOU LEARNER SUPPORT CENTRE HOLKAR SCIENCE COLLEGE INDORE MADHYA PRADESH 452001

24	BHOPAL	15	1516	UJJAIN	IGNOU LEARNER SUPPORT CENTRE VIKRAM UNIVERSITY UJJAIN MADHYA PRADESH 456010
25	BHOPAL	15	1519	RAJGARH	IGNOU LEARNER SUPPORT CENTRE GOVERNMENT BOYS PG COLLEGE RAJGARH MADHYA PRADESH 465661
26	BHOPAL	15	15219	INDORE	IGNOU LEARNER SUPPORT CENTRE INDIAN INSTITUTE OF MANAGEMENT PRABANDH SHIKHAR RAU-PITHMPUR ROAD INDORE MP 453556
27	BHUBANESHWAR	21	2101	BHUBANESHWAR	IGNOU LEARNER SUPPORT CENTRE KALINGA INSTT OF INDL. TECH PATIA BHUBANESHWAR ODISHA 751024
28	BHUBANESHWAR	21	2102	CUTTACK	IGNOU LEARNER SUPPORT CENTRE RAVENSHAW UNIVERSITY ARTS BLOCK I FLOOR CUTTACK ODISHA 753003
29	BHUBANESHWAR	21	2103	ROURKELA	IGNOU LEARNER SUPPORT CENTRE GOVERNMENT COLLEGE ROURKELA ODISHA 796004
30	BHUBANESHWAR	21	2104	BERHAMPUR	IGNOU LEARNER SUPPORT CENTRE KHALIKOTE COLLEGE GANJAM BERHAMPUR ODISHA 760001
31	BHUBANESHWAR	21	2106	BALASORE	IGNOU LEARNER SUPPORT CENTRE FAKIR MOHAN COLLEGE BALASORE ODISHA 756001



32	BHUBANESHWAR	21	2108	SAMBALPUR	IGNOU LEARNER SUPPORT CENTRE GANGADHAR MEHER COLLEGE SAMBALPUR ODISHA 768004
33	BIJAPUR	85	1303	DHARWAD	IGNOU LEARNER SUPPORT CENTRE J.S.S. COLLEGE VIDYAGIRI DHARWAD KARNATAKA 580004
34	BIJAPUR	85	1304	GULBARGA	IGNOU LEARNER SUPPORT CENTRE GULBARGA UNIVERSITY GULBARGA UNIVERSITY CAMPUS GULBARGA KARNATAKA 585106
35	BIJAPUR	85	1308	BELGAUM	IGNOU LEARNER SUPPORT CENTRE R.P.D. COLLEGE  TILAK WADI BELGAUM KARNATAKA 590006
36	BIJAPUR	85	1310	BELLARY	IGNOU LEARNER SUPPORT CENTRE VEERA SAIVA COLLEGE CANTONMENT BELLARY KARNATAKA 583101
37	BIJAPUR	85	13113	BELLARY	IGNOU LEARNER SUPPORT CENTRE O P JINDAL CENTRE OPP TO POLICE QUARTERS VIDYANAGAR PO, TORNAGAIU BELLARY KARNATAKA 583275
38	CHANDIGARH	06	0601	CHANDIGARH	IGNOU LEARNER SUPPORT CENTRE PUNJAB UNIVERSITY DEPT. OF CORESSPONDENCE COURSE CHANDIGARH CHANDIGARH 160017
39	CHANDIGARH	06	1036	AMBALA	IGNOU LEARNER SUPPORT CENTRE M.D.S.D. GIRLS COLLEGE AMBALA CITY HARYANA 134002

40	CHANDIGARH	06	2203	PATIALA	IGNOU LEARNER SUPPORT CENTRE PUNJABI UNIVERSITY ARTS BLOCK - III TOP FLOOR PATIALA PUNJAB 147002
41	CHENNAI	25	2501	CHENNAI	IGNOU LEARNER SUPPORT CENTRE DDGD VAISHNAVA COLLEGE 445, E.V.R. PERIYAR HIGH ROAD ARUMBAKKAM CHENNAI TAMILNADU 600106
42	CHENNAI	25	2532	THIRUVELLORE	IGNOU LEARNER SUPPORT CENTRE JAYA COLLEGE OF ARTS & SCIENCE MTH ROAD TIRUNINRAVUR THIRUVELLORE TAMILNADU 602024
43	CHENNAI	25	2564	TIRUCHENGODE	IGNOU LEARNER SUPPORT CENTRE K.S. RANGASAMY COLLEGE OF TECH KSR KALVI NAGAR THOKKAVADI POST (NAMAKKAL DT.) THIRUCHENGODE TAMILNADU 637209
44	CHENNAI	25	2578	CHENNAI	IGNOU LEARNER SUPPORT CENTRE GURU NANAK COLLEGE VELACHERY ROAD  CHENNAI TAMILNADU 600042
45	CHENNAI	25	2593	VELLORE	IGNOU LEARNER SUPPORT CENTRE VOORHEES COLLEGE OFFICERS LINE VELLORE TAMILNADU 632001
46	CHENNAI	25	3101	PONDICHERRY	IGNOU LEARNER SUPPORT CENTRE ACADEMIC STAFF COLLEGE CENTRAL UNIVERSITY LAWSPET PUDUCHERRY PUDUCHERY 605008

47	CHENNAI	25	25160	CHENNAI	IGNOU LEARNER SUPPORT CENTRE SHRI S S S JAIN COLLEGE(WOMEN) NO 3 MADLEY ROAD T NAGAR CHENNAI TAMILNADU 600017
48	COCHIN	14	1402	COCHIN	IGNOU LEARNER SUPPORT CENTRE SACRED HEART COLLEGE THEVARA COCHIN KERALA 682013
49	COCHIN	14	1407	TRICHUR	IGNOU LEARNER SUPPORT CENTRE SREE KERALA VERMA COLLEGE TRICHUR KERALA 680001
50	COCHIN	14	14157	KOCHI	IGNOU SPL STUDY CENTRE R.M.A.S 3RD FLOOR GCDA SHOPPIN COMPLEX MARINE DRIVE KOCHI KERALA 682031
51	COCHIN	14	14166	COCHIN	IGNOU LEARNER SUPPORT CENTRE THE COCHIN COLLEGE COCHIN 682002
52	DARBHANGA	46	0504	MUZAFFARPUR	IGNOU LEARNER SUPPORT CENTRE BRA BIHAR UNIVERSITY LIBRARY CAMPUS  MUZAFFARPUR BIHAR 842001
53	DARBHANGA	46	0557	MADHUBANI	IGNOU LEARNER SUPPORT CENTRE RAMKRISHNA COLLEGE MADHUBANI BIHAR 847211
54	DEHRADUN	31	2705	DEHRADUN	IGNOU LEARNER SUPPORT CENTRE D.A.V. PG COLLEGE D A V COLLEGE ROAD DEHRADUN UTTRANCHAL 248001

55	DEHRADUN	31	2711	HALDWANI	IGNOU LEARNER SUPPORT CENTRE MB GOVERNMENT PG COLLEGE HALDWANI UTTRANCHAL 263141
56	DEHRADUN	31	2717	ALMORA	IGNOU LEARNER SUPPORT CENTRE KUMAON UNIVERSITY ALMORA UTTRANCHAL 263601
57	DEHRADUN	31	2752	GARHWAL	IGNOU LEARNER SUPPORT CENTRE HNB GARHWAL UNIVERSITY DEPT. OF ECONOMICS  SRINAGAR (GARHWAL) UTTRANCHAL 246174
58	DEHRADUN	31	3715	PANTNAGAR	IGNOU LEARNER SUPPORT CENTRE G B PANT UNIVERSITY AGRICULTURE & TECHNOLOGY PANTNAGAR DIST U.S.NAGAR UTTARKHAND 263145
59	DEHRADUN	31	47002	NAJIBABAD	IGNOU LEARNER SUPPORT CENTRE SAHU JAIN P G COLLEGE NAJIBAD UTTAR PRADESH 246763
60	DELHI 1	07	0710	DELHI	IGNOU LEARNER SUPPORT CENTRE DESHBANDHU COLLEGE UNIVERSITY OF DELHI KALKAJI NEW DELHI DELHI 110019
61	DELHI 1	07	0713	DELHI	IGNOU LEARNER SUPPORT CENTRE JESUS & MARY COLLEGE UNIVERSITY OF DELHI CHANAKYAPURI NEW DELHI DELHI 110021
62	DELHI 1	07	1007	FARIDABAD	IGNOU LEARNER SUPPORT CENTRE PT. J.L. NEHRU GOVT. COLLEGE SECTOR - 16A FARIDABAD HARYANA 121001

63	DELHI 1	07	1042	FARIDABAD	IGNOU LEARNER SUPPORT CENTRE GOVT COLLEGE FOR WOMEN SECTOR 16-17 FARIDABAD HARYANA
64	DELHI 1	07	07103	DELHI	IGNOU LEARNER SUPPORT CENTRE COLLEGE OF VOCATIONAL STUDIES SHEIKH SARAI, PHASE II NEW DELHI DELHI 110017
65	DELHI 1	07	07175	LODHI ROAD	IGNOU REGULAR STUDY CENTRE DAYAL SINGH COLLEGE UNIVERSITY OF DELHI LODHI ROAD NEW DELHI DELHI 110003
66	DELHI 2	29	0712	DELHI	IGNOU LEARNER SUPPORT CENTRE VIVEKANAND MAHILA COLLEGE VIVEK VIHAR NEW DELHI DELHI 110032
67	DELHI 2	29	0769	DELHI	IGNOU LEARNER SUPPORT CENTRE SHYAM LAL COLLEGE G.T. ROAD SHAHDARA, DELHI DELHI 110032
68	DELHI 2	29	29010	DELHI	IGNOU LEARNER SUPPORT CENTRE TECNIA INSTITUTE 5 PSP MADHUBAN CHOWK ROHINI DELHI 110085
69	DELHI 3	38	0709	DELHI	IGNOU REGULAR STUDY CENTRE ARYABHATTA COLLEGE BENITO JUAREZ ROAD ANAND NIKETAN NEW DELHI DELHI 110021
70	DELHI 3	38	0719	DELHI	IGNOU LEARNER SUPPORT CENTRE TIHAR CENTRAL JAIL NO. 3, TIHAR JAIL HARI NAGAR (ONLY FOR INMATES), NEW DELHI DELHI 110064

71	DELHI 3	38	0737	DELHI	IGNOU LEARNER SUPPORT CENTRE ATMA RAM SANATAN DHARMA COLLEG UNIVERSITY OF DELHI DHAULA KHAN NEW DELHI DELHI 110021
72	DELHI 3	38	1006	GURGAON	IGNOU LEARNER SUPPORT CENTRE DRONACHARYA GOVERNMENT COLLEGE GURGAON HARYANA 122001
73	DELHI 3	38	07111	DELHI	IGNOU LEARNER SUPPORT CENTRE DOT COM ACADEMIA N R CONVENT SCHOOL PREMISES NANGLOI NILOTHI MAIN NANGLOI NAJAFGARH ROAD NEW DELHI 110041
74	DELHI 3	38	38026	PALAM COLONY	IGNOU REGULAR STUDY CENTRE INST. OF VOCATIONAL STUDIES C/O DELHI JAIN PUBLIC SCHOOL 12 RAILWAY ROAD, RAJNAGAR PALAM COLONY, NEW DELHI DELHI 110017
75	GANGTOK	24	2401	GANGTOK	IGNOU LEARNER SUPPORT CENTRE NAR BAHADUN BHANDARI DEGREE COLLEGE TADONG GANGTOK SIKKIM 737102
76	GUWAHATI	04	0401	GUWAHATI	IGNOU LEARNER SUPPORT CENTRE GUWAHATI UNIVERSITY GUWAHATI ASSAM 781014
77	GUWAHATI	04	0404	BONGAIGAON	IGNOU LEARNER SUPPORT CENTRE BIRJHORA MAHAVIDYALAYA BONGAIGAON ASSAM 783380
78	GUWAHATI	04	04195	GUWAHATI	IGNOU LEARNER SUPPORT CENTRE K.C. DAS COMMERCE COLLEGE CHATRIBARI KAMRUP (METRO) GUWAHATI ASSAM

79	HYDERABAD	01	0105	WARANGAL	IGNOU LEARNER SUPPORT CENTRE LAL BAHADUR COLLEGE WARANGAL ANDHRA PRADESH 506007
80	HYDERABAD	01	0148	KHAMMAM	IGNOU LEARNER SUPPORT CENTRE KAVITHA MEMORIAL DEG. COLLEGE N.S.T. ROAD KHAMMAN ANDHRA PRADESH 507002
81	HYDERABAD	01	0157	HYDERABAD	IGNOU LEARNER SUPPORT CENTRE S.D. SIGNODIA COLLEGE OF ARTS & COMMERCE & PG CENTRE 21-2-723/21, RIKAB GANJ HYDERABAD ANDHRA PRADESH 500002
82	HYDERABAD	01	01131	HYDERABAD	IGNOU LEARNER SUPPORT CENTRE AURORA'S BUSINESS SCHOOL 6-3-456/18 & 19 DWARAKPURI COLONY NEAR NIMS PUNJAGUTTA, HYDERABAD ANDHRA PRADESH 500082
83	HYDERABAD	01	33023	KOTHAGUDEM	IGNOU REGULAR STUDY CENTRE S.R. GOVT. ARTS & SC. COLLEGE LAKSHMI DEVIPPALLY KOTHAGUDEM KHAMMAM DIST. ANDHRA PRADESH
84	IMPHAL	17	1701	IMPHAL	IGNOU LEARNER SUPPORT CENTRE MANIPUR UNIVERSITY UNIVERSITY CAMPUS CANCHIPUR IMPHAL MANIPUR 795003
85	ITANAGAR	03	0301	ITANAGAR	IGNOU LEARNER SUPPORT CENTRE D.N.GOVERNMENT COLLEG ITANAGAR ITANAGAR ARUNACHAL PRADESH 791113
86	JABALPUR	41	1502	JABALPUR	IGNOU LEARNER SUPPORT CENTRE RANI DURGAWATI UNIVERSITY JABALPUR MADHYA PRADESH 482001

87	JABALPUR	41	1515	CHHINDWARA	IGNOU LEARNER SUPPORT CENTRE DANIELSON DEGREE COLLEGE CHHINDWARA MADHYA PRADESH 480001
88	JAIPUR	23	2306	AJMER	IGNOU LEARNER SUPPORT CENTRE GOVT COLLEGE AJMER RAJASTHAN 305001
89	JAIPUR	23	2308	ALWAR	IGNOU LEARNER SUPPORT CENTRE RAJRISHI COLLEGE ALWAR RAJASTHAN 301001
90	JAIPUR	23	2312	LAKSHMANGARH	IGNOU LEARNER SUPPORT CENTRE SHRI BHAGWANDAS TODI PG COLLEG (SIKAR) LAKSHMANGARH RAJASTHAN 332311
91	JAIPUR	23	23115	JAIPUR	IGNOU REGULAR STUDY CENTRE BHAVAN'S CLG. OF COMMUNICATION & MANAGEMENT, K.M. MUNSHI MARG JLN MARG, JAIPUR  RAJASTHAN 302015
92	JAIPUR	23	23137	CHITTORGARH	IGNOU REGULAR STUDY CENTRE MEWAR UNIVERSITY NH-79 GANGRAR CHITTORGARH RAJASTHAN 312901
93	JAIPUR	23	23153	JAIPUR	IGNOU REGULAR STUDY CENTRE INTERNATIONAL SCHOOL OF INFORMATICS AND MANAGMENT-ISIM SECTOR-12, MAHAVEER MARG MANSAROVAR, JAIPUR RAJASTHAN 302020
94	JAMMU	12	1201	JAMMU	IGNOU LEARNER SUPPORT CENTRE UNIVERSITY OF JAMMU JAMMU TAWI J & K 180001



95	JAMMU	12	1206	KATHUA	IGNOU LEARNER SUPPORT CENTRE GOVERNMENT DEGREE COLLEGE DEPARTMENT OF GEOGRAPHY KATHUA J & K
96	JAMMU	12	1207	RAJOURI	IGNOU LEARNER SUPPORT CENTRE GOVERNMENT DEGREE COLLEGE RAJOURI J & K 185131
97	JAMMU	12	1208	POONCH	IGNOU LEARNER SUPPORT CENTRE GOVERNMENT DEGREE COLLEGE POONCH J & K
98	JAMMU	12	1250	UDHAMPUR	IGNOU LEARNER SUPPORT CENTRE GOVT. DEGREE COLLEGE (BOYS) UDHAMPUR J & K -
99	JODHPUR	88	2302	UDAIPUR	IGNOU LEARNER SUPPORT CENTRE VIDYA BHAWAN RURAL INSTITUTE BADGAON ROAD UDAIPUR RAJASTHAN 313004
100	JODHPUR	88	2304	JODHPUR	IGNOU LEARNER SUPPORT CENTRE ONKARMAL SOMANI COLLEGE OF COM JODHPUR RAJASTHAN 342008
101	JODHPUR	88	2305	BIKANER	IGNOU LEARNER SUPPORT CENTRE BJS RAMPURIA JAIN COLLEGE J N VYAS NAGAR BIKANER RAJASTHAN 334003
102	JODHPUR	88	2370	PRATAPGARH	IGNOU LEARNER SUPPORT CENTRE GOVT PG COLLEGE DIST PRATAPGARH RAJASTHAN
103	JORHAT	37	0407	DIBRUGARH	IGNOU LEARNER SUPPORT CENTRE DIBRUGARH UNIVERSITY DEPT. OF APPLIED GEOLOGY DIBRUGARH ASSAM 786004

104	JORHAT	37	0410	JORHAT	IGNOU LEARNER SUPPORT CENTRE C.K.B. COMMERCE COLLEGE JORHAT ASSAM 785001
105	JORHAT	37	0413	NORTH LAKHIMPUR	IGNOU LEARNER SUPPORT CENTRE LAKHIMPUR COMMERCE COLLEGE NORTH LAKHIMPUR ASSAM 787001
106	JORHAT	37	0455	TEZPUR	IGNOU LEARNER SUPPORT CENTRE DARRANG COLLEGE TEZPUR DISTRICT SONITPUR ASSAM 784001
107	KARNAL	10	1002	SONEPAT	IGNOU LEARNER SUPPORT CENTRE HINDU COLLEGE SONEPAT HARYANA 131001
108	KARNAL	10	1005	ROHTAK	IGNOU LEARNER SUPPORT CENTRE CHOTU RAM COLLEGE OF EDUCATION ROHTAK HARYANA 124001
109	KARNAL	10	1009	HISSAR	IGNOU LEARNER SUPPORT CENTRE GOVERNMENT P.G. COLLEGE HISSAR HARYANA 125001
110	KARNAL	10	1059	PANIPAT	IGNOU LEARNER SUPPORT CENTRE I B POST GRADUATE COLLEGE G T RAOD PANIPAT HARYANA 132103
111	KHANNA	22	2204	BHATINDA	IGNOU LEARNER SUPPORT CENTRE MGDAV COLLEGE BHILWADA ROAD BHATINDA PUNJAB 151001
112	KHANNA	22	2205	AMRITSAR	IGNOU LEARNER SUPPORT CENTRE DAV COLLEGE OF EDUCATION AMRITSAR PUNJAB 143001

<b>113</b>	KHANNA	22	2206	LUDHIANA	IGNOU LEARNER SUPPORT CENTRE GURU NANAK GIRLS COLLEGE MODEL TOWN LUDHIANA PUNJAB 141008
<b>114</b>	KHANNA	22	2211	KHANNA	IGNOU LEARNER SUPPORT CENTRE A.S. COLLEGE SAMRALA ROAD KHANNA LUDHIANA PUNJAB 141402
<b>115</b>	KHANNA	22	2212	JALANDHAR CITY	IGNOU LEARNER SUPPORT CENTRE DOBA COLLEGE TANDA ROAD JALANDHAR CITY PUNJAB
<b>116</b>	KHANNA	22	2225	MANSA	IGNOU LEARNER SUPPORT CENTRE NEHRU MEMORIAL GOVT. COLLEGE MANSA DT. MANSA PUNJAB 151505
<b>117</b>	KOHIMA	20	2001	KOHIMA	IGNOU LEARNER SUPPORT CENTRE MODERN COLLEGE DZUVURU AREA POST BOX - 405 KOHIMA NAGALAND 797001
<b>118</b>	KOHIMA	20	2002	DIMAPUR	IGNOU LEARNER SUPPORT CENTRE DIMAPUR GOVERNMENT COLLEGE DIMAPUR NAGALAND 797112
<b>119</b>	KOLKATA	28	2802	KOLKATA	IGNOU LEARNER SUPPORT CENTRE ST. XAVIER'S COLLEGE 30 PARK STREET KOLKATA WEST BENGAL 700016
<b>120</b>	KOLKATA	28	2809	ASANSOL	IGNOU LEARNER SUPPORT CENTRE BANWARILAL BHALOTIA COLLEGE ASANSOL BURDWAN WEST BENGAL 713303

121	KOLKATA	28	2814	KOLKATA	IGNOU LEARNER SUPPORT CENTRE DINABANDHU ANDREWS COLLEGE GARIA P.O. KOLKATA WEST BENGAL 700084
122	KORAPUT	44	44023	SUNABEDA	IGNOU LEARNER SUPPORT CENTRE AERONAUTICS COLLEGE SUNABEDA KORAPUT ODISHA 763002
123	LUCKNOW	27	2701	LUCKNOW	IGNOU LEARNER SUPPORT CENTRE JAI NARAIN DEGREE COLLEGE LUCKNOW UTTAR PRADESH 226001
124	LUCKNOW	27	2704	BAREILLY	IGNOU LEARNER SUPPORT CENTRE BAREILLY COLLEGE P O BOX NO 15 BAREILLY UTTAR PRADESH 243005
125	LUCKNOW	27	2712	JHANSI	IGNOU LEARNER SUPPORT CENTRE BIPIN BIHARI PG COLLEGE JHANSI UTTAR PRADESH 284001
126	LUCKNOW	27	2720	LUCKNOW	IGNOU LEARNER SUPPORT CENTRE LUCKNOW CHRISTIAN COLLEGE DEPTT. OF CHEMISTRY LUCKNOW UTTAR PRADESH 226018
127	LUCKNOW	27	2767	BANDA	IGNOU LEARNER SUPPORT CENTRE JAWAHAR LAL NEHRU (PG) COLLEGE BANDA UTTAR PRADESH 210001
128	LUCKNOW	27	27197	KANPUR	IGNOU LEARNER SUPPORT CENTRE BRAHMANAND COLLEGE MALL ROAD KANPUR UTTAR PRADESH 208004
129	LUCKNOW	27	27218	FAIZABAD	IGNOU REGULAR STUDY CENTRE DR.RAM M. L. AVADH UNIVERSITY HAWAI PATTI

					ALLAHABAD ROAD FAIZABAD UTTAR PRADESH 224001
130	MADURAI	43	2502	COIMBATORE	IGNOU LEARNER SUPPORT CENTRE G.R.D. COLLEGE OF ARTS & SCI. AVANASHI ROAD CIVIL AERODROME POST COIMBATORE TAMILNADU 641014
131	MADURAI	43	2503	MADURAI	IGNOU LEARNER SUPPORT CENTRE THIYAGARAJAR COLLEGE POST BOX NO 107 139-140 KAMARAJAR SALAI MADURAI TAMILNADU 625002
132	MADURAI	43	2504	TIRUCHIRAPALLY	IGNOU LEARNER SUPPORT CENTRE BISHOP HEBER COLLEGE P O BOX 615 TIRUCHIRAPALLY TAMILNADU 620017
133	MADURAI	43	2507	TUTICORIN	IGNOU LEARNER SUPPORT CENTRE V.O.C. COLLEGE PALAYAMKOTAI ROAD TUTICORIN TAMILNADU 628008
134	MADURAI	43	2507	TUTICORIN	IGNOU LEARNER SUPPORT CENTRE V.O.C. COLLEGE PALAYAMKOTAI ROAD  TUTICORIN TAMILNADU 628008
135	MADURAI	43	2551	POLLACHI	IGNOU LEARNER SUPPORT CENTRE SREE RAMU COLL OF ARTS & SCI. ALIYAR ROAD POLLACHI DISTT.COIMBATORE TAMILNADU 642007
136	MADURAI	43	2568	UTHAMAPALAYAM	IGNOU LEARNER SUPPORT CENTRE H.K. ROWTHER HOWDIA COLLEGE UTHAMAPALAYAM THENI TAMILNADU 625533

137	MUMBAI	49	1601	MUMBAI	IGNOU LEARNER SUPPORT CENTRE KJS COLLEGE OF EDUCATION T & R VIDYANAGAR, VIDYA VIHAR GHATKOPAR (E) MUMBAI MAHARASHTRA 400077
138	MUMBAI	49	1603	MUMBAI	IGNOU LEARNER SUPPORT CENTRE SATHAYE COLLEGE DIXIT ROAD VILE PARLE (E) MUMBAI MAHARASHTRA 400057
139	MUMBAI	49	1632	MUMBAI	IGNOU LEARNER SUPPORT CENTRE MAHATMA EDUCATION SOCIETY COMPOSITE COLLEGE CAMPUS, PLOT # 10, SECTOR 16, PODI # 2 NEW PANVEL MAHARASHTRA 410206
140	NAGPUR	36	1607	NAGPUR	IGNOU LEARNER SUPPORT CENTRE NAGPUR UNIVERSITY GURU NANAK BHAWAN NAGPUR MAHARASHTRA 440001
141	NAGPUR	36	1609	AMRAVATI	IGNOU LEARNER SUPPORT CENTRE AMRAVATI UNIVERSITY TAPOVAN CAMPUS AMRAVATI MAHARASHTRA 444602
142	NAGPUR	36	1613	NANDED	IGNOU LEARNER SUPPORT CENTRE PRATIBA NIKETAN MAHA VIDYALAYA PANDAGHAT ROAD VAZIRABAD NANDED MAHARASHTRA 431610
143	NAGPUR	36	1614	CHANDRAPUR	IGNOU LEARNER SUPPORT CENTRE CHANDRAPUR ENGINEERING COLLEGE BABUPETH CHANDRAPUR MAHARASHTRA 442403

144	NAGPUR	36	36029	NAGPUR	IGNOU LEARNER SUPPORT CENTRE DR PANJABRAO DESHMUKH INST. OF MANAGEMENT TECH.& RESH(PDIMTR) DHANWAATE NATIONAL COLLEGE CONGRESS NAGAR NAGPUR MAHARASHTRA 400012
145	NAGPUR	36	36038	GONDIA	IGNOU LEARNER SUPPORT CENTRE DHOTE BANDHU SCIENCE COLLEGE KUDWA ROAD GONDIA MAHARASHTRA 441614
146	NOIDA	39	2702	AGRA	IGNOU LEARNER SUPPORT CENTRE ST. JOHN'S COLLEGE AGRA FORT AGRA UTTAR PRADESH 282002
147	NOIDA	39	2707	MODI NAGAR	IGNOU LEARNER SUPPORT CENTRE M.M.P.G. COLLEGE MODI NAGAR GHAZIABAD UTTAR PRADESH 201204
148	NOIDA	39	2714	MORADABAD	IGNOU LEARNER SUPPORT CENTRE HINDU COLLEGE STATION ROAD MORADABAD UTTAR PRADESH 244001
149	NOIDA	39	2718	GHAZIABAD	IGNOU LEARNER SUPPORT CENTRE M.M.H. COLLEGE GHAZIABAD UTTAR PRADESH 201001
150	NOIDA	39	2728	MEERUT	IGNOU LEARNER SUPPORT CENTRE MEERUT COLLEGE MEERUT UTTAR PRADESH 250001
151	NOIDA	39	2738	BULANDSHAHR	IGNOU LEARNER SUPPORT CENTRE I.P. (POST GRADUTATE) COLLEGE BULANDSHAHR UTTAR PRADESH 203001

152	NOIDA	39	2739	NOIDA	IGNOU LEARNER SUPPORT CENTRE GOVERNMENT P.G. COLLEGE SECTOR - 39 NOIDA UTTAR PRADESH 201303
153	NOIDA	39	2749	MUZAFFARNAGAR	IGNOU LEARNER SUPPORT CENTRE S.D. COLLEGE BHOPA ROAD MUZAFFAR NAGAR UTTAR PRADESH 251001
154	NOIDA	39	2761	HAPUR	IGNOU LEARNER SUPPORT CENTRE S.S.V. (P.G.) COLLEGE HAPUR DISTT. GHAZIABAD UTTAR PRADESH -
155	NOIDA	39	2764	MATHURA	IGNOU LEARNER SUPPORT CENTRE BABU SHIVNATH AGRAWAL COLLEGE MATHURA UTTAR PRADESH 281004
156	NOIDA	39	2798	BARAUT	IGNOU LEARNER SUPPORT CENTRE J.V. POST GRADUATE COLLEGE BARAUT BAGHPAT UTTAR PRADESH 250611
157	NOIDA	39	2799	MEERUT	IGNOU LEARNER SUPPORT CENTRE D.N. POST GRADUATE COLLEGE MEERUT UTTAR PRADESH 250005
158	NOIDA	39	3702	SAHARANPUR	IGNOU LEARNER SUPPORT CENTRE MAHARAJ SINGH COLLEGE SAHARANPUR UTTAR PRADESH 247001
159	NOIDA	39	07107	DELHI	IGNOU LEARNER SUPPORT CENTRE MAHARAJA AGRASEN COLLEGE VASUNDARA ENCLAVE NEAR CHILLA SPORTS COMPLEX DELHI DELHI 110096
160	NOIDA	39	39007	DUHAI (GHAZIABAD)	IGNOU LEARNER SUPPORT CENTRE MODERN INST.FOR TECH.& MANG. NH-58 DUHAI



					DELHI-MEERUT ROAD DISTT. GHAZIABAD UTTAR PRADESH 201206
161	NOIDA	39	39010	MEERUT	IGNOU LEARNER SUPPORT CENTRE NANAKCHAND ANGLO SANSKRIT COLLEGE (NASC) E K RAOD DISTT MEERUT UTTAR PRADESH
162	PANAJI	08	0801	COMBA	IGNOU LEARNER SUPPORT CENTRE SH. DAMODAR COLL. OF COM & ECO P.B. NO. 347 TANSOR, COMBA GOA-MARGAON GOA 403601
163	PANAJI	08	1312	KARWAR	IGNOU LEARNER SUPPORT CENTRE BGVS ARTS, COMMERCE & SCI COLL SADASHIVGAD KARWAR KARNATAKA 581301
164	PATNA	05	0501	PATNA	IGNOU LEARNER SUPPORT CENTRE VANIJYA MAHAVIDYALAYA PATNA COLLEGE CAMPUS PATNA BIHAR 800005
165	PORT BLAIR	02	0201	PORT BLAIR	IGNOU LEARNER SUPPORT CENTRE JNR MAHAVIDYALALA  PORT BLAIR ANDAMAN & NICOBAR 744104
166	PUNE	16	1605	SATARA	IGNOU LEARNER SUPPORT CENTRE D.G. DEGREE COLL. OF COMMERCE LECTURER IN ECONOMICS SATARA MAHARASHTRA 415001
167	PUNE	16	1606	KOLHAPUR	IGNOU LEARNER SUPPORT CENTRE C.S. CENTRAL INST OF BUSINESS ECONOMICS & RESEARCH UNIVERSITY ROAD KOLHAPUR MAHARASHTRA 416004

168	PUNE	16	1608	NASIK	IGNOU LEARNER SUPPORT CENTRE KTHM COLLEGE GANGAPUR ROAD SHIVAJI NAGAR NASIK MAHARASHTRA 422002
169	PUNE	16	1610	AURANGABAD	IGNOU LEARNER SUPPORT CENTRE VIVEKANAND ARTS & SDS COM. COL SAMRAT NAGAR AURANGABAD MAHARASHTRA 431001
170	PUNE	16	1611	JALGAON	IGNOU LEARNER SUPPORT CENTRE NORTH MAHARASHTRA UNIVERSITY BLOCK NO. 125, ADMN. BLDG. P.B. NO. 80 JALGAON MAHARASHTRA 425001
171	PUNE	16	16138	WANLESSWADI	IGNOU REGULAR STUDY CENTRE VASANTRAODATA PATIL INSTITUTE OF MNGMT. STUDIES & RESEARCH POST-WANLESSWADI, SANGLI SANGLI MIRAJ ROAD MAHARASHTRA 416414
172	PUNE	16	16142	PUNE	IGNOU REGULAR STUDY CENTRE M.E. SOCIETY'S INSTITUTE OF MNGMT AND CAREER COURSE (IMCC) 131, MAYUR COLONY, KOTHRUD PUNE MAHARASHTRA 411038
173	PUNE	16	16143	PIMPRI, PUNE	IGNOU REGULAR STUDY CENTRE M.U. COLLEGE OF COMMERCE PIMPRI PUNE MAHARASHTRA 411017
174	RAIPUR	35	1503	DURG	IGNOU LEARNER SUPPORT CENTRE GOVT. ARTS & SCI. COLLEGE DURG CHHATTISGARH 491002

175	RAIPUR	35	1505	BILASPUR	IGNOU LEARNER SUPPORT CENTRE GOVT E RAGHAVENDRA RAO P G COLLEGE SEEPAT ROAD BILASPUR CHHATTISGARH 495001
176	RAIPUR	35	1510	RAIPUR	IGNOU LEARNER SUPPORT CENTRE PT. RAVI SHANKAR SHUKLA UNIV. ARTS BLOCK EXTN. (RIGHT WING) RAIPUR CHHATTISGARH 492010
177	RAIPUR	35	3504	DHAMTARI	IGNOU LEARNER SUPPORT CENTRE GOVT POST GRADUATE COLLEGE DHAMTARI CHHATTISGARH 493773
178	RAIPUR	35	3507	CHAMPA	IGNOU LEARNER SUPPORT CENTRE GOVERNMENT DEGREE COLLEGE CHAMPA CHHATTISGARH 495671
179	RAIPUR	35	3510	RAJNADGAON	IGNOU LEARNER SUPPORT CENTRE GOVT. DIGVIJAYA COLLEGE RAJNANDGAON CHATTISGARH 491441
180	RAIPUR	35	3514	KORBA	IGNOU LEARNER SUPPORT CENTRE GOVT. P.G. COLLEGE RAJGAMAR ROAD KORBA CHHATTISGARH
181	RAJKOT	42	0923	ADIPUR	IGNOU LEARNER SUPPORT CENTRE TOLANI COMMERCE COLLEGE P.B. N. 27 (KUTCH), ADIPUR GUJARAT 370205
182	RAJKOT	42	42011	RAJKOT	IGNOU LEARNER SUPPORT CENTRE SHRI SUNSHINE EDUCATIONALTRUST GROUP OF INSTITUTIONS MOTIA MAVA BEHIND RANGOLI PARK KALAWAD ROAD RAJKOT GUJARAT 360005

<b>183</b>	RAJKOT	42	42012	RAJKOT	IGNOU LEARNER SUPPORT CENTRE SAURASHTRA UNIVERSITY DEPT OF ELECTRONICS RAJKOT 360005
<b>184</b>	RANCHI	32	0502	JAMSHEDPUR	IGNOU LEARNER SUPPORT CENTRE JAMSHEDPUR COOPERATIVE COLLEGE JAMSHEDPUR JHARKHAND -
<b>185</b>	RANCHI	32	0503	DHANBAD	IGNOU LEARNER SUPPORT CENTRE P.K. ROY MEMORIAL COLLEGE SERAIDHELA DHANBAD JHARKHAND 826001
<b>186</b>	RANCHI	32	0513	RANCHI	IGNOU LEARNER SUPPORT CENTRE MARWARI COLLEGE  RANCHI JHARKHAND 834001
<b>187</b>	RANCHI	32	0528	HAZARIBAGH	IGNOU LEARNER SUPPORT CENTRE ST. COLUMBA'S COLLEGE P.O. COLLEGE MORE HAZARIBAGH JHARKHAND 825301
<b>188</b>	RANCHI	32	32024	JAMSHEDPUR	IGNOU LEARNER SUPPORT CENTRE KARIM CITY COLLEGE PO. SAKCHI JAMSHEDPUR EAST SINGHBHUM JHARKHAND 831001
<b>189</b>	RANCHI	32	32047	BOKARO	IGNOU LEARNER SUPPORT CENTRE BOKARO STEEL CITY COLLEGE SECTOR-VI B.S. CITY BOKARO JHARKHAND 827006
<b>190</b>	SHILLONG	18	1801	SHILLONG	IGNOU LEARNER SUPPORT CENTRE NORTH EASTERN HILL UNIVERSITY BIJNI COMPLEX LAITUMKHAH SHILLONG MEGHALAYA 793003

<b>191</b>	SHIMLA	11	1102	MANDI	IGNOU LEARNER SUPPORT CENTRE GOVERNMENT P.G. COLLEGE MANDI HIMACHAL PRADESH 175001
<b>192</b>	SHIMLA	11	1103	SOLAN	IGNOU LEARNER SUPPORT CENTRE GOVERNMENT DEGREE COLLEGE SOLAN HIMACHAL PRADESH 173212
<b>193</b>	SHIMLA	11	1104	HAMIRPUR	IGNOU LEARNER SUPPORT CENTRE GOVERNMENT DEGREE COLLEGE HAMIRPUR HIMACHAL PRADESH 177005
<b>194</b>	SHIMLA	11	1105	DHARAMSHALA	IGNOU LEARNER SUPPORT CENTRE GOVERNMENT DEGREE COLLEGE DEPT. OF CHEMISTRY DHARAMSHALA HIMACHAL PRADESH 177005
<b>195</b>	SHIMLA	11	1106	CHAMBA	IGNOU LEARNER SUPPORT CENTRE GOVERNMENT DEGREE COLLEGE CHAMBA HIMACHAL PRADESH 176310
<b>196</b>	SHIMLA	11	1108	NAHAN	IGNOU LEARNER SUPPORT CENTRE GOVERNMENT DEGREE COLLEGE NAHAN HIMACHAL PRADESH 173001
<b>197</b>	SHIMLA	11	1109	UNA	IGNOU LEARNER SUPPORT CENTRE GOVERNMENT PG COLLEGE UNA HIMACHAL PRADESH 174303
<b>198</b>	SHIMLA	11	1113	BILASPUR	IGNOU LEARNER SUPPORT CENTRE GOVT. P.G. COLLEGE BILASPUR HIMACHAL PRADESH 174001
<b>199</b>	SHIMLA	11	1114	SHIMLA	IGNOU PROG. STUDY CENTRE H.P. UNIVERSITY ACADEMIC STAFF COLLEGE, IV FLR LIBRARY BLD, SUMMER HILL SHIMLA

					HIMACHAL PRADESH 171005
200	SILIGURI	45	45019	KALIMPONG	IGNOU LEARNER SUPPORT CENTRE KALIMPONG GOVT. COLLEGE P.O. KALIMPONG DISTT. DARJEELING WEST BENGAL 734301
201	SILIGURI	45	45028	JALPAIGURI	IGNOU REGULAR STUDY CENTRE SALESIAN COLLEGE P. BOX-73, DON BOSCO ROAD DISTT. JALPAIGURI SILIGURI WEST BENGAL 734001
202	SRINAGAR	30	1202	SRINAGAR	IGNOU LEARNER SUPPORT CENTRE GOVT. AMAR SINGH COLLEGE GOGJI BAGH SRI NAGAR J & K 190008
203	SRINAGAR	30	1209	SRINAGAR	IGNOU LEARNER SUPPORT CENTRE SHRI PRATAP SINGH COLLEGE MAULANA AZAD ROAD SRI NAGAR J & K 190001
204	SRINAGAR	30	1236	BARAMULLA	IGNOU LEARNER SUPPORT CENTRE GOVT. DEGREE COLLEGE (BOYS) KHOJABAGH TEHSIL BARAMULLA BARAMULLA J & K 193101
205	TRIVANDRUM	40	1404	PATHANAMTHITTA	IGNOU LEARNER SUPPORT CENTRE CATHOLICATE COLLEGE PO BOX NO. 102 PATHANAMTHITTA KERALA 689645
206	TRIVANDRUM	40	1413	KOLLAM	IGNOU LEARNER SUPPORT CENTRE SREE NARAYANA COLLEGE KOLLAM KERALA 691001
207	TRIVANDRUM	40	1441	NALANCHIRA	IGNOU LEARNER SUPPORT CENTRE M.S. INST OF ADV STUDIES MARIVANIOS COLLEGE CAMPUS NALANCHIRA DISTRICT TRIVANDRUM KERALA 695015

<b>208</b>	TRIVANDRUM	40	2511	NAGERCOIL	IGNOU LEARNER SUPPORT CENTRE S.T. HINDU COLLEGE NAGERCOIL TAMILNADU 629002
<b>209</b>	VARANASI	48	2703	ALLAHABAD	IGNOU LEARNER SUPPORT CENTRE ALLAHABAD DEGREE COLLEGE 15, KYADGANJ ALLAHABAD UTTAR PRADESH 211003
<b>210</b>	VARANASI	48	2708	VARANASI	IGNOU LEARNER SUPPORT CENTRE UDAI PRATAP PG COLLEGE VARANASI UTTAR PRADESH 221002
<b>211</b>	VARANASI	48	2709	GORAKHPUR	IGNOU LEARNER SUPPORT CENTRE GORAKHPUR UNIVERSITY DEPARTMENT OF PHYSICS GORAKHPUR UTTAR PRADESH 273009
<b>212</b>	VARANASI	48	2710	SULTANPUR	IGNOU LEARNER SUPPORT CENTRE KAMALA INSTT. OF PHY & SO SCI, SULTANPUR UTTAR PRADESH 228118
<b>213</b>	VARANASI	48	2745	JAUNPUR	IGNOU LEARNER SUPPORT CENTRE VBS PURVANCHAL UNIVERSITY SHAHGANJ ROAD, JAUNPUR UTTAR PRADESH 222002
<b>214</b>	VARANASI	48	27109	VARANASI	IGNOU LEARNER SUPPORT CENTRE DEPARTMENT OF EDUCATION BANARAS HINDU UNIVERSITY KAMACHHA VARANASI UTTAR PRADESH 221005
<b>215</b>	VARANASI	48	48012	VARANASI	IGNOU LEARNER SUPPORT CENTRE MICROTEK COLLEGE OF MANAGEMENT & TECHNOLOGY C-27-279 A-2 MALDAHIYA VARANASI UTTAR PRADESH
<b>216</b>	VARANASI	48	48028	CIVIL COURT ROAD	IGNOU REGULAR STUDY CENTRE ST. ANDREW'S COLLEGE CIVIL COURT ROAD GORAKHPUR UTTAR PRADESH 273001

217	VATAKARA	83	1403	CALICUT	IGNOU LEARNER SUPPORT CENTRE JDT ISLAM MARI KUNNU P.O. CALICUT KERALA 673012
218	VATAKARA	83	1485	NIRMALAGIRI	IGNOU LEARNER SUPPORT CENTRE IRISH PO NIRMALAGIRI DIST KANNUR KERALA 670701
219	VIJAYAWADA	33	0102	NELLORE	IGNOU LEARNER SUPPORT CENTRE V.R. COLLEGE NELLORE ANDHRA PRADESH 524001
220	VIJAYAWADA	33	0103	VIJAYAWADA	IGNOU LEARNER SUPPORT CENTRE KBN COLLEGE KOTHAPETA VIJAYAWADA ANDHRA PRADESH 520001
221	VIJAYAWADA	33	0104	GUNTUR	IGNOU LEARNER SUPPORT CENTRE TJPS COLLEGE RING ROAD GUNTUR ANDHRA PRADESH 522006
222	VIJAYAWADA	33	0106	ANANTAPUR	IGNOU LEARNER SUPPORT CENTRE SHRI SAIBABA NAT. DEGREE COLL., ANANTAPUR ANDHRA PRADESH 515001
223	VIJAYAWADA	33	33022	KANDUKUR (PRAKASAM)	IGNOU LEARNER SUPPORT CENTRE TRR GOVT DEGREE COLLEGE KANDUKUR PRAKASAM DIST. ANDHRA PRADESH
224	VIJAYAWADA	33	33030	NELLORE	IGNOU REGULAR STUDY CENTRE SRI VSSV GOVT. DEGREE COLLEGE, SULLURUPET NELLORE DISTRICT ANDHRA PRADESH 524121
225	VIJAYAWADA	33	33031	CHITTOOR	IGNOU REGULAR STUDY CENTRE S.V.A GOVT. DEGREE COLLEGE(M) SRIKALAHASTI CHITTOR DIST. 517644



226	VIJAYAWADA	33	33036	KADAPA	IGNOU REGULAR STUDY CENTRE GLOBAL COLLEGE OF ENGINEERING & TECHNOLOGY, CHINNAMACHUPALLI CHENNUR MANDAL KADAPA DIST. 516162
227	VISAKHAPATNAM	84	0109	VISAKHAPATNAM	IGNOU LEARNER SUPPORT CENTRE DR. L. BULLAYA COLLEGE VISAKHAPATNAM ANDHRA PRADESH 530013
228	VISAKHAPATNAM	84	0110	KAKINADA	IGNOU LEARNER SUPPORT CENTRE IDEAL COLLEGE OF ARTS & SCI. KAKINADA ANDHRA PRADESH 533004
229	VISAKHAPATNAM	84	33015	BHIMAVARAM	IGNOU LEARNER SUPPORT CENTRE PG COURSES & RESEARCH CENTRE DNR COLLEGE BHIMAVARAM DIST WEST GODAVARI ANDHRA PRADESH 534202
230	VISAKHAPATNAM	84	33018	VIZIANAGARAM	IGNOU LEARNER SUPPORT CENTRE MAHARAJAH'S PG COLLEGE VIZIANAGARAM ANDHRA PRADESH
231	VISAKHAPATNAM	84	84002	RAJAHMUNDY	IGNOU LEARNER SUPPORT CENTRE GOVERNMENT COLLEGE(AUTONOMOUS) RAJAHMUNDY EAST GODAVARI DISTRICT ANDHRA PRADESH 533105

Sl. No.	RRC Name	RRC Code	RLSC Code	Name
<b>ARMY</b>				
1	IAEP - CHANDIMANDIR	52	5201	IGNOU ARMY RECOG. STUDY CENTRE WESTERN COMMAND HRDC C/O HQ WESTERN COMMAND (EDN) CHANDIMANDIR
2	IAEP - CHANDIMANDIR	52	5202	IGNOU ARMY RECOG. STUDY CENTRE HQ 2 CORPS HRDC C/O 56 APO
3	IAEP - CHANDIMANDIR	52	5204	IGNOU ARMY RECOG. STUDY CENTRE HQ 11 CORPS HRDC C/O 56 APO

4	IAEP - CHANDIMANDIR	52	5205	IGNOU ARMY RECOG. STUDY CENTRE HQ 9 CORPS, HRDC 56, APO 908509
5	IAEP - CHANDIMANDIR	52	5502	IGNOU ARMY RECOG. STUDY CENTRE 29 INF DIV HRDC C/O 56 APO
6	IAEP - JAIPUR	56	5203	IGNOU ARMY RECOG. STUDY CENTRE HQ 10 CORPS HRDC C/O 56 APO
7	IAEP - JAIPUR	56	5303	IGNOU ARMY RECOG. STUDY CENTRE HQ I CORPS HRDC C/O 56 APO
8	IAEP - KOLKATA	51	5101	IGNOU ARMY RECOG. STUDY CENTRE EASTERN COMMAND HRDC C/O 101 AREA C/O 99 APO
9	IAEP - KOLKATA	51	5102	IGNOU ARMY RECOG. STUDY CENTRE HQ 3 CORPS HRDC C/O 99 APO
10	IAEP - KOLKATA	51	5103	IGNOU ARMY RECOG. STUDY CENTRE HQ 4 CORPS HRDC C/O 99 APO
11	IAEP - KOLKATA	51	5104	IGNOU ARMY RECOG. STUDY CENTRE HQ 33 CORPS HRDC C/O 56 APO
12	IAEP - KOLKATA	51	5105	IGNOU ARMY RECOG. STUDY CENTRE KOLKATA
13	IAEP - KOLKATA	51	5106	IGNOU ARMY RECOG. STUDY CENTRE RANCHI
14	IAEP - KOLKATA	51	5107	IGNOU ARMY RECOG. STUDY CENTRE DINGJAM
15	IAEP - KOLKATA	51	5111	IGNOU ARMY RECOG. STUDY CENTRE LIKABALI
16	IAEP - KOLKATA	51	5114	IGNOU ARMY RECOG. STUDY CENTRE BENG DUBI
17	IAEP - LUCKNOW	53	5301	IGNOU ARMY RECOG. STUDY CENTRE CENTRAL COMMAND HRDC-I C/O HQ CENTRAL COMMAND (EDN) LUCKNOW 226002
18	IAEP - LUCKNOW	53	5302	IGNOU ARMY RECOG. STUDY CENTRE 1, SIGNAL TRAINING CENTRE JABALPUR 482001
19	IAEP - LUCKNOW	53	5305	IAEP(ARMY) RECOG. STUDY CENTRE HRDC HEAD QUARTERS BENGAL ENGINEER GROUP & CENTRE ROORKEE CANTT UTTARAKHAND 247667
20	IAEP - PUNE	54	5401	IGNOU ARMY RECOG. STUDY CENTRE SOUTHERN COMMAND HRDC-II C/O MEG AND CENTRE BANGALORE 560042
21	IAEP - PUNE	54	5402	IGNOU ARMY RECOG. STUDY CENTRE HQ 12 CORPS HRDC C/O 56 APO 908512

<b>22</b>	IAEP - PUNE	54	5403	IGNOU ARMY RECOG. STUDY CENTRE HQ 21 CORPS GS (EDN) C/O 56 APO 908521
<b>23</b>	IAEP - PUNE	54	5404	IGNOU ARMY RECOG. STUDY CENTRE SOUTHERN COMMAND, HRDC-1 C/O BEG & CENTRE, KIRKEE PUNE 411003
<b>24</b>	IAEP - PUNE	54	5405	IGNOU ARMY RECOG. STUDY CENTRE H Q 108 MOUNTAIN BRIGADE C/O 56 APO 908108
<b>25</b>	IAEP - PUNE	54	5406	IGNOU ARMY RECOG. STUDY CENTRE HQ 31 ARMOURED DIVISION C/O 56 APO 908431
<b>26</b>	IAEP - UDHAMPUR	55	5501	IGNOU ARMY RECOG. STUDY CENTRE NORTHERN COMMAND HRDC C/O HQ NORTHERN COMMAND (EDN) C/O 56 APO
<b>27</b>	IAEP - UDHAMPUR	55	5503	IGNOU ARMY RECOG. STUDY CENTRE HQ 15 CORPS HRDC C/O 56 APO
<b>28</b>	IAEP - UDHAMPUR	55	5504	IGNOU ARMY RECOG. STUDY CENTRE HQ 16 CORPS HRDC C/O 56 APO
<b>29</b>	IAEP - UDHAMPUR	55	5505	IGNOU ARMY RECOG. STUDY CENTRE HQ 14 CORPS (HRDC) C/O 56 APO
<b>30</b>	IAEP - UDHAMPUR	55	5507	IGNOU ARMY REOCG. STUDY CENTRE EASTERN LADAKH

**IGNOU-Assam Rifles Recognised Learner Support Centres**  
**(For Assam Rifles Personnel Only)**

NAVY				
31	INEP - KOCHI	74	7401	IGNOU-NAVY RECOG. STUDY CENTRE COMMAND EDUCATION OFFICE HEAD QUARTERS SOUTHERN NAVAL COMMAND NAVAL BASE KOCHI 682004
32	INEP - KOCHI	74	7402	IGNOU-NAVY RECOG. STUDY CENTRE INDIAN NAVAL ACADEMY EZHIMALA PAYYANNUR DIST. KANNUR KERALA 670310
33	INEP - MUMBAI	72	7201	IGNOU-NAVY RECOG. STUDY CENTRE 2ND FLOOR, TARANG NEW NAVY NAGAR MUMBAI MAHARASHTRA 400005
34	INEP - NEW DELHI	71	7101	IGNOU-NAVY RECOG. STUDY CENTRE NAUSENABAUGH -II NARAINA, DELHI CANTT. NEW DELHI 110028
35	INEP - VISAKHAPATNAM	73	7301	IGNOU NAVY RECOG. STUDY CENTRE NAVY CHILDREN SCHOOL GANDHI GRAM P.O. VISAKHAPATNAM 530005

**IGNOU-Assam Rifles Recognised Learner Support Centres**  
**(For Assam Rifles Personnel Only)**

<b>ASSAM RIFLES</b>				
<b>36</b>	IAREP - SHILLONG	81	8101	IGNOU-ASSAM RIFLES RECOG. SC ARASU, HAPPY VALLEY C/O ASSAMRIFLES ADMINISTRATIVE UNIT, HAPPY VALLEY SHILLONG
<b>37</b>	IAREP - SHILLONG	81	8102	IGNOU-ASSAM RIFLES RECOG. SC HQ AC & ASSAM RANGE ASSAM RIF. C/O HQ AC & ASSAM RANGE ASSAM RIFLES, C/O, 99 APO
<b>38</b>	IAREP - SHILLONG	81	8103	IGNOU-ASSAM RIFLES RECOG. SC 7 ASSAM RIFLES C/O 7 ASSAM RIFLES C/O 99 APO
<b>39</b>	IAREP - SHILLONG	81	8104	IGNOU-ASSAM RIFLES RECOG. SC 6 ASSAM RIFLES C/O 6 ASSAM RIFLES C/O 99 APO
<b>40</b>	IAREP - SHILLONG	81	8105	IGNOU-ASSAM RIFLES RECOG. SC 29 ASSAM RIFLES C/O 29 ASSAM RIFLES C/O 99 APO
<b>41</b>	IAREP - SHILLONG	81	8106	IGNOU-ASSAM RIFLES RECOG. SC 26 ASSAM RIFLES C/O 26 ASSAM RIFLES C/O 99 APO
<b>42</b>	IAREP - SHILLONG	81	8107	IGNOU-ASSAM RIFLES RECOG. SC 27 ASSAM RIFLES C/O 27 ASSAM RIFLES C/O 99 APO
<b>43</b>	IAREP - SHILLONG	81	8108	IGNOU-ASSAM RIFLES RECOG. SC 31 ASSAM RIFLES C/O 31 ASSAM RIFLES C/O 99 APO
<b>44</b>	IAREP - SHILLONG	81	8109	IGNOU-ASSAM RIFLES RECOG. SC 2 ASSAM RIFLES C/O 2 ASSAM RIFLES C/O 99 APO
<b>45</b>	IAREP - SHILLONG	81	8110	IGNOU-ASSAM RIFLES RECOG. SC 14 ASSAM RIFLES C/O 14 ASSAM RIFLES C/O 99 APO
<b>46</b>	IAREP - SHILLONG	81	8111	IGNOU-ASSAM RIFLES RECOG. SC 34 ASSAM RIFLES C/O 34 ASSAM RIFLES C/O 99 APO
<b>47</b>	IAREP - SHILLONG	81	8112	IGNOU-ASSAM RIFLES RECOG. SC 9 ASSAM RIFLES C/O 9 ASSAM RIFLES C/O 99 APO
<b>48</b>	IAREP - SHILLONG	81	8113	IGNOU-ASSAM RIFLES RECOG. SC 12 ASSAM RIFLES C/O 12 ASSAM RIFLES C/O 99 APO

49	IAREP - SHILLONG	81	8114	IGNOU-ASSAM RIFLES RECOG. SC 33 ASSAM RIFLES C/O 33 ASSAM RIFLES C/O 99 APO
50	IAREP - SHILLONG	81	8115	IGNOU-ASSAM RIFLES RECOG. SC 21 ASSAM RIFLES C/O 21 ASSAM RIFLES C/O 99 APO
51	IAREP - SHILLONG	81	8116	IGNOU-ASSAM RIFLES RECOG. SC HQ B RANGE AR C/O HQ B RANGE ASSAM RIFLES C/O 99 APO
52	IAREP - SHILLONG	81	8117	IGNOU-ASSAM RIFLES RECOG. SC 25 ASSAM RIFLES C/O 25 ASSAM RIFLES C/O 99 APO
53	IAREP - SHILLONG	81	8118	IGNOU-ASSAM RIFLES RECOG. SC 8 ASSAM RIFLES C/O 8 ASSAM RIFLES C/O 99 APO
54	IAREP - SHILLONG	81	8119	IGNOU-ASSAM RIFLES RECOG. SC 1 ASSAM RIFLES C/O 1 ASSAM RIFLES C/O 99 APO
55	IAREP - SHILLONG	81	8120	IGNOU-ASSAM RIFLES RECOG. SC 19 ASSAM RIFLES C/O 19 ASSAM RIFLES C/O 99 APO
56	IAREP - SHILLONG	81	8121	IGNOU-ASSAM RIFLES RECOG. SC 18 ASSAM RIFLES C/O 18 ASSAM RIFLES C/O 99 APO
57	IAREP - SHILLONG	81	8122	IGNOU-ASSAM RIFLES RECOG. SC HQ TRIPURA RANGE ASSAM RIFLES C/O HQ TRIPURA RANGE ASSAM RIF C/O 99 APO
58	IAREP - SHILLONG	81	8123	IGNOU-ASSAM RIFLES RECOG. SC 22 ASSAM RIFLES C/O 22 ASSAM RIFLES C/O 99 APO
59	IAREP - SHILLONG	81	8124	IGNOU-ASSAM RIFLES RECOG. SC 23 ASSAM RIFLES C/O 23 ASSAM RIFLES C/O 99 APO
60	IAREP - SHILLONG	81	8125	IGNOU-ASSAM RIFLES RECOG. SC ARTC & S, DIMAPUR C/O ASSAM RIFLES TRAINING CENTRE & SCHOOL, DIMAPUR NAGALAND
61	IAREP - SHILLONG	81	8126	IGNOU-ASSAM RIFLES RECOG. SC 30 ASSAM RIFLES C/O 30 ASSAM RIFLES C/O 99 APO
62	IAREP - SHILLONG	81	8127	IGNOU-ASSAM RIFLES RECOG. SC 4 ASSAM RIFLES C/O 4 ASSAM RIFLES C/O 99 APO

<b>63</b>	IAREP - SHILLONG	81	8128	IGNOU-ASSAM RIFLES RECOG. SC 24 ASSAM RIFLES C/O 24 ASSAM RIFLES C/O 99 APO
<b>64</b>	IAREP - SHILLONG	81	8129	IGNOU-ASSAM RIFLES RECOG. SC 16 ASSAM RIFLES C/O 16 ASSAM RIFLES C/O 99 APO
<b>65</b>	IAREP - SHILLONG	81	8130	IGNOU-ASSAM RIFLES RECOG. SC 3 ASSAM RIFLES C/O 3 ASSAM RIFLES C/O 99 APO

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

### **ASSIGNMENTS**

Assignments are part of the continuous evaluation of the student. The submission of assignments is compulsory. The grade that you get in your assignments will be counted in your final result. Assignments of a course carry 30% weightage while 70% weightage is given to the term-end examinations. Therefore, you are advised to take your assignments seriously. You can not appear for the term-end examination for any course if you do not submit the 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 information given in the printed course materials should be sufficient for answering the assignments. Please do not worry about the non-availability of extra reading materials for working on the assignments. However, if you have easy access to other books, you may make use of them.

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

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

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

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

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

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

### **INSTRUCTIONS FOR ASSIGNMENTS**

1. Write your Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.
2. Write the Programme Title, Course Code, Course Title, Assignment Code and Name of your Learner Support 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:



<b>PROGRAMME TITLE</b> .....	<b>ENROLMENT NO.</b> .....
	<b>NAME</b> .....
	<b>ADDRESS</b> .....
<b>COURSE CODE</b> .....	.....
<b>COURSE TITLE</b> .....	.....
<b>ASSIGNMENT CODE</b> .....	<b>SIGNATURE</b> .....
<i>(as printed on assignments)</i>	
<b>LEARNER SUPPORT CENTRE</b> .....	<b>DATE</b> .....

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 assignments are based. Make some points regarding the question and then rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question, give adequate attention to introduction and conclusion. The introduction must 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 fool scap 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 margins at appropriate places.
6. Write the responses in your hand. Do not print or type the answers. Do not copy your answer 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 rejected.
8. Write each assignment separately. All the assignments should not be written in continuity. Write the question number with each answer.
9. The completed assignment should be sent to the Coordinator of the Learner Support Centre allotted to you. Under any circumstances do not send the response sheets to the SR & E Division at Headquarters for evaluation.
10. After submitting the assignment at the Learner Support Centre get the acknowledgment from the coordinator on the prescribed assignment remittance-cum-acknowledgment card.
11. In case you have requested for a change of Learner Support Centre, you should submit your assignments only to the original Learner Support Centre until the change of Learner Support Centre is notified by the University.
12. The Assignments can be obtained from the Learner Support Centre/Regional Centre or may be downloaded from **IGNOU Website [www.ignou.ac.in](http://www.ignou.ac.in)**.
13. There is no provision for re-evaluation of assignments per rules.

## TERM END EXAMINATION

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

The University conducts Term-end Examination twice a year in the month of June and December every year. Students will be permitted to appear in Term-end Examination subject to the condition that registration for the courses in which they wish to appear is valid, maximum time to pursue the programme is not elapsed and they have also submitted the required number of assignment(s) in those courses by the due date.

- **Examination Fee**

Examination fee of ₹200/- per course is required to be paid on line by way of credit/debit card as per guidelines through IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in)

- **Examination Centre**

Normally the Learner Support Centre is the examination centre. However, a student is required to fill the exam centre code at the time of registering for TEE online from the drop down menu. In case any student wish to take examination at a particular centre, the code of the chosen centre be filled up as examination centre code. However, if the examination centre chosen by a student is not activated, the university will allot another examination centre under the same Region.

- **Date of Submission of Examination Forms commences from**

JUNE, TEE	DECEMBER, TEE	LATE FEE	HOW TO SUBMIT THE FORM
1st March - 30th March	1st Sept. - 30th September	NIL	On-line submission only

**For last date of submitting the exam form with and without late fee please visit the university website [www.ignou.ac.in](http://www.ignou.ac.in)**

To avoid discrepancies in filling up the examination form/hardship in appearing in the term-end examination students are advised to :

1. remain in touch with their Learner Support Centre/Regional Centre/SE Division for change in schedule of submission of examination form fee if any;
2. fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the examination form through online;
3. retain proof of mailing/submission of examination form or control no. generated by online submission of examination form till they receive examination hall ticket;
4. Fees once paid is not refunded/adjusted.

- **Issue of Examination Hall Ticket on the University website**

University uploads Examination Hall Ticket two weeks before the commencement of Term-end Examination. The students can download the hall ticket from the website and approach the exam centre for appearing in the examination.

In case you fail to get 'D' Grade in the Term-End Examination, you will be eligible to reappear in the next Term-End Examination for the course. In case you have secured Grade 'D' in an assignment as well as term-end examination of a course, you have an option either to re-do assignment for the course or re-appear in term-end examination.

**To be eligible to appear at the term-end examination in any course, you are required to fulfil the following conditions:**

1. **You should have paid the course fee. Also ensure that your registration of the courses is valid.**
2. **You should have submitted the assignment for the respective course and must have obtained a certificate to this effect from the coordinator of the Learner Support Centre.**

**3. You should have submitted the examination form in time alongwith the examination fee through online mode.**

Examination date sheet through online mode (schedule which indicates the date and time of examination for each course) is sent to all the Regional/Learner Support Centres approximately 5 months in advance. The same is also uploaded on university website. Normally, the date sheet for June examinations is uploaded on ignou website [www.ignou.ac.in](http://www.ignou.ac.in) in the month of January and for December examinations in the month of July.

It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. Student(s) can submit examination Form through online mode only.

The hall ticket/intimation slip will be uploaded on the University website 2 weeks before the commencement of the exam. The students are requested to download the same & appear in the exam for the courses indicated on the hall ticket/intimation slip.

**PLEASE CARRY YOUR VALID ICARD ISSUED BY THE IGNOU**

Your Learner Support Centre is normally your examination centre. Change of examination centre is permissible in exceptional cases for which you have to make a request to the Registrar, SED or concerned Regional Centre atleast one month before the commencement of examinations.

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.

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 examination form without necessarily waiting for the result and get it cancelled at a later date if so required.

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

**Early Declaration of Results**

The student can apply for early declaration of Term-End-Examination result with a fee of Rs.1000/- per course. **The application for early declaration of result shall be entertained only if the student has been selected for any post or applied for further studies.** The student must compulsorily submit documentary evidence (proof) in support of the reason for early declaration of result to the concerned Evaluation Centre whose details are available on the University website.

Early Declaration is permissible in Term-End-Examination only. This facility is not applicable for Lab/Practical courses, Project, Assignment, Workshop, seminar etc. based courses. The Application for Early Declaration of result shall be entertained for final year only. Prescribed Form along-with rules & regulations is enclosed in the Student Handbook and Prospectus and also made available on IGNOU website.

**Re-evaluation of Term-End-Examination**

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Scripts on payment of Rs.750/- per course. The request for re-evaluation

by the student must be made within one month from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along-with the fee of Rs.750/- per course in the form of Demand Draft in favour of IGNOU payable at the city where the Re-evaluation Form is being submitted. Prescribed Form along-with rules & regulations is enclosed in the Student Handbook and Prospectus and also made available on IGNOU website.

### **Obtaining Photocopy of Answer Scripts**

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University for obtaining Photocopy of Answer Scripts on payment of Rs. 100/- per course. The request for obtaining Photocopy of Answer Scripts by the student must be made within 45 days from the date of declaration of result to the concern Evaluation Centre in the prescribed format along-with the fee of Rs.100/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Photocopy form. Prescribed Form along-with rules & regulations is enclosed in the Student Handbook and Prospectus and also made available on IGNOU website.

### **Official Transcript**

The University provides the facility of official transcripts on request made by the learners on prescribed form addressed to Registrar, Student Evaluation Division (SED), Block-12, IGNOU, Maidan Garhi, New Delhi-110 068. A fee of Rs. 300/- per transcript payable through DD in favour of IGNOU is charged for this purpose. In case of request for sending transcript outside India, the students are required to pay Rs. 500/-. Prescribed Form along-with rules & regulations is enclosed in the Student Handbook and Prospectus and also made available on IGNOU website.

### **Duplicate Grade Card**

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through Demand Draft of Rs. 200/- in favour of IGNOU payable at “New Delhi”. Prescribed Form along-with rules & regulations is enclosed in the Student Handbook and prospectus and also made available on IGNOU website.

## Course Outlines

### **MMPC-001: Management Functions and Organisational Processes**

#### **Block – I: Introduction to Management**

Unit - 1: Management: An Overview  
Unit - 2: Management and its Evolution  
Unit - 3: Roles of Managers

#### **Block - II: Managerial Processes -I**

Unit -4: Planning  
Unit- 5: Organizing  
Unit-6: Staffing and Directing

#### **Block – III: Managerial Processes -II**

Unit-7: Controlling  
Unit-8: Leading and Motivating  
Unit-9: Decision Making

#### **Block – IV: Organisational Processes**

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

## **MMPC-002: Human Resources Management**

### **Block – I: Introduction to Human Resource Management**

Unit -1: Concept and Evolution of HRM

Unit- 2: Functions of HRM

Unit -3: Environment and HRM

### **Block – II: Sourcing of Human Resources**

Unit-4: Human Resource Planning

Unit -5: Job Analysis, Design and Evaluation

Unit-6: Recruitment and Selection

Unit -7: Socialisation and Mobility

### **Block -III: Performance and Compensation Management**

Unit – 8: Performance Management

Unit – 9: Career Development

Unit -10: Training and Development

Unit -11: Compensation and Rewards Management

### **Block – IV: Employer –Employee Relations**

Unit – 12: Employee Engagement Processes

Unit-13: Grievance Handling and Discipline Procedures

Unit – 14: Unions and Associations

## **MMPC-003: Business Environment**

### **Block -I: Introduction to Business Environment**

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

### **Block -II: Overview of Indian Economy**

- Unit 5: Indian Financial System
- Unit 6: Industrial Policy Framework
- Unit 7: Agribusiness Environment

### **Block -III: Structural Reforms**

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

### **Block -IV: International Business Environment**

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

## **MMPC-004: Accounting for Managers**

### **Block-I: Accounting: An Overview**

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

### **Block-II: Cost Accounting**

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

### **Block-III: Application of Cost Accounting**

- Unit-9: Cost-Volume-Profit Analysis
- Unit-10: Budgeting and Budgetary Control
- Unit-11: Variance Analysis

### **Block-IV: Financial Statement Analysis**

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

### **Block-V: Emerging Issues in Accounting**

- Unit-15: Human Resource Accounting
- Unit-16: Forensic Accounting



## **MMPC-005: Quantitative Analysis for Managerial Applications**

### **Block-I: Data Collection & Analysis**

Unit-1: Quantitative Decision Making - An Overview

Unit-2: Collection of Data

Unit-3: Presentation of Data

Unit-4: Measures of Central Tendency

Unit-5: Measures of Variation and Skewness

### **Block-II: Probability & Probability Distribution**

Unit-6: Basic Concepts of Probability

Unit-7: Discrete Probability Distributions

Unit-8: Continuous Probability Distributions

Unit-9: Decision Theory

### **Block-III: Sampling & Sampling Distributions**

Unit-10: Sampling Methods

Unit-11: Sampling Distributions

Unit-12: Testing of Hypotheses

Unit-13: Chi-Square Tests

### **Block-IV: Forecasting Methods**

Unit-14 Business Forecasting

Unit-15: Correlation & Regression

Unit-16: Time Series Analysis

## **MMPC-006: Marketing Management**

### **Block-I: Introduction to Marketing and Markets**

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

### **Block-II: Product and Pricing Decisions**

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

### **Block-III: Distribution and Promotion Decisions**

- Unit-9: Integrated Marketing Communication
- Unit-10: Advertising and Sales Promotion
- Unit-11: Personal Selling and Managing Sales Personnel
- Unit-12: Distribution Management

### **Block-IV: Sectoral Applications and Emerging Issues**

- Unit-13: Marketing of Services
- Unit-14: Digital Marketing
- Unit-15: Other Emerging Issues in Marketing

## **MMPC-007: Business Communication**

### **Block-I: Introduction to Communication**

- Unit-1: Basic of Communication
- Unit-2: Process of Communication
- Unit-3: Types of Communication
- Unit-4: Forms of Communication at Workplace

### **Block-II: Oral Communication at Work**

- Unit-5: Listening and Reading Skills
- Unit-6: Interpersonal Communication
- Unit-7: Communication in Meetings
- Unit-8: Presentation Skills

### **Block-III: Written communication at Work**

- Unit-9: Basics of Written Business Communication
- Unit-10: Short Business Correspondences
- Unit-11: Long Business Correspondence

### **Block-IV: Communication in Organisation**

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

## **MMPC-008: Information Systems for Managers**

### **Block-I: Information Technology for Managers**

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

### **Block-II: Information Systems**

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

### **Block-III: Analysis and Computer Languages**

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

### **Block-IV: Support Systems for Management Decisions**

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

## **MMPC-009: Management of Machines and Materials**

### **Block-I: Operations Management: Facility Planning**

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

### **Block-II: Operation Planning & Control**

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

### **Block-III: Planning Design & Value Engineering**

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

### **Block-IV: Materials Management**

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

## **MMPC-010: Managerial Economics**

### **Block-I Introduction to Managerial Economics**

Unit 1: Scope of Managerial Economics

Unit 2: The Firm: Stakeholders, Objectives and Decisions Issues

Unit 3: Basic Concepts and Techniques

### **Block-II Demand and Revenue Analysis**

Unit 4: Demand Concepts and Analysis

Unit 5: Demand Elasticity

Unit 6: Demand Estimation and Forecasting

### **Block-III Production and Cost Analysis**

Unit 7: Production Function

Unit 8: Short Run Cost Analysis

Unit 9: Long Run Cost Analysis

### **Block-IV Pricing Decisions**

Unit 10: Market Structure and Barriers to Entry

Unit 11: Pricing Under Competition and Pure Monopoly

Unit 12: Pricing Under Monopolistic and Oligopolistic Competition

Unit 13: Pricing Strategies

## **MMPC-011: Social Processes and Behavioural Issues**

### **Block-I: Introduction to Organisational Behaviour**

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

### **Block – II: Intrapersonal Processes**

- Unit-4: Personality, Values and Attitudes
- Unit-5: Learning and Behavioural Modification
- Unit-6: Perception and Attribution
- Unit-7: Motivation

### **Block – III: Interpersonal and Group Processes**

- Unit-8: Group Dynamics and Team Building
- Unit-9: Conflict and Negotiation Strategies
- Unit-10: Job Stress

### **Block – IV: Emerging Trends**

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

## **MMPC-012: Strategic Management**

### **Block-I: Introduction to Strategic Management**

Unit-1: Concept of Strategy

Unit-2: Strategic Framework

Unit-3: Strategy in Global Context

### **Block-II: Environmental Analysis**

Unit-4: External Environmental Analysis

Unit-5: Competitive Analysis

Unit-6: Internal Environmental Analysis

### **Block-III: Formulation of Strategy**

Unit-7: Business Level Strategy

Unit-8: Competitive Strategy

Unit-9: Corporate Level Strategy

### **Block – IV: Strategy Implementation and Control**

Unit-10: Implementation – Behavioural Dimensions

Unit-11: Corporate Governance

Unit-12: Control

Unit-13: Evaluation



## **MMPC-013: Business Law**

### **Block-I: Overview of Business Law**

Unit-1: Introduction to Business Law

Unit-2: Principles and Concepts (including Alternate Dispute Resolution Mechanisms)

### **Block-II: Business Forms and Regulations**

Unit-3: Companies Act

Unit-4: Partnership Act (including LLP)

### **Block-III: Business Contracts**

Unit-5: General Principles of Contracts (including E-Contracts)

Unit-6: International Contracts of Sale

### **Block-IV: Regulations on Financing and Investments of Business**

Unit-7: Banking and other allied Regulations

Unit-8: Foreign Exchange Management and related regulations

Unit-9: Insolvency and Bankruptcy

### **Block-V: Intellectual Property and Data Management**

Unit-10: Intellectual Property Rights

Unit-11: Data Protection and Privacy (including IT Act and Personal Data Protection Bill)

### **Block-VI: Sustainability and Business**

Unit-12: Environment Protection and Sustainability

Unit-13: Competition Law

Unit-14: Consumer Protection

## **MMPC-014: Financial Management**

### **BLOCK-I: Financial Management: An Overview**

Unit-1: Financial Management: An Introduction

Unit-2: Time Value of Money

Unit-3: Risk & Return

Unit-4: Valuation of Securities

### **BLOCK-II: Cost of Capital and Investment Decisions**

Unit-5: Cost of Capital

Unit-6: Capital Budgeting

Unit-7: Working Capital

### **BLOCK-III: Financing Decisions**

Unit-8: Financial Markets

Unit-9: Sources of Finance

Unit-10: Capital Structure

Unit-11: Leverage Analysis

### **BLOCK-IV: Dividend Decisions**

Unit-12: Theories of Dividends

Unit-13: Dividend Policies

### **BLOCK-V: Emerging Issues of Finance**

Unit-14: Behavioural Finance

Unit-15: Financial Restructuring



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Student Evaluation Division**

**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT**

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

1. Name .....
2. Programme:  Enrolment No.
3. Address:.....  
.....  
..... Pin Code
4. Contact No. (Mobile No.) :..... Landline No. ....
5. Month and Year of the Examination:.....
6. Examination Centre Code:
7. Address of the Examination Centre:.....  
.....
8.

Courses, in which re-evaluation is sought	Course Code	Marks/Grade Obtained
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
9. Fee detail:  

(The fee for Re-evaluation of answer script is ₹750/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s)..... X ₹750/- = Total Amount.....

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

Issuing Bank .....

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

## RULES & REGULATIONS FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made within one month of declaration of result.
2. The date of declaration of result will be calculated from the date on which the results 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 Improvement Cases/Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
6. On the top of the envelope containing the prescribed application form, please mention '**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**'
7. The application form duly filled-in may be sent to the following address except CPE\* & DPE\* programmes:
8. Application form must reach within the prescribed dates at the following address:

Sl. No.	Regional Evaluation Centre	Jurisdiction
1.	Dy. Registrar, Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682017, Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai Hyderabad, Vijayawada, Visakhapatnam, Bangalore Bijapur, Panaji, Port Blair.
2.	Dy. Registrar, Regional Evaluation Centre, Block 5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3 all Schools, Division, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/Sources if and when any
3.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building Sunny Lodge, Nongthymmi Nongshilliang, Shillong-793 014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal Agartala, Gangtok, Kohima, Aizwal
4.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri Raghunathganj, Patna, Bhagalpur, Darbhanga Saharasa, Deoghar
5.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. Opp. Nirma University Sarkhej Gandhi Nagar Highway, Chharodi Ahmedabad, Gujarat	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. 12, Arera Hills, Bhopal, Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. B-1/33 Sector-H, Aliganj Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Shimla, Chandigarh, Khanna, Dehradun, Jammu, Srinagar



**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 back of this form. Please go through them carefully before filling up the form).

1. Name .....

2. Programme:  Enrolment No.

3. Address .....

.....

..... Pin Code:

4. Contact No. ....

5. 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):.....

6. Fee details:

(The fee for this purpose is ₹100/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s)..... × ₹100/- = Total Amount:.....

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

Issuing Bank.....

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

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

Date:.....

Signature:.....

Place:.....

Name:.....

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

1. The fee for photocopy of the answer script shall be ₹100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at the city of the evaluation centre.
2. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
3. 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 i.e. the date on which the result are placed on the IGNOU website.
4. 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.
5. 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.
6. The Application form duly filled-in may be sent to the following address except CPE\* & DPE\* programmes:

Sl. No.	Regional Evaluation Centre	Jurisdiction
1.	Dy. Registrar, Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682017, Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai Hyderabad, Vijayawada, Visakhapatnam, Bangalore Bijapur, Panaji, Port Blair.
2.	Dy. Registrar, Regional Evaluation Centre, Block 5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3 all Schools, Division, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/Sources if and when any
3.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building Sunny Lodge, Nongthymmi Nongshilliang, Shillong-793 014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal Agartala, Gangtok, Kohima, Aizwal
4.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri Raghunathganj, Patna, Bhagalpur, Darbhanga Saharasa, Deoghar
5.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. Opp. Nirma University Sarkhej Gandhi Nagar Highway, Chharodi Ahmedabad, Gujarat	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. 12, Arera Hills, Bhopal, Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. B-1/33 Sector-H, Aliganj Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Shimla, Chandigarh, Khanna, Dehradun, Jammu, Srinagar



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

**APPLICATION FORM FOR EARLY DECLARATION OF RESULT OF TERM-END EXAMINATION**

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

1. Name .....
2. Programme:  Enrolment No.
3. Address:.....  
.....  
..... Pin Code

4. Reason for early declaration of result:  
.....  
(enclose a copy of the documentary evidence specifying the reason for early declaration)

5. Course(s) detail for early evaluation:

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

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

7. Fee detail:

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

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

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

Issuing Bank .....

Date:.....

(Signature of the Student)

## RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

Sl. No.	Regional Evaluation Centre	Jurisdiction
1.	Dy. Registrar, Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682017, Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai Hyderabad, Vijayawada, Visakhapatnam, Bangalore Bijapur, Panaji, Port Blair.
2.	Dy. Registrar, Regional Evaluation Centre, Block 5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3 all Schools, Division, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/Sources if and when any
3.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building Sunny Lodge, Nongthymmi Nongshilliang, Shillong-793 014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal Agartala, Gangtok, Kohima, Aizwal
4.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri Raghunathganj, Patna, Bhagalpur, Darbhanga Saharasa, Deoghar
5.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. Opp. Nirma University Sarkhej Gandhi Nagar Highway, Chharodi Ahmedabad, Gujarat	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. 12, Arera Hills, Bhopal, Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. B-1/33 Sector-H, Aliganj Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Shimla, Chandigarh, Khanna, Dehradun, Jammu, Srinagar





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

**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK SHEET**

Name .....

Programme .....

Enrolment No. 

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

Address .....  
.....  
.....  
.....

Pin Code 

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

Contact No. (Mobile No. ) ..... Landline No. ....

Month and Year of the Exam .....

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

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

for ₹200 in favour of IGNOU, New Delhi .....

Date : ..... .....

Signature

**Note :** Fee for duplicate grade card is ₹200/- for Indian Student & Rs. 400/- for SAARC Countries Student and \$10 for Non-SAARC Countries Students. The duplicate grade card/mark sheet will be sent by Registered post by the University.

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

The Registrar  
(Student Evaluation Division)  
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 Registrar  
Material Production & Distribution Division  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi - 110 068

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

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

(To be submitted to the concerned Regional Director)

### APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

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

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

5. Name of the Regional Centre and Study Centre to which the Candidate attached

6. Name of the University to which the candidate wants to migrate

#### Draft Details

Amount ₹400/-      D.D. No. \_\_\_\_\_ Date \_\_\_\_\_

Bank Name \_\_\_\_\_ & Place of Issue \_\_\_\_\_

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

Signature of the Applicant

(To be filled in by the Regional Centre)

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

Dated \_\_\_\_\_ Dealing Assistant \_\_\_\_\_ Section Officer \_\_\_\_\_

## INSTRUCTIONS

1. A fee of ₹400/- 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 the issue of Migration Certificate the applicant should attach xerox copy of consolidated Statement of Marks or Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued once only on payment of ₹400/- only in case the same has been lost, destroyed or mutilated, on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of ₹10/- to be sworn before a First Class Judicial 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 did not join any other University on the basis of the same nor have I submitted the Migration Certificate for joining any other University”.



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

**Application Form For Issue Of Official Transcript**

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

1. Name :  
.....
2. Programme:  Enrolment No:
3. Address: .....  
..... Pin
4. Contact No: (Mobile No.) ..... Landline No: .....
5. Purpose for which, transcript is required : .....  
.....
6. **FEE FOR THE OFFICIAL TRANSCRIPT:- (Please note: Per transcript means one photocopy of one certificate, hence, each photocopy, which is required to be attested by the University will be charged on the following prescribed rates):**
  - i) Rs. 300/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute within India.
  - ii) Rs. 500/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute outside India.  
Rs. 600/- per transcript for SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and Rs. 1200/- per transcript for the same students, if transcripts is required to be sent to the outside India.
  - iv) \$60 per transcript for Non-SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and \$120 per transcript for the same students, if transcript is required to be sent to the outside India.

**(THE REQUISITE FEE IS REQUIRED TO BE PAID THROUGH DEMAND DRAFT DRAWN IN FAVOUR OF 'IGNOU' PAYABLE AT NEW DELHI')**
7. **No. of Transcript(s) required:** ..... × Rs.300/- or Rs.500/- or ..... = **Total Amount:** Rs.....  
Demand Draft No.: ..... Date:..... Issuing Bank: .....
8. Mention the Name of Student/Programme & Enrolment No. at back side of above demand draft.
9. Name & Address of the University/Institute/Employer/Student (In capital letters) to whom transcript is required to be sent (Attached a separate list, if required):-  
.....  
.....  
.....
10. **If, the Transcript is required to collect Personally : Name** .....  
**Mobile No.**.....(Please see Instructions in back-side at Point-C)

Date:.....

(Signature of the student)

## INSTRUCTIONS FOR “OFFICIAL TRANSCRIPT”

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

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

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

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

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

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

## INDIRA GANDHI NATIONAL OPEN UNIVERSITY

### CHANGE/CORRECTION OF ADDRESS/STUDY CENTRE

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

Enrolment Number 

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

Date of Change effective from 

--	--	--	--

Write in BLOCK LETTERS only

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

New Address

Town									
State				Pin					
State Code									

Medium of Study



Programme of Study



New Study Centre Code

--	--	--	--

 (See Appendix-2)

Signature \_\_\_\_\_

Date \_\_\_\_\_

The filled-up form should be mailed to :

**The Regional Director concerned who  
will forward the request after verifying  
the student's signature to SR Division  
IGNOU, Maidan Garhi, New Delhi-110068.**

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

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

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

Information on this policy, rules and procedures can be accessed from the IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in). Any incident of sexual harassment may be reported to the Regional Director of the Regional Centre, you are attached to or to any of the persons whose contact details are given in the following table.

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

1	Dr. Hema Pant, Dy. Director, Chairperson, RSDCASH	29572409	rsdcash@ignou.ac.in
2	Dr. Moni Sahay, Asst. Director, RSD	29572403	monisahay@ignou.ac.in
3	Dr. Bijayalaxmi Mishra, Dy. Director, RU	29571998	bijayalaxmi@ignou.ac.in
4	Ms. Azra Arshad, Maintenance Engineer, EMPC (continuing member)	29573261, 29532164	aarshad@ignou.ac.in
5	Ms. Jancy Srinivas, PS	29571402	jancys@ignou.ac.in
6	Dr. Radhika Menon, Asst. Professor, Mata Sundari College (Delhi University)		

### II. IGNOU COMMITTEE AGAINST SEXUAL HARASSMENT (ICASH)

1	Prof. Neeti Agrawal, SOMS Chairperson ICASH	29573020	cash@ignou.ac.in,
2	Dr. Neha Garg, SOS	29572806	nehagarg@ignou.ac.in
3	Dr. Paramita Saklabaidya, Associate Prof. SOTHSM	29571755	paramitaz@ignou.ac.in
4	Dr. Shubhangi Vaidya, Associate Prof. SOITS	29573377	svaidya@ignou.ac.in
5	Dr. Gurmeet Kaur, Associate Professor, SOL (continuing member)	29572984	gurmeetkaur@ignou.ac.in
6	Dr. Mamta Khanna, DD ( Software)		mkhanna@ignou.ac.in
7	Ms. Anita Dhall, Asst. Director, SRD	29571309	anitadhall@ignou.ac.in
8	Ms. Rajni Gupta, SO, Admin.	29571422	rajnigupta@ignou.ac.in
9	Mr. Gianender Kr. Sharma, PA (Admin)	29571402	sharmagian@ignou.ac.in
10	Ms. Pushpa Yadav (Student Member)		
11	Dr. Neerja Singh, Associate Professor, in History Satyawati College, University of Delhi		neerja17oct@gmail.com
12	Dr. Bani Bora, Social and Development Research and Action Group (SADRAG), Noida (U.P.)		



### III. IGNOU APEX COMMITTEE AGAINST SEXUAL HARASSMENT (ACASH)

1	Dr. Pema Eden Samdup, Associate Prof. SOH	29572770	psamdup@ignou.ac.in
2	Ms. Lalita Sharma, AR, ACD	29571825	lalitasharma@ignou.ac.in
3	Prof. Jyantika Dutta. Lady Irwin College		
4	Ms. Harshita Raghuvan, Advocate High Court/Supreme Court of Delhi		harshitaraghuvanshi@hotmail.com

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

**For Complaints please write to:**

**Address at IGNOU (Hqrs.):**

Chairperson, RSDCASH, Regional Services Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068

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

**OR**

**Address at your Regional Centre:**

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