

## LIST OF CODES

<b>STATE CODE</b>	
<b>Code</b>	<b>Description</b>
01	Andhra Pradesh
02	Andaman & Nicobar Islands (UT)
03	Arunachal Pradesh
04	Assam
05	Bihar
06	Chandigarh (UT)
07	Delhi
08	Goa
09	Gujarat
10	Haryana
11	Himachal Pradesh
12	Jammu & Kashmir
13	Karnataka
14	Kerala
15	Madhya Pradesh
16	Maharashtra
17	Manipur
18	Meghalaya
19	Mizoram
20	Nagaland
21	Orissa
22	Punjab
23	Rajasthan
24	Sikkim
25	Tamil Nadu
26	Tripura
27	Uttar Pradesh
28	West Bengal
29	Dadra & Nagar Haveli, Daman & Diu (UT)
30	Lakshadweep (UT)
31	Pondicherry (UT)
33	C/o 99 APO
34	Learners Abroad
35	Chattisgarh
36	Jharkhand
37	Uttaranchal
<b>EDUCATIONAL QUALIFICATION CODE</b>	
<b>Code</b>	<b>Description</b>
001	Matriculation/SSC
002	10+2 or Equivalent
003	Diploma in Engineering
004	Graduation in Engineering
005	Graduation or Equivalent
006	Post Graduation or Equivalent
007	Doctoral or Equivalent
008	BPP from IGNOU
009	Bachelor of Library Information Science
010	Master of Library & Information Science
011	PG Diploma in Dietetics and Public Health Nutrition or equivalent

## LIST OF BOARD CODES

(FOR 10 +2)

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 in effect	Name of the Board
1.	0101	ABIE	ALWAYS	Board of Intermediate Education, Andhra Pradesh
2.	0401	AHSL	1986	Assam Higher Secondary Education Council
3.	0501	BIEC	ALWAYS	Bihar Intermediate Education Council
4.	0701	CBSE	1979	Central Board of Secondary Education, New Delhi
5.	0702	ICSE	1979	Council for the Indian School (Certificate Exam), New Delhi
6.	0703	NOS/NIOS	1991	National Institute of Open Schooling, Delhi (Passed with five subjects)
7.	0801	GBSE	1978	Goa, Daman & Diu Board of Sec. & Higher Sec. Ed.
8.	0901	GSEB	1978	Gujarat Secondary Education Board
9.	1001	HBSE	1987	Haryana Board of School Education
10.	1101	HPBE	1988	Himachal Pradesh Board of School Education
11.	1201	JKSS	1980	J&K State Board of School Education (Summer)
12.	1202	JKSW	1980	J&K State Board of School Education (Winter)
13.	1301	KBPE	1971	Board of Pre-University Education, Karnataka
14.	1401	KU	1966	University of Kerala
15.	1501	BSMP	1988-89	Board of Secondary Education, MP
16.	1601	MSBE	1978	Maharashtra State Board of Secondary Education & Higher Secondary Board
17.	1701	MBSE	1980	Board of Secondary Education, Manipur
18.	1901	MZSE	1980	Mizoram Board of Secondary Education
19.	2001	NBSE	1980	Nagaland Board of Secondary Education
20.	2101	CHSE	1980	Council of Higher Secondary Education, Orissa
21.	2201	PSEB	1988	Punjab School Education Board
22.	2301	RBSE	1986	Rajasthan Board of Secondary Education
23.	2501	TNSB	1978	Board of Secondary & Higher Secondary Exam., Tamil Nadu
24.	2601	TBSE	-	Tripura Board of Secondary Education
25.	2701	BHSI	ALWAYS	Board of High School & Intermediate Edu., U.P.
26.	2802	WBSE	1978	West Bengal Council of Higher Secondary Education
27.	3601	JAC	2006	Jharkhand Academic Council, Ranchi
28.	8888	DDDD	-	A recognised three/two year Diploma/Certificate after 10th Class
29.	9999	XXXX	-	Not listed in this list.

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 vocational stream in effect	Name of the Board
1.	1901	MZSE	2001	Mizoram Board of Secondary Education

## Banks &amp; Branches designated to collect the fee in cash from IGNOU student

## A - INDIAN BANK

1. **New Delhi**  
106.& 107 Aurbindo Place, Hauz Khas,  
New Delhi-110016  
011-26963543, 26562973.  
  
G-27, DDA Community Centre, Near Sonia Cinema, Vikas  
Puri, New Delhi-110018,  
011-2597250  
  
1336, Arya Samaj Road, Karol Bagh,  
New Delhi-110005  
011-25721486, 25739821  
  
D-1/1, Rana Partap Bagh,  
New Delhi-110007.  
011-27002540, 27231401  
  
33, Partap Nagar, Mayur Vihar, Phase-I,  
New Delhi-110092  
011-22750845,22757391
2. **Chennai**  
41-42, First Main Road, Gandhi Nagar,  
Adyar, Chennai-600020  
Ph.: 044-24912616, 24413430
3. **Hyderabad**  
3-6-943/2A, 1st Floor, Narayanguda, Hyderabad,  
Andhra Pradesh-500029  
Ph.: 23224575, 23225373
4. **Pune**  
495, Mantri Heights, Shaniwar Peth,  
Pune, Maharashtra-411030  
Ph.: 020-24452673. 24450907
5. **Patna**  
P.B. No. 627, Jhauganj, Patna City,  
Bihar-800008  
Ph.: 0612-2265814
6. **Karnal**  
Guru Tegh Bahadur Market, G.T. Road, Karnal  
Haryana-132001  
Ph.: 0184-2272139
7. **Thiruvanthapuram**  
P.B. No. 45, Indian Bank Towers, M.G. Road,  
Thiruvanthapuram, Kerala-695001  
Ph.: 0471-2461058, 2471378
8. **Pondichery**  
288, M.G. Road, Pondicherry-605001  
Ph.: 0413-2336403, 2221299
9. **Ahmedabad**  
P.B. No. 275, Mission Road, Bhandra,  
Ahemdabad-380001  
Ph.: 079-25506641, 25506583
10. **Jaipur**  
Mirza Ismail Road, Jaipur, Rajasthan-302001  
Ph.: 0141-2366603, 2368204
11. **Chandigarh**  
SCO 38-39, Madhya Marg, Sector 7C,  
Chandigarh-160019  
Ph.: 0172-2793225
12. **Mumbai**  
11/12, Madhav Nagar, S V Road, Andheri (West),  
Mumbai, Maharashtra-400058  
Ph.: 022-26205900. 26205800
13. **Guwahati**  
S.S. Road, Lakhotia, Guwahati, Kamrup Distt.,  
Assam-781001  
Ph.: 0361-2540529, 2548805
14. **Lucknow**  
1-2, Ashok Mart, Lucknow, Uttar Pradesh-462001  
Ph.: 0522-2280496, 2280098
15. **Bhopal**  
473, Hamidia Road, Bhopal Madhya Pradesh-462001  
Ph.: 0755-2730045
16. **Shimla**  
17, The Mall, Shimla, Himachal Pradesh-171001  
Ph.: 0177-2658133
17. **Kolkata**  
P.B. No. 717,3/1, R.N. Mukharjee Road, Shree Ram  
Chambers, Kolkata, West Bengal-700001  
Ph.: 033-22482597, 22484325
18. **Bhubneshwar**  
32, Janpath, Ashok Nagar, Unit-II, Bhubneshwar, Khurda  
Distt., Orissa-751009  
Ph.: 0674-2531645
19. **Banglore City**  
P.B. 9725, 10 K.G. Road, Banglore  
Ph.: 080-22263162, 2223163,22263164
20. **Khanna**  
G T Road (Near Old Bus Stand), Khanna, Ludhiana  
District, Punjab-141401  
Tel: 01628-334817
21. **Shillong**  
G. S. Road Burra Bazaar, Shillong, East Khasi Hills,  
Meghalaya 793002  
Tel: 0364-2243408
22. **Agartala**  
Amulya Market, Mantribari Road, Agartala,  
West Tripura Dist, Tripura  
Tel:0381-2326642
23. **Siliguri**  
Hillcart Road,  
Air View Moor Siliguri.

**B - I.D.B.I BANK**

1. **Ahmedabad**  
Lal Bungalow. Off. C.G. Road,  
Ahmedabad-380006  
Ph.: 079-26431902/1296
2. 23-25, Ruda Square, Nr. Judges Bungalow, Bodakdev,  
Ahmedabad-380015  
Ph.: 079-26872345, 268730024
3. Aishwarya Complex, Yash Kunj Society, Prabhat Chowk,  
Ghatlodia, Ahmedabad-380061  
Ph.: 079-27430337, 27430344
4. **Bangalore**  
26/1 Sowbhagya Complex, 24th Mian,  
5th Phase, J.P. Nagar, Sarraki Lake,  
Bangalore-560078 :6595777, 26595800
5. IDBI House, 58 Mission Road,  
Bangalore-560027
6. **Bhopal**  
Plot No. 43, Opposite Rang Mahal,  
New Market, T. T. Nagar, Bhopal-462003
7. **Bhubaneswar**  
IDBI House, Janpath, Unit IX, Bhubaneswar-751022  
Ph.: 044-2541695
8. **Chennai**  
P.M. Towers, 37, Greams Road,  
Chennai-600006  
Ph.: 044-28292371/72n3n4
9. Soan Building, 37, C.P. Ramaswamy Road, Alwarpet,  
Chennai-600018  
Ph.: 044-24661204/7
10. Nelson Towers, New No. 15, Nelson Manickkam Road,  
Chennai-600029  
Ph.: 044-23745802-05
11. **Cochin**  
Near Padma Theater, M.G. Road, Cochin-682035  
Ph.: 0484-2382519-21
12. **Dehradun**  
59/4, Rajpur Road, Dehradun-248001, Uttranchal  
Ph.: 0135-2744477/2741225-27
13. **Hyderabad**  
Mahavir House, Basheerbagh Square, Hyderabad-  
500029  
Ph.: 040-23260000, 23228517, 23222688
14. Plot No.9, Near L. V. Prasad Eye, Hospital, J.R. House,  
Road No.2,  
Banjara Hills, Hyderabad-500034  
Ph.: 040-23548762n9i83
15. **Jaipur**  
D24, Durlabh Niwas, C Scheme, Jaipur  
Ph.: 0141-2367929/30/379955
16. **Kolkata**  
Siddha Point, Ground Floor, 101 Park Street,  
Kolkata- 700016  
Ph.: 033-22175040/5003/5008
17. Mookerjee House, 17 Brabourne Road, Kolkata- 700001  
Ph.: 033-22437964/65/66/67
18. **Lucknow**  
15, Ashoka Marg, Lucknow-226001  
Ph.: 0522-2287104/105/287259
19. **New Delhi**  
1/6 Sirifort Institutional Area, Khel Gaon Marg, New Delhi  
110049  
Ph.: 011-26499681-85
20. Surya Kiran Building, Ground Floor,  
19, K.G. Marg, New Delhi-110001  
Ph.: 011-23357800/01/02
21. J-13/17, Rajouri Garden, New Delhi-110027  
Ph.: 011-25911478/82/83
22. Plot No. 8m C D Block. Local Shopping Centre, Pitampura,  
Delhi-110034  
Ph.: 011,27314623, 27312625, 27315629
23. IFCI Tower, 61, Nehru Place, P.B. No. 4499,  
New Delhi-11 0019  
Ph.: 011-6231169/3415
24. Khasra No. 550, Vasant Kunj Road, Mahipalpur  
Ph.: 011-26787116, 26787118
25. **Faridabad**  
Ground Floor, SCO-99, Sector-16, Faridabad  
Ph. : 0129-25225128/29,25225027
26. **Ghaziabad**  
C-78, Raj Nagar District Centre, Raj Nagar, Ghaziabad-  
201001  
Ph.: 01220-24753000, 24755408/09
27. **Gurgaon**  
Sikanderpur Brach, Mehrauli-Gurgaon Road,  
Sikanderpur, Gurgaon-122002  
Ph.: 0124-26357449 .
28. **Patna**  
Kashi Palace Complex, Oak Bungalow Road,  
Opp. Heera Palace, Patna  
Ph.: 0612-2204141
29. **Pune**  
Dynaneshwar Paduka Chowk,  
Fergusson College Road, Pune-411004  
Ph.: 020-25678585
30. Plot No. 128, Ground Floor, Blue Hills Avenue, Kalyani  
Nagar, Nagar Road Yerawada, Pune-411 006  
Ph.: 020-6612036/37/38 .
31. Rajas Apt, Plot No. 13, Abhimanshree Road,  
Off Baner Road, Aundh, Pune-411007  
Ph.: 020-25893535-36
32. **Ranchi**  
Arjan Place, 5, Main Road, Ranchi-834001  
Ph.: 0651-2315984, 2315971, 2315980



## INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(For credit to the account of Indira Gandhi National Open University, New Delhi)

Control No. 

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Programme Code                      Region Code                      Bank & Branch Code                      Computerised No.  
(To be filled in by the Candidate)                      (To be filled by the Bank)

Programme Name

Year :

Session: (January/July)

Semester :

Enrolment No. (if already allotted)

Programme Fee

Rs. \_\_\_\_\_

Late Fee

Rs. \_\_\_\_\_

Any other Fee

Rs. \_\_\_\_\_

Service Charges

Rs. \_\_\_\_\_

Total Rs.

Amount in words ( \_\_\_\_\_ )

Name and Address of the Student

(City)

(State)

(Pin Code)

Signature of Guardian/Student

### Instructions to the Depositor

1. Two copies will be returned to the depositor out of which copy marked as "University's Copy" should be submitted to the Regional Centre along with Admission Application Form.



(To be filled by Associate Student Only)

Annexure-VII



INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
APPLICATION FORM FOR ASSOCIATE STUDENTSHIP  
ADMISSION

DO NOT  
Staple  
  
Affix your latest  
passport size  
photograph (4cm x 5cm)  
duly attested by you

Enrolment No. 

A	S								
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(for office use only)

Regional Centre Code 

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Study Centre Code 

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State Code 

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1. Name of the Student (in capital letters): \_\_\_\_\_

a) Father's Name \_\_\_\_\_

2. Complete Address (in capital letters) \_\_\_\_\_

3. Details of fee paid: (Rs. 100 (Registration) + Pro-rata as per course(s) opted (total amount Rs. \_\_\_\_\_). Draft is to be made in the name of **IGNOU** payable at the city of the concerned **Regional Centre**.

a. Name of the Bank \_\_\_\_\_ Place \_\_\_\_\_

b. Bank Draft No. \_\_\_\_\_ Dated \_\_\_\_\_

c. Total Amount Rs. \_\_\_\_\_

4. **Educational Qualification :**

(attach copies of the mark sheet and certificate)

5. Date of Birth      Date      Month      Year      6. Gender Male  Female

7. Opted Course Code : 

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Please (✓) the appropriate box only

8. Medium Code:      English       Hindi       9. Marital Status:      Married       unmarried

10. Nationality:      Indian       Others       If other, please specify: 

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11. Category:      SC       ST       OBC

12. Location Code:      Urban       Rural       Tribal

13. Religion:                                                

Hindu      Muslim      Christian      Sikh      Jain      Buddhist      Parsi      Jews      Other  
(Please specify)

**DECLARATION BY APPLICANT**

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. I fulfil the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University.

**Checklist**

Affix photograph and sign over it, Attach the following,

- i Demand Draft towards Programme fee.
- ii Certificates in support of your Educational Qualification(s)
- iii Category Certificate for SC/SC/OBC/PH candidates wherever required
- iv Age Certificate wherever required
- v Student Card duly filled-in along with photograph
- vi Acknowledgement Card duly stamped


 Signature of Candidate  
Date \_\_\_\_\_  
Telephone No. \_\_\_\_\_

E-mail : \_\_\_\_\_

Send this filled-in Form along with fee to:  
**The Regional Director,**  
**IGNOU Regional Centre**  
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**PLEASE NOTE:**

1. The next pages comprise the admission application form.
2. Before you start filling in the form make sure that you have read the Sections 2-5 and the instructions for filling up the form very carefully.
3. Remember that making wrong entries in the application form will lead to rejection.
4. An electronic version of the Prospectus is also available on the internet at: <http://www.ignou.ac.in>
5. Applicants can submit their admission application form through 'online' also round the year. For this, please visit IGNOU Website at : <http://www.ignou.ac.in>.

## 5. APPLICATION FORM : INSTRUCTIONS AND CODES

Please fill up the form and mail or submit in person the same along with copies of attested certificates to your concerned Regional centre 30th June 2009 without late fee for July session 2009 and 31st October (without late fee) and by 30th Nov (with late fee of Rs. 200/-) for January session.

### GUIDELINES FOR FILLING THE APPLICATION FORM

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

- For Programme Code, refer to pages 4 to 17 of this Prospectus.
- Leave it blank. University will allot the Enrolment No.
- Code of Regional Centres and Recognised Regional Centres are given at Pages 102 to 109. You have to write the code of that Regional Centre where your Study Centre falls. List of Study Centres will be provided separately by the concerned Regional Centres.
- For Study Centre Code refer to Supplement to Common Prospectus.
- For State Code, refer page no. 110.
- Please fill the relevant code for medium of instruction in the boxes provided. For example if you are choosing Hindi medium then write B2 as shown below

B	2
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- (a) and (b) if you are already registered or have done a programme with IGNOU, please write the relevant code in the boxes if A1 then write the Enrol No. & Programme Code.
- Please follow the rule of Date/Month/Year e.g. 5th June 1976 should be written as

0	5	0	6	1	9	7	6
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- 9-17 write the relevant code in the appropriate Box. For example, if you are male, put (A1) in box against Sl. No. 10

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

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

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

K	E	D	A	R	N	A	T	H	H	A	S	I	Z	A				
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- For **MSc(DFS)**, Add Rs 800/- extra for opting CFN or Rs 900/- for opting CNCC. See Details. If you have filled CFN Write A1 write B2 in the column on page no. 41 (Section 2.16)
  - For **MTM**, you have to write your category as A1 or B2. See List of Programme on page 4 & 39 (Section 2.12) for explanation.
  - For **MLIS**, students have to opt **two** courses from MLIE-101, MLIE-102, MLIE-103, MLIE-104, MLIE-105 and MLIE-106. For titles, see Section 2.15 page no 41. Fill the course code in relevant column.
  - BA/B.Com/B.Sc./BSW/BTS FOUNDATION Courses.**

FHS-1 & FST-1 are compulsory; you have to choose from the following options only:

(i) FEG-1 or FHD-2

(ii) FEG-2 or BHDF-101 or any one of the Modern Indian Languages. For details, see section 3.3.2 page no. 47 and fill in appropriate box.

- B.A. Elective Courses**

You have to choose 8 credits from Gr. I and 8 credits from Gr. 2. For course title & credits see page 48-50. Do not take more than 8 credits from one group.

Group-1: EHD-1, EHD-5, BEGE-101, EPS-11, EHI-1, EEC-11, EPA-1, ESO-11, MTE-1, MTE-4, MTE-5, ECO-1, ECO-2, EHI-7 & BSWE-04.

Group-2: EHD-2, EHD-8, BEGE-102, EPS-12, EHI-2, EEC-12, BPAE-102, ESO-12, MTE-2, MTE-6 & ERD-1.

Please write codes of courses carefully in the boxes as shown below :

For EEG-1 write as For TS-1, write as

E	E	G	1
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T	S	1
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## B.Com Elective Courses

You have to choose Elective Courses of 8 credits from group 1 or group 2 under the elective courses from other disciplines above in the first year, see page no. 50-52.

## B.Sc. Elective Courses

B.Sc. students have to choose course worth 16 credits from the available courses for the 1st year, See page no. 49-50.

- (f) For MA (Edu), Please choose any one course from specialised area as optional course. See details on page no. 36 (Section 2.6)
- (g) (i) For CTE, CTE-1, CTE-2 and CTE-3 are compulsory. You have to choose one from CTE-4 or CTE-5. For titles, see section 5.18 page no. 85.
- (ii) For DTS, TS-1, TS-2 and TS-3 are compulsory. You have to choose one from TS-4 or TS-5. For titles, see section 4.38 page 75.
- (iii) For PGDRD, you have to choose one from MRDE-101, RDD-6 and RDD-7. For titles, see section 4.8 page no 62.
- (iv) For PGDDM, students have to choose between MPAP-001 and MED-004. For course title see section 4.13 page no 64.
- (v) For PGDMRR, you have to opt One Course from MRRE-007, MRRE-008, MRRE-009, MRRE-010. Refer page No. 66-67. see section 4.19.
- (vi) For PGDBP, you have to choose two out of three elective courses. Refer page No. 65. see section 4.17.
- (vii) For DPU, you have to choose three out of seven elective courses. Refer page No. 73-74. see section 4.34.
- (h) For CAFE, BFE-101 and BFE-102 are compulsory. Students have to opt any two more courses from BFEE-101, BFEE-102, BFEE-103 and BFEE-104. For titles, see section 5.21 page no. 85.
- (i) For DCE, DCE-1 and DCE-6 are compulsory. Students have to opt any three more courses from DCE-2, DCE-3, DCE-4 and DCE-5. For titles, see section 4.33 page no. 73.
- (j) For BPP you have to choose only two courses out of three i.e. OMT-101, OSS-101 & PCO-01. For course title see Section 3.4 page no. 53.  
DVAPFV, DPVCPO, DMT, DDT : Learners who are simultaneously taking admission in BPP alongwith it has to fill their option for BPP Programme also.
- (k) If you are applying for MCA and have not studied Maths at 10+2 level, please fill the relevant code in the Box, against CS-60 and **add Rs.1000/- extra** in the Demand Draft towards the Programme Fee. If you have studied Maths at 10+2 level, you must attach copy of marks sheet along with other testimonials. Refer page no. 40-41. See Section 2.14.
- (l) If you are applying for BCA and have not studied Maths at 10+2 level, please fill the relevant code in the box, against MTE-03 and **add Rs.850/- extra** in Demand Draft towards the Programme fee. If you have studied Maths at 10+2 level, you must attach copy of marksheet alongwith other testimonials. Refer Page No. 46-47. See Section 3.2.
21. For (a) and (b), write the relevant code in the box. If A1, then fill the column 21(b) also.
22. Write the relevant code in the box.
23. Furnish the details of scholarship, if any received by you.

24. Note that
- (a) Qualification code is in three digits e.g. 001, 002, 003, 004, 005 and 006. You have to write only highest qualification code which could be found on page 110.
- (b) Write your main subjects in short form.
- (c) Fill in the year of passing.
- (d) Write division - 01, 02 or 03. If you have simply passed the examination without containing any of three Divisions, write 04.
- (e) Write down aggregate percentage obtained by the you at the highest level of your qualification and round off to the nearest integer (i.e. 61.3 should be of 61 and 65.7 should be of 66) while filling in the form.
- (f) Fill the Board Code which the list is given on page No 111.
25. For fee details, refer to pages 4 to 11 of this Prospectus and make a draft in favour of IGNOU payable at the city where your Regional Centre is situated, and fill the relevant columns. For BScN(PostBasic) PGDHHM, PGDGM, PGDMCH, DNA, CCENAM, M.Sc. (MACs), MA (Edu), DIR, only Registration Fee (Rs. 100/-) is to be paid. The candidates of PGDCC will also pay registration fee of Rs. 500/-. The Programme Fee will be collected later.
26. The Programme fee can also be remitted in cash in the branches of Indian Bank or IDBI Bank . The list of branches which are authorised for fee collection are given in Annex-V. For this, Rs. 5/- (Five only) is chargeable from the students per single transaction in cash while depositing the fees with the Indian Bank or IDBI Bank.
27. Fill in your address for correspondence where you would like to receive your study material and all other correspondence. Do not give post box no. as address. Leave a box blank between each unit of address like house No. street name, P.O. etc. The address given by a student must be in India otherwise the Registration will be invalid. For foreign students, pl. refer page no. 96. See section 6.19.
28. 29&30 and 31. Write down your landline telephone No. Fax No. Mobile No. E-mail Address if any.

## CHECKLIST

Before sending the filled in form to concerned Regional Centre, please check whether you have :

- (a) Affixed your Photograph.
- (b) Enclosed the following **attested** certificates,
- i) Certificates in support of your educational qualification(s). If you are applying for BCA/MCA and have studied Mathematics at 10+2 level, attach marks sheet as proof.
- ii) Experience certificate wherever required.
- iii) Category certificate for SC/ST/PH/OBC (non-creamy layer) Minority candidates.
- iv) Age certificate wherever required.
- v) Student Card duly filled in along with photograph.
- vi) Acknowledgement Card duly affixed with the postage stamp for Rs 6/-.
- (c) Attach a Pay Order/Demand Draft for the Programme Fee/Fee for the first year/Semester and have written your name, programme code and application No. on the reverse of the Demand Draft, Challan Form issued by bank (in case of fee deposited through cash challan at Indian Bank/IDBI Bank only).
- d) In case of below poverty line students, documentry proof (photocopy of BPL ration card) is to be attached separately.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**APPLICATION FORM FOR WALK-IN-ADMISSIONS**  
 (To be Submitted only at the Concerned Regional Centre only)  
**(JANUARY / JULY SESSION)**

[Strike out the Session whichever is not applicable]

Application Number

Control Number

1. Programme Code <input style="width:100%;" type="text"/>	2. Enrolment No. (For office use only) <input style="width:100%;" type="text"/>	<b>PHOTOGRAPH</b>  Affix your latest passport size photograph (4 cm x 5 cm) duly attested  <input style="width:100%; height: 50px;" type="text"/> Signature of Candidate
3. Regional Centre Code <input style="width:100%;" type="text"/>	4. Study Centre Code <input style="width:100%;" type="text"/>	
5. State Code <input style="width:100%;" type="text"/>	6. Medium Code Write their level code in the box: A1 English <input style="width:100%;" type="text"/> B2 Hindi <input style="width:100%;" type="text"/> C3 Others <input style="width:100%;" type="text"/> If other please specify <input style="width:100%;" type="text"/>	
7a. Are you already registered with IGNOU (Write the relevant code in the box) A1 Yes <input style="width:100%;" type="text"/> B2 No <input style="width:100%;" type="text"/>	7b. If yes write the Enrol. No. & Program. Code in the boxes below: Enrolment No. <input style="width:100%;" type="text"/> Programme Code <input style="width:100%;" type="text"/>	
8. Date of Birth Date <input style="width:100%;" type="text"/> Month <input style="width:100%;" type="text"/> Year <input style="width:100%;" type="text"/>	9. Nationality A1 Indian <input style="width:100%;" type="text"/> B2 Others <input style="width:100%;" type="text"/>	
10. Sex: (Write the relevant code in the box) A1 Male <input style="width:100%;" type="text"/> B2 Female <input style="width:100%;" type="text"/>	11. Category (Write the relevant code in the box) A1 - GEN C3 - ST B2 - SC D4 - OBC (In case of OBC student, Please also indicate code either D4 - A or D4 - B (i) Creamy Layer - D4-A (ii) Non-Creamy Layer D4-B	12. Territory Code: (Write the relevant code in the box) A1 Urban <input style="width:100%;" type="text"/> B2 Rural <input style="width:100%;" type="text"/> C3 Tribal <input style="width:100%;" type="text"/>
13. Marital Status: (Write the relevant code in the box) A1 Married <input style="width:100%;" type="text"/> B2 Unmarried <input style="width:100%;" type="text"/>	14. Religion: A1 Hindu <input style="width:100%;" type="text"/> B2 Muslim <input style="width:100%;" type="text"/> C3 Christian <input style="width:100%;" type="text"/> D4 Sikh <input style="width:100%;" type="text"/> E5 Jain <input style="width:100%;" type="text"/> F6 Buddhist <input style="width:100%;" type="text"/> G5 Parsi <input style="width:100%;" type="text"/> H5 Jews <input style="width:100%;" type="text"/> I9 Others <input style="width:100%;" type="text"/>	
15. Whether Minority: (Write the relevant code in the box) A1 Yes <input style="width:100%;" type="text"/> B2 No <input style="width:100%;" type="text"/>	16. Social Status: (Write the relevant code in the box) A1 Ex-serviceman <input style="width:100%;" type="text"/> B2 War widow <input style="width:100%;" type="text"/> C3 Not applicable <input style="width:100%;" type="text"/>	17. Whether Kashmiri Migrant: (Write the relevant code A1 Yes B2 No) A1 Yes <input style="width:100%;" type="text"/> B2 No <input style="width:100%;" type="text"/>
18. Name of the Candidate (Leave one box empty between First Name, Middle Name and Surname) <input style="width:100%;" type="text"/>		
19. Father's/Husband's Name/Mother's Name (Strike out whichever is not applicable) <input style="width:100%;" type="text"/>		
20. Course Codes: M.Sc.(DFSM)/MTWMLIS/MA (Edu)/MCA/BCA, BLIS/BA/B.Com/IB.Sc./BSW/BTS/PGD/MIP/PGMRR/CTE/PGDRD/CAFE/DCE & BPP (Students who are simultaneously opting BPP along with DMT, DOT, DPVCPD and DPVAPFV)		
(a) M.Sc. (DFSM) (Write the relevant code in the box) A1 CFN <input style="width:100%;" type="text"/> B2 CNCC <input style="width:100%;" type="text"/>	(b) MTM (Write the relevant code in the box) A1 Category 1 <input style="width:100%;" type="text"/> B2 Category 2 <input style="width:100%;" type="text"/>	
(c) MLIS (Optional Courses) <input style="width:100%;" type="text"/>		
(d) BA/B.Sc./B.Com/BSW/BTS (Foundation Courses) <input style="width:100%;" type="text"/>		
(e) BA/B.Sc./B.Com (Elective Courses) <input style="width:100%;" type="text"/>		
(f) MA (Edu) Specialised Area A1 Higher Education <input style="width:100%;" type="text"/> A2 Distance Education <input style="width:100%;" type="text"/> A3 Educational Technology <input style="width:100%;" type="text"/> A4 Educational Management <input style="width:100%;" type="text"/>		
(g) CTE/DTS/PGDRD PGDDM/PGDMRR PGDBP/DPU etc. Optional Courses <input style="width:100%;" type="text"/>		
(h) CAFE Optional Courses <input style="width:100%;" type="text"/>		
(i) DCE Optional Courses <input style="width:100%;" type="text"/>		
(j) BPP Optional Courses <input style="width:100%;" type="text"/>		
(k) MCA CS-60 A1 <input style="width:100%;" type="text"/>		
(l) BCA MTE-03 A1 <input style="width:100%;" type="text"/>		



## EXPERIENCE CERTIFICATE

(BTCM/BTWRE/BTME/DCLE(G)/PGJMC/B.Sc(N)/CIG/CTE/PGDHE/PGDHMM/CCEANM/DNA)

This is to certified that Mr./Ms./Mrs. \_\_\_\_\_ is employed with this school/Institution/Organisation/Office/Hospital as \_\_\_\_\_ since \_\_\_\_\_

Place : \_\_\_\_\_

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

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

Name : \_\_\_\_\_

(in Block letters)

Designation : \_\_\_\_\_

Name of School/Institution/ \_\_\_\_\_

Organisation/Office/Hospital \_\_\_\_\_

(Seal/Stamp) \_\_\_\_\_

(Self employed professional may certify on their own behalf,  
but they should attach copies of their Registration Certificates.)

## CATEGORY CERTIFICATE (I)

(i) SC/ST Candidates

This is to certify that Mr./Ms./Mrs. \_\_\_\_\_ son/daughter/wife  
of Shri \_\_\_\_\_ of Village \_\_\_\_\_ Town  
\_\_\_\_\_ Distt. \_\_\_\_\_ State/U.T. \_\_\_\_\_ belongs to  
\_\_\_\_\_ Caste which is recognised as Scheduled Caste/Scheduled Tribe under the Constitution  
(Scheduled Caste Part C States) Order 1951 read with the SC/ST list (Modification Order, 1956)

Mr./Ms./Mrs \_\_\_\_\_ and his/her family reside in

Village/Town \_\_\_\_\_ District \_\_\_\_\_ State U.T. \_\_\_\_\_ .

(Signature of Tehsildar/Commissioner/District Magistrate)

Place : \_\_\_\_\_

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

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

Seal/Samp

## CATEGORY CERTIFICATE (II)

(ii) OBC candidates (only non-cremy layer)

This is to certify that Mr./Ms./Mrs. \_\_\_\_\_ son/daughter/wife  
of Shri \_\_\_\_\_ of Village \_\_\_\_\_ Town  
\_\_\_\_\_ Distt. \_\_\_\_\_ State/U.T. \_\_\_\_\_ belongs to  
\_\_\_\_\_ Caste who are eligible for availing the benefits as per central list of 5 to  
13 Cs/OBC as per Resolution No. 12011/68/93-DCC(C) of Ministry of Social Justice & empowerment as modified  
from time to time by that Ministry based on the advice of the National Commission for Backward Classes. (NCBC).

Mr./Ms./Mrs. \_\_\_\_\_ and his/her family reside in

Village/Town \_\_\_\_\_ District \_\_\_\_\_ State U.T. \_\_\_\_\_ .

(Signature of Tehsildar/Commissioner/District Magistrate)

Place : \_\_\_\_\_

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

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

Seal/Samp



## FORM - A

(For those seeking admission to B.Sc. Nursing (Post Basic) and DNA Programme)

### 1) Professional Qualification General Nursing & Midwifery

- a) Completion State Board/  
Nursing Council Examination  Year  % of marks
- b) General Nursing  Year  % of marks
- c) Midwifery Nursing  Year  % of marks
- d) Name of Registration Council  Year of  Reg. No. RN
- Regn.  Reg. No. RM

Students applying in Delhi must have the proof of Registration with Delhi Nursing Council (DNC).

### 2) Marks Obtained

Years	Total Marks Obtained	Total Max. Marks	Percentage
1st year			
2nd year			
3rd year			
<b>Total</b>			

**3) Male Nurses to mention course done in lieu of Midwifery (recognized by INC)**

<b>Psychiatric Nursing</b>	<input type="text"/>	<b>Ophthalmic Nursing</b>	<input type="text"/>
<b>Tuberculosis</b>	<input type="text"/>	<b>Leprosy</b>	<input type="text"/>
<b>Operation Theatre</b>	<input type="text"/>	<b>Oncology</b>	<input type="text"/>
<b>Cancer Nursing</b>	<input type="text"/>	<b>Occupational Health</b>	<input type="text"/>
<b>Neurology</b>	<input type="text"/>		

**4) Working Experience (Please give details chronologically) :**

S. No.	Name of organization	Designation	Dates of service		Length of Experience	
			From	To	Years	Months
				Total		

**FORM – B**

**( For those seeking admission to PGDMCH/PGDGM Programme)**

1. Date of Completion of Internship.
2. Number of completed years as on December 31, 2007  
 Since the date of completing of Internship   yrs   months
3. Details of M.B.B.S. Marks:

Examination	Number of Attempts	Maximum Marks	Marks Obtained	Percentage	Enclosure No.	For Official Use
1 <sup>st</sup> M.B.B.S.						
2 <sup>nd</sup> M.B.B.S.						
3 <sup>rd</sup> M.B.B.S.						
4 <sup>th</sup> M.B.B.S. (if any)						
<b>Grand Total</b>						

4. If MBBS marks in grade system, mention the above all grade for total MBBS .....
5. Mention if sponsored by the State/ Central Government .....

**FORM - C**

**(For those seeking admission to PGDHHM)**

1. Educational Qualifications

Degree (s)/Diploma(s) held	Date of Completion	University
i) .....		
ii) .....		
iii) .....		
iv) .....		

2. Date of Completion of Internship (where applicable) .....
3. Medical Council/States/Other Council Registration Number (indicate if not applicable)  
 .....
4. Work Experience in chronological order starting from present (indicate if self employed)

Name of Organisation	Designation	Nature of work	No. of years
.....			
.....			
.....			



**FORM - E**

**(For those seeking admission to Post Graduate Diploma in  
Clinical Cardiology Programme)**

1. Name of the Candidate (Block Letter):
  
2. Employment Status (Please tick in the right box): Private  Government
  
3. Total obtained marks in MBBS (Percentage):  
  
Total obtained marks in medicine (Percentage):
  
4. Choice of Programme Study Center (Please write name of the Programme Study Centre):
  - a) First Choice:
  
  - b) Second Choice:
  
  - c) Third Choice:
  
  - d) Fourth Choice:
  
  - e) Any Other Choice:

I hereby declare that all the information provided in the application form is correct.

Signature of the Candidate



On behalf of the Company/Unit, we will provide required facilities for the sponsored candidate(s) to do their internship/ training. Similarly, the Unit/Company will also take the responsibility of such candidates to shift to any other Unit/Company in case the existing Unit/Company is shifted/closed for the remaining period of internship/ training.

List of Sponsored Candidates for the Diploma Programme in Retailing is enclosed (number..... in words .....). Programme fee @ Rs. 6,500/- for ..... candidates amounting to Rs. .... enclosed vide DD No. .... dated..... on ..... (Bank, Branch and its address) .....

The Unit/Company shall accept all terms and conditions for fulfilling the admission criteria specified under the Sponsored Category and also take the responsibility of providing internship during the minimum-maximum period of the programme.

Date :

Place :

Name of the Signing Authority

Contact Telephone No. if any :

E-mail ID :

Signature  
(Stamp with full Address)

**Note :**

1. Please enclose any published write up which is being used by the Company/Unit for publicity or any other purpose for reference.
2. This particular form shall be filed in only by the Sponsor (Retail Companies/Unit). Candidates are not required to fill this form. However, all sponsored candidates are required to fill-up Application Form for admission into Diploma in Retailing.

## INSTRUCTIONS

1. This card should be produced on demand at the Study Centre and Examination Centre or any other Establishment of IGNOU to use its facilities.
2. The facilities would be available only relating to the course or courses for which the student is actually registered.
3. Duplicate Identity Card will be issued by the Regional Director, on payment of Rs. 100/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.
4. Loss of Identity Card is to be reported immediately to the nearest Police Station.
5. Identity Card is to be submitted to the issuing authority after completion of the said programme.



## STUDENT CARD

(FOR USE OF IGNOU FACILITIES ONLY)

## Indira Gandhi National Open University

### ACKNOWLEDGEMENT CARD

Dear Student,

(To be filled in by the Student)

*Thank you for joining IGNOU Programme. We acknowledge the receipt of your application form. Please mention Enrolment Number and course applied for in all your future correspondence with the University.*

Course Applied for : .....

DD/Challan No. : .....

DD/Challan Date : .....

Amount : .....

DD Drawn on : .....

#### **For Office Use Only**

Your Enrolment Number is

Enrolment No. \_\_\_\_\_

Name of the Programme \_\_\_\_\_

Name \_\_\_\_\_

Father's/Husband's/Mother's Name \_\_\_\_\_

\_\_\_\_\_

Address (in Capital Letters) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pin Code \_\_\_\_\_

Full Signature of the Candidate \_\_\_\_\_

**PASTE**  
  
LATEST PHOTOGRAPH TO  
BE PASTED WHICH WILL  
BE  
ATTESTED BY  
UNIVERSITY OFFICERS

ATTESTED BY  
REGIONAL DIRECTOR \_\_\_\_\_  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

**Please mention your full postal address at the space allocated**

Affix  
Postage  
stamp for  
Rs 6/-

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

From  
The Regional Director,  
IGNOU Regional Centre

\_\_\_\_\_  
\_\_\_\_\_

PIN:

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