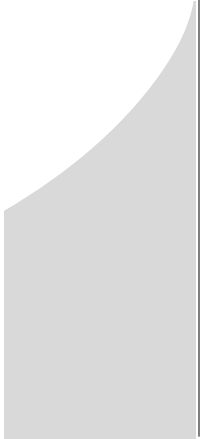




PROSPECTUS

MAR THOMA COLLEGE
IGNOU



MAR THOMA COLLEGE

Historical Sketch

Founded in 1952, Mar Thoma College is one of the six institutions of higher learning administered by the Mar Thoma Church. The Church ventured into the field of higher education out of the firm conviction that, it has a vital role to play in the task of molding the lives of young men and women, who should prove themselves worthy before men and God and equipping them to meet the stern challenges of life. From a small beginning with 250 students and 12 teachers, the College has grown into a premier educational institution with 80 members on the teaching staff, 56 non-teaching staff and about 1500 students on the rolls today. The College, accredited by NAAC in 1998-the first college to do so in Kerala, attained the unique distinction of being the first re-accredited college in the Mahatma Gandhi University with A grade.

The late Most. Rev. Dr. Juhanon Mar Thoma Metropolitan, the late Rev. dr. Mathews Mar Athanasius, the late Most. Rev. Dr. Alexander Mar Thoma Metropolitan, the late Mr. K. K. Kuruvill and many others have contribute in no small measure to the growth and development of this institution over the years.

Aim of the College: Goals and Objectives

The aim of the college is to provide education of the highest standard, to build up character, instill moral and spiritual values, to strive for promoting social justice and to attain the fullness of life revealed in Jesus Christ. The College stands for seeking and cultivating new knowledge, promoting research and developing professional competence in an atmosphere of academic freedom. The institution seeks to provide training to meet human power requirements of the changing times. The objective of the College is to develop leadership qualities, creativity and physical and mental fitness with a concern for environment, gender justice and human rights so as to contribute to the building up of the nation and international harmony.

C O N T E N T S

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1. The University (IGNOU)

1.1 Introduction:

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

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

1.2 Prominent Features:

IGNOU has certain unique features such as:

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

1.3 Important Achievements:

- ❖ Emergence of IGNOU as the largest Open University in the World.
- ❖ Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- ❖ Taking IGNOU programmes to African and West Asian countries including Maldives, Mauritius, Nepal and Seychelles in all to 35 countries.
- ❖ Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- ❖ Launch of a series of 24 hour Educational Channels, 'Gyan Darshan'. IGNOU is the nodal agency

for these channels and regular transmissions are done from the studio at EMPC, IGNOU.

- ❖ Launch of Gyan Vani and other dedicated educational FM channels.

1.4 Programme Delivery:

The methodology of instruction in this University is different from that of the conventional Universities. The open university system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. Most of the instructions are imparted through distance education methodology and face-to-face mode as per the requirement. The University follows a multimedia approach for instruction, which comprises:

a) *Self Instructional Written Material:* The printed study material (written in self-instructional style) for both theory and practical components of the programmes is supplied to the learners in batches of blocks for every course (on an average 1 block per credit). A block which comes in the form of a booklet usually comprises 3 to 5 units.

b) *Audio-Visual Material Aids:* The learning package contains audio and video CDS which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the study centres during specific sessions which are duly notified for the benefit of the learners.

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

c) *Counselling Sessions:* Normally counselling sessions are held as per schedule drawn by the Study Centres. These are mostly held during the non-working hours of the host institutions where the study centres are located.

d) *Teleconferences:* Live teleconferencing sessions are conducted via satellite through interactive Gyan Darshan Channels as well as simulcasted on 'Edusat' channel from the University studios at EMPC, the schedule of which is made available at the study centres.

e) *Practicals / Project Work:* Some Programmes

have practical/project component also. Practicals are held at designated institutions for which schedule is provided by the particl/institutions. Attendance at practicals is compulsory.

For project work, comprehensive project guide, in the form of a booklet, is provided to the student along with the study materials.

1.5 Evaluation System :

The system of evaluation in IGNOU is also different from that of conventional universities. IGNOU has a multi-tire system of evaluation.

1. Self-assessment exercises within each unit of study.
2. Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/ workshops/extended contact programmes.
3. The term-end examinations.
4. Project works

IGNOU uses the following system of "Grading" for evaluating learners's achievement Letter Grade Qualitative Level Point Grade

A	Excellent	5
B	Very Good	4
C	Good	3
D	Average	2

1.7 List of Programmes on offer through this prospectus

The eligibility, duration, programme fee and medium of instruction for these programmes for given in the following table.

ACADEMIC PROGRAMMES ON OFFER

S. No.	Name of the Programme	Prog. Code	Eligibility	Min. age as on 1 st Jan. of the Academic Year	Duration In the years		Programme Fee	Medium of Instruction
					Min.	Max.		
Masters Degree Programme								
1	Master of Commerce	M.Com.	Bachelor's Degree or a higher degree from a recognized University	No Bar	2 Years	5 Years	Rs.4900/- (I year) Rs.4800/- (II year)	English
2	Master of Computer Applications	MCA	Bachelor's Degree in Computer Science/Applications/Information Science/ Information Technology from a recognized/deemed University OR Non-Computer Science B.Tech/M.Sc./ other graduates (such applicants are required to pursue CIT (from July 2009 onwards) concurrently with MCA 1 st Semester OR Graduate with PGDCA from a recognized / deemed university or its equivalent course of not less than one year from a state board of Technical Education or its equivalent body established by the Central/State Government.	No Bar	3 Years	6 Years	Rs.8100/- per semester + Rs1000/- for CS-60 for non-Maths students. Rs.8000/- per Sem. (2 nd Sem. onwards)	English

E	Unsatisfactory	1
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For Bachelors' and Masters' degree programmes, normally the system of numerical marking is followed, and the marks secured in assignments, TEEs, etc. are later converted into grades as per the five-point grading scale given above. However, if required by the learner, the university provides numerical marks and division (I, II or Pass).

1.6 Term-end Examination and Payment of Examination Fee

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

Students can also submit On-line examination form as per guidelines through IGNOU website at www.ignou.ac.in.

Examination fee @Rs.50/- per course is required to be paid either through online payment gateway, cash deposit on designated banks and also through demand drafts.

			Note: (i) The student who have not studied Maths at 10+2 level are required to do CS-60 in the 1 st Semester of MCA (ii) The student enrolling for the MCA Programme who have completed the DOEACC O-level programme are not required to enroll for CIT(from july,2009 onwards.					
3	Master of Business Administration	MBA	Bachelor's Degree with 50% marks for General Category and 45% marks for Reserve Category. Graduate successfully cleared entrance test for admission into Management Programme conducted by recognised institution like CAT, MAT and State Level test conducted by State Govt. need not sit for the OPENMAT Entrance Test of IGNOU.	No Bar	5 Sem.	8 Sem.	Rs.1000/- per Course (Total 21courses)	English
Bachelors Degree Programme								
4	Bachelor of Arts (Tourism Studies)	BTS	10+2 or its equivalent or BPP from IGNOU	No Bar	3 Years	6 Years	Rs.1800/- (I year) Rs.2500/- (II & III year)	English & Hindi
5	Bachelor of Computer Applications	BCA	1) 10+2 or its equivalent with Maths as a distinct subject 2) 10+2 or its equivalent without maths as a distinct subject students will have to register for MTE-03 and CIC in 1 st Semester of BCA 3) 10+2 vocational stream in Computer Technology Applications or its equivalent without Maths as a distinct subject. This category students will have to register for MTE-03 in the 1 st semester of BCA	No Bar	3 Years	6 Years	Rs.4400/- per semester + Rs.850/- MTE-03 for non-maths students. Rs.4300/- per sem. (2 nd Semester onwards)	English
6	Bachelor of Social Work	BSW	10+2 or its equivalent or BPP from IGNOU	No Bar	3 Years	6 Years	Rs.3500/- (I year) Rs.3400/- (II & III year) Rs.4400/-	English & Hindi
7	Bachelor of Library & Information Science	BLIS	i) Second Class Bachelor's Degree with 50% marks. OR ii) Bachelor's Degree with Diploma in Library Science OR iii) Bachelor's Degree with two years of working experience in a Library & Information Centre. OR iv) Bachelor's Degree in a Professional area such as Engineering, Pharmacy, Law etc.	No Bar	1 Year	4 Years		English & Hindi
8	Bachelor Preparatory Programme	BPP	No formal qualification	18 yrs	6 month	2 years	Rs.850/-	English & Hindi
DIPLOMA PROGRAMMES								
9	Post Graduate Diploma in Higher Education	PHDHE	Teachers in an Institution of Higher learning or Post Graduate Degree holders in any subject or Professional Degree	No Bar	1 year	4 years	Rs.2000/-	English
10	Post Graduate Diploma in Journalism and Mass Communication	PGJMC	Bachelor's Degree with 2 years experience in a media/communication organisation	No Bar	1 year	4 years	Rs.3000/-	English
11	Post Graduate Diploma in Marketing Management	PGDMM	Same as prescribed for MBA	No Bar	1 year	2-1/2 years	Rs.5000/-	English
12	Diploma in Youth in Development Work	DCYP	10+2 or its equivalent	No Bar	1 years	4 years	Rs.2600/-	English
13	Diploma in Tourism Studies	DTS	BPP from IGNOU or 10+2 or its equivalent	No Bar	1 years	4 years	Rs.2900/-	English & Hindi
CERTIFICATE PROGRAMMES								
14	Certificate in Environmental Studies	CES	10+2 or its equivalent or BPP from IGNOU	No Bar	6 months	2 years	Rs1700/-	English & Hindi

15	Certificate in Food & Nutrition	CFN	No formal qualification	18 years	6 months	2 years	Rs.1000/-	English, Hindi & other language
16	Certificate in Computing	CIS	Passed 10th equivalent from IGNOU or	No Bar	6 months	2 years	Rs. 3300	English
NON-CREDIT COURSES								
17	Computer Literacy Programme	CLP	10+2 or its equivalent from a recognised Board	No Bar	1 month	-	Rs.200/-	English

Explanation:-

- Programme fee includes registration fee of Rs.100/-
 - ❖ Voluntary or Honorary service should not be treated as working experience/employment.
 - ❖ Experience means work experience of a person during or after acquiring the qualifications as specified above.
 - ❖ Professional means a person holding a degree in Engineering, Law, Medicine, and nursing etc. For PGJMC experience may be as Scriptwriter, Reporter, Editor, Photographer, Technical Assistant, PRO etc.
- (Medical Colleges) and Skill Development Centres (District Hospitals) which would be allocated by the Regional Centre after finalization of the admission.
- The student should complete 18 years of age for January session by 1st April and for July session by 1st October in the year of admission.
 - ❖ Those students required to do BPP along with this programme should fulfill the age requirement of BPP.

2. MASTER DEGREE PROGRAMMES

3. PROGRAMME STRUCTURE

Master of Business Administration (MBA)

The MBA Programme consists of 21 courses in all. These comprise of :

- All the courses in PGDIM (Eleven Courses) i.e. MS-1 to MS-11
- Five courses from any one of the specialisation streams
- Compulsory Courses (MS-91, MS-95) and one elective course (MS-92/93/94/96/97)
- Project Course (MS-100) equivalent to 2 courses.

Diploma in Management (DIM)

The Diploma in Management Programme comprises of 5 courses (three compulsory and two elective courses to be chosen out of four).

The following table presents the overall scheme of courses :

Programme Status	Course Code	Course Title
Diploma in Compulsory	MS - 1	Management Functions and Behaviour
Management courses	MS - 2	Management of Human Resources
(DIM)	MS - 3	Economic and Social Environment
Electives	MS - 4	Accounting and Finance for Managers (2 out of 4)
	MS - 5	Management of Machines and Materials
	MS - 6	Marketing for Managers
	MS - 7	Information Systems for Managers

Post Graduate Diploma in Management (PGDIM)

The Post Graduate Diploma in Management programme comprises of 11 courses. The following table presents the list of courses in the programme.

Programme	Course Code	Course Title
Post Graduate	MS-1	Management Functions and Behaviour
Diploma in Management	MS-2	Management of Human Resources
(PGDIM)	MS-3	Economic and Social Environment
	MS-4	Accounting and Finance for Managers
	MS-5	Management of Machines and Materials
	MS-6	Marketing for Managers
	MS-7	Information Systems for Managers
	MS-8	Quantitative Analysis for Managerial Applications
	MS-9	Managerial Economics
	MS-10	Organisational Design, Development and Change
	MS-11	Strategic Management

The Specialisation Diploma Programmes (PGSDMs)

The Specialisation Programme in Functional Areas presently consists of 4 streams of functional area P. G. diplomas. They are, Post Graduate Diplomas in–Human Resource Management, Financial Financial Management, Operations Management and Marketing Management. In order to qualify for a particular specialisation P.G. diploma a student is required to complete five courses in all from that particular stream.

Programme P.G. Diploma in:	Course Code	Course Title
HumanResource Management (PGDHRM)	MS-21	Social Processes and Behavioural Issues
	MS-22	Human Resource Development
	MS-23	Human Resource Planning
	MS-24	Employment Relations
	MS-25	Managing Change in Organisations
	MS-26	Organisational Dynamics
	MS-27	Wage and Salary Administration
	MS-28	Labour Laws
Financial Management (PGDFM)	MS-41	Working Capital Management
	MS-42	Capital Investment and Financing Decisions
	MS - 43	Management Control Systems
	MS - 44	Security Analysis and Portfolio Management
	MS - 45	International Financial Management
	MS - 46	Management of Financial Services
Operations Management (PGDOM)	MS - 51	Operations Research
	MS - 52	Project Management
	MS - 53	Production/Operations Management
	MS - 54	Management Information Systems
	MS - 55	Logistics and Supply Chain Management
	MS - 56	Materials Management
	MS - 57	Maintenance Management
	MS - 58	Management of R&D and Innovation

Marketing Management (PGDMM)	MS - 61	Consumer Behaviour
	MS - 62	Sales Management
	MS - 63	Product Management
	MS - 64	International Marketing
	MS - 65	Marketing of Services
	MS - 66	Marketing Research
	MS - 68	Management of Marketing Communication and Advertising
	MS - 611	Rural Marketing
MS - 612	Retail Management	

The Integrative Courses

The Integrative Courses consist of two compulsory courses, five elective courses, (out of which the student is required to choose one) and a project course which is equivalent to two courses. (Thus making a total of five courses).

The details are given below :

Course Status	Course Code	CourseTitle
Compulsory	MS-91	Advanced Strategic Management
Courses	MS-95	Research Methodology for Management Decisions
	MS-100	Project course (Equivalent to two courses)
Elective	MS - 92	Management of Public Enterprises
Courses	MS - 93	Management of New and Small Enterprises
(choose any one)	MS - 94	Technology Management
	MS - 96	Total Quality Management
	MS - 97	International Business

2.13 Master of Commerce (M.Com.)

The Programme will meet the expanding needs in Commerce education at all levels and provide necessary manpower to industry, trade, PSUs, Government and Private enterprises in the areas like Finance, International Business, E-Commerce and Accounting. In order to be eligible for the award of the Master of Commerce (M.Com.) degree, a student has to complete 12 course equivalent to 72 credits (1 credit is 30 study hours) comprising of six core courses and six specialization courses. The student will be awarded Postgraduate Diploma in International Business Operations on completion of all first year courses worth 36 credits and Master of Commerce Degree with specialization in International Busi-

ness Operations after completion of all 72 credits.

First year

Course Code	Title of the Courses	Credits
IBO-1	International Business Environment	6
IBO-2	International Marketing Management	6
IBO-3	India's Foreign Trade	6
IBO-4	Export Import Procedures and Documentation	6
IBO-05	International Marketing Logistics	6
IBO-06	International Business Finance	6

Second Year Core Courses

MCO - 1	Organization Theory and Behaviour	6
MCO - 3	Research Methodology and Statistical Analysis	6
MCO - 4	Business Environment	6
MCO - 5	Accounting for Managerial Decisions	6
MCO - 6	Marketing Management	6
MCO - 7	Financial Management	6
	TOTAL	72

2.14 Master of Computer Applications (MCA)

Objective: The broad objective of the MCA is to prepare graduate students for productive careers in software industry/academia by providing an outstanding

environment for teaching and research in the core and emerging areas of the discipline. The programme's thrust is on giving the students a thorough and sound background in theoretical and application-oriented courses relevant to the latest computer software development. The programme emphasises the application of software technology to solve mathematical, computing, communications/networking and commercial problems.

This Master's Degree Programme has been designed with a semester approach in mind. The first year courses are aimed at skills development in computers using various technologies, the second year is more focused on core courses providing a conceptual framework and the third year provides the specialization and the project work. After the successful completion of first year courses, the student will receive the PGDCA (Post Graduate Diploma in Computer Applications) certificate.

MCA Programme Structure

The programme has been divided into two semesters per year (January-June and July-December). Consequently, there will be two examinations every year - one in the month of June for the January to June semester courses and the other in December for the July to December semester courses. The students are at liberty to appear for any of the examinations conducted by the University during the year subject to completing the minimum time frame and other formalities prescribed for the programme.

SEMESTER I				SEMESTER II			
Year	Course Code	Course Title Course	Credits	Year	Course Code	Course Title Course	Credits
I	MCS-011	Problem Solving and Programming	3	I	MCS-021	Data and File Structures	4
	MCS-012	Computer Organization and Assembly Language Programming	4		MCS-022	Operating System Concepts and Networking Management	4
	MCS-013	Discrete Mathematics	2		MCS-023	Introduction to Database Management Systems	3
	MCS-014	Systems Analysis and Design	3		MCS-024	Object Oriented Technologies and Java Programming	3
	MCS-015	Communication Skills	2		MCSL-025	Lab (based on MCS-021, 022, 023 and 024)	4
	MCSL-016	Internet Concepts and Web Design	2				
	MCSL-017	C and Assembly Language Programming Lab	2				

SEMESTER III				SEMESTER IV			
Year	Course Code	Course Title Course	Credits	Year	Course Code	Course Title Course	Credits
II	MCS-031	Design and Analysis of Algorithms	4	II	MCS-041	Operating Systems	4
	MCS-032	Object Oriented Analysis and Design	3		MCS-042	Data Communication and Computer Networks	4
	MCS-033	Advanced Discrete Mathematics	2		MCS-043	Advanced Database Management Systems	4
	MCS-034	Software Engineering	3		MCS-044	Mini Project	4
	MCS-035	Accountancy and Financial Management	3		MCSL-045	Lab (UNIX and Oracle)	2
	MCSL-036	Lab (based on MCS-032, 034 and 035)					

SEMESTER V				SEMESTER VI			
III	MCS-051	Advanced Internet Technologies	3	III	MCSP-060	Project	16
	MCS-052	Principles of Management and Information systems	2		MCSP-060 Project	<ul style="list-style-type: none"> ● Presently, only 3 elective courses are on offer and student should select all of them. As and when we design the new courses we will inform. 	16
	MCS-053	Computer Graphics and Multimedia	4				
	MCSL-054	Lab (based on MCS-051 and 053)	2				
	MCSE-003	Elective Courses Artificial Intelligence and Knowledge Management	3				
	MCSE-004	Numerical and Statistical Computing	3			Total number of Courses	- 31
	MCSE-011	Parallel Computing	3			Total number of Credits	- 108

3. BACHELOR DEGREE PROGRAMMES

3.1 Bachelor of Arts (Tourism Studies) (BTS)

BTS is a 3-year Degree Programme. The programme is of 96 credits in all and in each year, a student can offer 32 credits

First year

Course Code	Title of the Course	Course Credits
TS-1	Foundation Course in Tourism	8
TS-2	Tourism Development: Products, Operations and Case Studies	8
FHS-1	Foundation Course in Humanities & Social Sciences	8
FEG-1		

FHD-2	Foundation Course in English OR Foundation Course in Hindi	4
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MODERN INDIAN LANGUAGES 4

(any one of the following)

FEG-2	Foundation Course in English	
BHDF-101	Foundation Course in Hindi	
FML-1	Foundation Course in Malayalam	

Second Year 32

TS-4	Indian Culture: Perspective for Tourism	8
TS-5	Ecology, Environment and Tourism	8
FST-1	Foundation Course in Science and Technology	8

PTS-4	Project on Indian Culture: Perspective for Tourism	4
PTS-5	Project on Ecology, Environment and Tourism	4

Third Year 32

TS-3	Management in Tourism	8
TS-6	Tourism Marketing	8
PTS-6	Project on Tourism Marketing	4

Any one of the following (4 credits each)

AFW (H) or AFW(E)	Feature Writing
AWR (H) or AWR(E)	Writing for Radio
AOM-1	Office Organization Management
ASP-1	Secretarial Practice

Any one of the following (8 credits each)

TS-7	Human Resource Development
AHE-1	Human Environment
EHI-01	Modern India : 1857-1964

EHI-02	India	: Earliest Time to 8th Century A.D.
EHI-03	India	: from 8th to 15th Century A.D.
EHI-04	India	: from 16th to Mid 18th Century A.D.
ESO-15	Society and Religion	
EEG-3	Communication Skills in English	

3.2 Bachelor of Computer Applications (BCA)

The objective of the programme is to open a channel of admission for computing courses for students, who have done the 10+2 and are interested in taking computing as a career. After acquiring the

Bachelor's Degree (BCA) at IGNOU, there is further an educational opportunity to go in for MCA Programme at IGNOU or a Master's programme at another University. The minimum prescribed period for integrated mode MCA and BCA is five years. The basic structure of the program is as follows:

First Year

I SEMESTER			II SEMESTER		
Course Code	Course Title	Course Credits	Course Code	Course Title	Course Credits
CS-610	FoundatiollCourse in English for Computing	4	CS-612	PC Software and Application Skills	8
FHS-01	Foundation Course in Humanities and Social Sciences	8	CS-60	Foundation Course in Mathematics in Computing	4
CS-611	Computer Fundamentals and PC Software	4	CS-62	'C' Programming and Data Structures	4

Second Year

III SEMESTER			IV SEMESTER		
Course Code	Course Title	Course Credits	Course Code	Course Title	Course Credits
FST-01	Foundation Course in Science and Technology	8	CS-06	Introduction to DBMS	4
CS-63	Introduction to System Software Organization	4	CS-64	Introduction to Computer	4
CS-05	Elements of Systems Analysis and Design	4	CS-65	Windows Programming	2
CS-66	Multimedia	2	CS-67	RDBMS Lab	4

Third Year

V SEMESTER			VI SEMESTER		
Course Code	Course Title	Course Credits	Course Code	Course Title	Course Credits
CS-68	Computer Networks	4	CS-72	C++ and Object Oriented Programming	4
BCS-061	TCPIIP Programming	4	CS-73	Theory of Computation	4
CS-70	Introduction to Software Engineering	4	CS- 74	Introduction to Internet Programming (Java, Active X)	4
CS-71	Computer Oriented Numerical Techniques	4	CS-75	Intranet administration	2
			CS-76	Project	4

3.3 Bachelor's of Social Work (B. S. W.)

The University offers a Bachelor Degree Programme leading to Degree. Medium of instruction can be either English or Hindi. A learner can complete the Bachelor's Degree Programme in a minimum period of three years and a maximum period of six years. The University follows the credit system. One credit is equal to 30 hours of learner's study time. A learner will be eligible to get a Degree when he/she earns 96 credits that are spread over three categories of courses - Foundation Courses, Elective Courses and Application - Oriented Courses as given under:

A learner earns 24 credits in Foundation course and 72 credits elective courses.

3.3.1 Foundation Courses

[Compulsory 24 Credits (1st year 16 credits, II year 8 credits)]

The following are the Foundation Courses which are compulsory:

Course Code	Title of the Course	Credits
FHS-1	Foundation Course in Humanities & Social Sciences	8
FST-1	Foundation Course in Science & Technology	8
FEG-1	Foundation Course in English - OR	4
FHD-2	Foundation Course in Hindi - 2	4

Optional Courses (Choose 4 credits only)

Modern Indian Languages.

A Foundation Course in any of the following Modern Indian Languages is to be opted:

Course Code	Language	Credits
FAS - 1	Assamese	4
FBG - 1	Bengali	4
FEG - 2	English	4
FGT - 1	Gujarati	4
BHDF - 101	Hindi	4
FKD - 1	Kannada	4
FML - 1	Malayalam	4
FMT - 1	Marathi	4
FOR - 1	Oriya	4
FPB - 1	Punjabi	4
FTM - 1	Tamil	4
FTG - 1	Telugu	4
FUD - 1	Urdu	4
BSKF - 1	Sanskrit	4

3.3.2 Elective Courses

Following are the Elective Courses:

Social Works (BSW)

BSWE-001	Introduction to Social Work	8
BSWL-001*	Social Work Practicum I (Practical)	8
BSWE-002	Social Work intervention with individuals & groups	8
BSWL-002*	Social Work Practicum II (Practical)	8
BSWE-003	Social Work intervention with communities and institutions	8
BSWL-003*	Social Work Practicum III (Practical)	8
BSWE-004	Introduction to Family Education	8
BSWE-005	Introduction of HIV/AIDS	8
BSWE-006	Substance Abuse and Counselling	8

B.S.W.

The Bachelor Degree Programme in Social Work (BSW) is meant for people who are interested in providing professional assistance to people in need. Persons with professional training/degree in Social Work generally work in socially relevant areas such as health care, community development, education, industry, counselling, family, correction, social defence, women, children, disability etc.. With the globalization, market economy and liberalisation, new concerns and human problems are emerging which needs to be addressed. This programme will be particularly useful to people employed at middle and lower levels with NGOs. It will also be useful to fresh candidates who may like to work in social and social welfare sectors.

In order to enable the learners to complete BSW Programme within the minimum period of three years, they are allowed to take 32 credits worth of courses in each year as follows:

1 year

	Foundation Courses (from BDP)	credits 16
BSWE-001	introduction to Social Work (Theory)	credits 8
BSWL-001	Social Work Practicum-1 (Practical)	credits 8
		credits 32

II Year

	Foundation Course (from BDP)	credits 8
BSWE-002	Social work intervention with Individuals and groups (theory)	credits 8
BSWL-002	Social Work Practicum-II (Practical)	credits 8

BSWE-004	Introduction to Family Education	credits 8
		credits 32

III year

BSWE-003	Social Work Intervention with Communities and Institutions (theory)	credits 8
BSWEL-003	Social Work Practicum-III (Practical)	credits 8
BSWE-005	Introduction to HIV/AIDS	credits 8
BSWE-006	Substance Abuse and Counselling	credits 8
		credits 32

3.4 Bachelor's Preparatory Programme (BPP)

Bachelor's Preparatory Programme (BPP) - Non-Formal

Channel to B.A./B.Com/BSW/BTS

Bachelor's Preparatory Programme is offered by the University to those students who wish to do Bachelor's Degree but do not have the essential qualifications of having passed 10+2. In the absence of such a qualifying certificate these students are deprived of higher education. To enable such students to enter higher education stream, IGNOU has designed this preparatory programme.

Structure of the Programme

The Bachelor's Preparatory Programme has following three courses.

Student has to select any two of these courses.

i)	Preparatory Course in General Mathematics	OMT – 101
ii)	Preparatory Course in Social Sciences	OSS – 101
iii)	Preparatory Course in Commerce	PCO – 01

3.5 Bachelor of Library and Information Science (BLIS)

The Bachelor's Degree in Library and Information Science Programme comprises nine courses; of these seven courses deal with theoretical aspects of this discipline, while two courses are meant to provide practical exercises to the learners. Out of seven courses on theoretical aspects, one course (BLIS-07 also includes practical component. Medium of instruction for this programme is English and Hindi.

Course Code	Title of the Course	Credits
BLIS-01	Library and Society	4
BLIS-02	Library Management	4
BLIS-03	Library Classification Theory	4
BLIS-03P	Library Classification Practice	4

BLIS-04	Library Cataloguing Theory	4
BLIS-04P	Library Cataloguing Practice	4
BLIS-05	Reference and Information Sources	4
BLIS-06	Information Services	4
BLIS-07	Information Technology: Basics	4

4. DIPLOMA PROGRAMMES

4.1 Postgraduate Diploma in Higher Education (PGDHE)

The Programme has been visualised and developed in response to the recommendations of the National Policy of Education (1986) and several other committees on higher education teachers (Rastogi Committee 1996) with a view to provide necessary knowledge, understanding and skills pertaining to higher education for university and college teachers. The Programme is meant for:

- i) regular teachers in universities, colleges and other institutions of higher learning.
- ii) those having a postgraduate degree in any subject with at least IInd Division.
- iii) professional degree holders in areas such as engineering, medicine and agricultural science.

The Programme consists of four theory courses, Practical Component of Contact Programme and a Project. They are:

Course Code	Title of the Course	Credits
MES-101	Higher Education: Its Context and Linkages	6
MES-102	Instruction in Higher Education	6
MES-103	Higher Education: The Social Psychological Field	6
MES-104	Planning and Management of Higher Education	6
MES-105	Project Work	6
MES-106	Extended Contact Programme	4
Total		34

4.2 Postgraduate Diploma in Journalism and Mass Communication (PGJMC)

The Post Graduate Diploma in Journalism & Mass Communication (PGJMC) programme has been developed to meet the ever increasing demand for trained manpower in various media organizations. It provides a holistic view of the theoretical as well as practical aspects of journalism and mass communication. The programme is planned to upgrade the skills and competencies of those who are working in media organizations without a formal training.

Course Code	Title of the Course	Credits
JMC-01	Introduction to Journalism and Mass Communication	8
JMC-02	Mass Media and Society	8
JMC-03	Reporting, Writing and Editing	8
JMC-04	Public Relations	8
	Total	32

4.3 Diploma in Youth in Development Work (DCYP)

The Commonwealth Youth Programme Diploma "Youth in Development Work" is offered by IGNOU in collaboration with Pan Commonwealth office, London.

The programme is a breakthrough for international education - the first Commonwealth wide education to enable, ensure and empower youth in development work.

Objectives

A unique competency based programme that endeavours to develop the potential of youth in development work, the objectives are to:

enable young people to act on their own behalf, ensure that the youth function in accordance with value systems which give a sense of purpose and meaning to how young people use their skills and knowledge; and empower youth with democratic principles so that young people can play an assertive and constructive role in decision making process of the country.

Course Contents

The course has been developed in modular form with each module focussing on specific areas of youth development.

Course Code	Title of the Course
CYP-01	Commonwealth values in Youth in Development Work Young People and Society
CYP-02	Principles and Practice of Youth in Development Work Working with People in their Communities
CYP-03	Gender and Development Learning Processes
CYP-04	Management Skills Project Planning, Monitoring and Evaluation
CYP-05	Policy Planning and Implementation Conflict Resolution, Strategies and Skills
CYP-06	Promoting Enterprise and Economic Development Youth and Health
CYP-07	Sustainable Development and Environmental Issues

Asia Regional Blocks :

Part 1	: Personality Development and Communication
Part 2	: Population and Family Life Education
CYP-08	Project Work

Target Group of Programme

All students and community development functionaries both in government and non-government organizations including National Service Scheme (NSS), Nehru Yuva Kendra (NYK), Bharat Scouts and Guides and youth organizations etc.

Programme Credits : 32 (960 hours)

4.4 Diploma in Tourism Studies (DTS)

The Programme consists of 36 Credits only.

Course Code	Title of the Course	Credits
Total Credits		36

i) Compulsory Courses

TS-1	Foundation Course in Tourism	8
TS-2	Tourism Development : Products, Operations and Case Studies	8
TS-3	Management in Tourism ii) Any one of the following groups of Electives	8
TS-4	Indian Culture - A Perspective for Tourism	8
PTS-4	Project on Indian Culture : Perspective for Tourism OR	4
TS-5	Ecology, Environment and Tourism	8
PTS-5	Project on Ecology, Environment and Tourism OR	4
TS-6	Tourism Marketing	8
PTS-6	Project on Tourism Marketing	4

5. CERTIFICATE PROGRAMMES

5.1 Certificate in Environmental Studies (CES)

The Programme is of use to general public; at every age and at all levels of formal and non-formal education, Professional; such as ecologists, hydrologists, foresters, landscape architects. Occupational or Social Groups; for instance, administrators and planners, engineers, industrialists, agriculturists, etc. The NGOs with their dissemination capabilities shall find it very useful.

Course Code	Title of the Course	Credits
AHE-01	Human Environment (without Project)	6
TS-5	Ecology, Environment and Tourism	8
PES-01	Project Work	4
Total		18

5.7 Certificate in Foods and Nutrition (CFN)

The Certificate in Foods and Nutrition is basically a Post-Literacy level awareness programme meant for people with basic reading and writing skills. The Programme aims to acquaint the learner with the role of food in ensuring healthy living for the individual, family and community. It includes features like food selection and preparation, nutrition from infancy to old age, economics of food, kitchen gardening, food adulteration, consumer rights, safety and education, etc. The programme lays primary emphasis on Nutrition with relevance to present day scenario, cost effectiveness, environment friendly approaches that reaches to almost the entire nation, hence making the learners responsible and aware citizens of tomorrow. The programme consists of 16 credits.

Course Code	Title of the Course	Credits
CFN-1	You and Your Food	6
CFN-2	Your Food and its Utilisation	6
CFN-3	Economics of Food	4
Total		16

5.3 Certificate in Computing (CIC)

This programme is aimed to fulfilling the need of an opportunity in the nature of an "adult computer literacy" programme which could meet the large demand of people who are interested in at least some computer education. It is a short programme which almost every future graduate including those from IGNOU can take. This programme is of some use as a means to assess the student's potential for taking up computer education in a distance mode. It is, therefore, relied upon by IGNOU to determine the suitability for admission to the BCA and MCA programmes of IGNOU depending upon his/her qualification of the candidates.

Programme Structure

Course Code	Title of the Course	Credits
CIC-1	The Context	4
CIC-2	The Technology	4
CIC-4	The Applications	4
CIC-5	MS - Office	4
Total		16

6. UNIVERSITY RULES 6. 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 registration.

6.1 Educational Qualifications Awarded By Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the "Chhattisgarh Niji Kshetra Vishwavidyalaya (Sathapane Aur Viniyaman), Adhinyam, 2002" are non-existent and cannot be made the basis of admission to higher studies with IGNOU.

6.2 Incomplete and Late Applications

Incomplete application forms/Re-registration forms, received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill the relevant columns carefully and enclose the copies of all the required certificates duly attested by a Gazetted Officer. The form is to be submitted to the Regional Director concerned ONLY on or before the due date. The application form sent to other offices of the University will not be considered and the applicant will have no claim whatsoever on account of this.

6.3 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 have to apply afresh and go through the admission process again.

6.4 'Walk in Admission' for all Advertised Programmes

The University has introduced Walk-in-admission facility, with effect from July 2008 for all Programmes. The admission for these programmes will remain open round the year, therefore, the candidates may get/submit the application forms as per the following schedule to concerned Regional Centre.

For January Session :

From 1st June
upto 31st October (without late fee)
1st November to (with late fee of Rs. 200/-)
30st November

For July Session :

From 1st December
upto 30th April (without late fee)
1st May to 31st May (with late fee of Rs. 200/-)

6.5 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 6 months duration. However, if there is any clash of dates of counselling or examination schedule between the two programmes taken, University will not be in a position to make adjustment.

6.6 Re-Registration

Learners are advised to submit the Re-Registration forms only to the respective Regional Centre and nowhere else. If any student sends the Registration/ Re-Registration forms at wrong places and there by misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularisation. (As per the date given in Page No. 1 for important date to re-admission).

Schedule for Re-Registration

For July Session For January Session Late fee

1.	1 st February to 31 st March 1 st August to 1 st October	NIL
2.	1 st April to 30 th April 1 st October to 31 st October	200.00
3.	1 st May to 31 st May 1 st November to 30 th November	500.00*
4.	1 st June to 20 th June 1 st December to 20 th December	1000.00*

*During these dates submit the re-registration form to Registrar (SR&E), IGNOU, Maidan Garhi, New Delhi-110068

6.7 Counselling and Examination Centre

All study centres, Programme study centres, special study centres are not Examination centres. Practical

Examination need not necessarily be held at the centre where the learner has undergone counselling or practicals. Regular counselling sessions will be conducted at the learner support centres provided the number of learners for a particular course is equal to or more than 10. If the number is less than 10 then in place of regular counselling, intensive counselling sessions will be held which essentially means that 40% of the number of prescribed counselling sessions are to be conducted within a weeks time.

6.8 Term-end Examination

The learner are instructed to refer to the Tables given on Page no. 6 before submitting Examination Form for appearing in the June as well as December Term-end examination. A learner should not apply for appearing at the Term-end examinations of any course without getting re-registered/re-admission for the same. The result would be withheld in such cases.

6.9 Disputes on Admission & other University matters

The place of jurisdiction of filing of suit, if necessary, will be only New Delhi/Delhi.

7. Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member Universities of Association of India Universities (AIU) and are at par with Degrees / Diplomas / Certificates of all Indian Universities / Institutions, as per UGC Circular letter no. F.1-52/2000 (CPP-II) dated 5th May, 2004, AIU Circular No. EV/11(449/94/ 176915-177115 dated January 14, 1994 & AICTE Circular No. AICTE / Academic/MOU-DEC/2005 dated May 13, 2005. e Annexure-I, II & III)

PREVENTION OF MALPRACTICE/NOTICE FOR
GENERAL PUBLIC

ANNEXURE – I

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG, NEW DELHI - 110002
No.F.1-52/2000(CPP-II) 5th May, 2004 .

The Registrar,
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068

Sub: RECOGNITION OF DEGREES AWARDED BY OPEN UNIVERSITIES

Sir/Madam,

There are a number of open Universities in the country offering various degrees/diploma through the mode of non-formal education. The Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22 (1) of the UGC Act, 1956.

A circular was earlier issued vide UGC letter N.F.1-8/92(CPP) dated February, 1992 mentioning that the Certificate, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Attention is further invited to UGC circular No.F1-25/93 (CPP-II) dated 28th July, 1993 (copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of Universities so that the mobility of students from Open University stream to traditional Universities is ensured without any difficulty. The UGC has specified the nomenclature of degrees under Section 22(3) of the UGC Act, 1956 to ensure mandatory requirements viz. minimum essential academic inputs required for awarding such degrees. A copy of Gazette Notification regarding specification of degrees issued vide No.1-52/97(CPP-II) dated 31st January 2004 is enclosed. The details are also given in UGC Web site : www.ugc.ac.in May, I therefore request you to treat the Degrees/Diploma / Certificates awarded by the Open Universities in conformity with the UGC notification on Specification of Degrees as equivalent to the corresponding awards of the traditional Universities in the country .

Yours faithfully,

Sd/-

(Dr. [Mrs.] Pankaj Mittal)
Joint Secretary

Encl : As above

Copy to :-

1. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education and Higher Education, Shastri Bhavan, New Delhi-110001
2. The Secretary, All India Council for Technical Education, I.G. Sports Complex, Indraprastha Estate, New Delhi-2.

3. The Secretary, Association of Indian Universities (AIU), 16 Comrade Inderjit Gupta Marg (Kotla Marg), New Delhi-110002.
4. The Secretary, National Council for Teacher Education, I.G. Stadium, I.P. Estate, New Delhi-110002
5. The Secretary, Distance Education Council, IGNOU Campus, Maidan Garhi, New Delhi-110068
6. The Vice-chancellor Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068
7. The Vice-chancellor Dr. B.R. Ambedkar Open University, Road No.46, Jubilee Hills, Hyderabad-500033 (Andhra Pradesh)
8. The Vice-chancellor Nalanda Open University, West Gandhi Maidan, Patna-800001 (Bihar)
9. The Vice-chancellor Dr. Babasahab Ambedkar Open University, Shahibaug, Ahmedabad-380003 (Gujarat)
10. The Vice-chancellor Karnataka State Open University, Manasagangotri, Mysore-570006 (Karnataka)
11. The Vice-chancellor Yashwant Rao Chavan Maharashtra Open University, Nashik-422222 (Maharashtra)
12. The Vice-chancellor, Kota Open University (Vardhaman Mahaveer Open University), Kota-324010 (Rajasthan).
13. The Vice-chancellor, Netaji Subash Open University, Kolkata-700020 (West Bengal)
14. The Vice-Chancellor, Madhya Pradesh Bhoj (Open) University, Bhopal-462016 (M.P.)

Sd/-
(V.K. Jaiswal)

ANNEXURE – II

ASSOCIATION OF INDIAN UNIVERSITIES
AIU HOUSE, 16 KOTLA MARG,
NEW DELHI-110 002

Phone : 3312305, 3313390
Gram : ASINGU 3310059, 3312429
Telex : 31 66180 AIU IN
Fax : 011-3315105
No. EV/II(449) /94/176915-177115

January 14, 1994

The Registrar(s)
Member Universities.

Subject : Recognition of Degrees/Diplomas of Open Universities.

Dear Sir,

The Standing Committee at its 237th meeting held at Utkal University and the 68th Annual Session of the AIU and in December, 1993 at the University of Delhi have decided in principle that the Degrees of the Open Universities be recognized in terms of the following resolutions:

“Resolved that the examinations of one University should be recognized by another on reciprocal basis, provided that the entrance qualification, duration of course and the general standard of attainment are similar to those prescribed by the recognized university.”

“Further resolved that in case of Degrees awarded by Open Universities, the conditions regarding entrance qualifications and duration of the course be relaxed provided that the general standard of attainment are similar to those prescribed by the recognized university.”

The decision is brought to the notice of the Universities for favour of appropriate action in the matter. The additional information, if required in this behalf, may kindly be obtained from the Registrar of the Universities direct.

Thanking You,

Your faithfully,

Sd/-
(K.C.KALRA) *Joint Secretary*

ANNEXURE - III

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(A STATUTORY BODY OF THE GOVERNMENT OF INDIA)

DR. NAGIN CHAND
ADVISOR (PC/ACADEMIC)
F.No. AICTE/Academic/MOU-DEC/2005
MAY 13, 2005

To,
The Secretaries/Directors,
Technical Education,
All State Governments/Union Territories.

*Subject : Recognition of MBA, MCA programmes awarded by Indira Gandhi
National Open University, (IGNOU) New Delhi.*

IGNOU, New Delhi has been established by sub-section (2) of section (1) of the IGNOU Act, 1985 (50 of 1985) vide Notification No. F.13-12/85-Desk (U) dated September 19, 1985 issued by the Department of Education, Ministry of HRD, Government of India, New Delhi.

I am directed to say that the Master of Business Administration (MBA) and Master of Computer Applications (MCA) degrees awarded by IGNOU are recognized by AICTE.

Your faithfully,

(NAGIN CHAND)

Copy to :- All Regional Officers, AICTE.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY



& MAR THOMA COLLEGE

(Re-Accredited with 'A' Grade by NAAC
And Affiliated to M. G. University)

TIRUVALLA - 689 103. Tel: 0469 - 2630342

APPLICATION FORM FOR ADMISSION

Application Number

Control Number

INSTRUCTIONS

1. Use Black Ball Point Pen for filling the form.
2. Do not staple only Clip the document along with it.
3. Write in Capital Letters only within the box touching the lines as shown in the Samle below.

1	2	3	4	5	6	7	8	9	10	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
---	---	---	---	---	---	---	---	---	----	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

1. Programme Code

1. Medium Code

(Write the relevant code in the box)

A1 English

B2 Hindi

C3 Others

If other please specify.

3. PI Code

4. State Code

Photograph

Affix your latest self attested passport size Photograph) 4 cm x 5 cm)

5. Enrollment No.

(For the office use only)

6. Date of Birth

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date

Month

Year

7. Sex

(Write the relevant code in the box)

A1 Male

A2 Female

5. Nationality:

(Write the relevant code in the box)

A1 Indian

B2 Others

If Other Please speciy

Candidate's Signature

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

9. Father's / Husband's / Mother's Name (Strike out whichever is not applicable)

10. Address for correspondance (Do not give Post Box No. address. Leave a blank box between each unit of address like House No., Street Name, P. O., etc.)

City

District

State

Pin Code

Telephone Number (if any)

STD Code

Telephone Number

Mobile No.

E-mail address / ID (if any)

11. Category				12. Territory Code				13. Marital Status				14. Social Status			
A1	General	B2	SC	A1 Urban				A1	Married			A1	Ex-service man		
C3	ST	D4	OBC	B2	Rural	C3	Tribal	B2	Unmarried			B2	War widow		
15. Religion								16. Whether Minority				17. Whether Kashmiri Migrant			
A1	Hindu	B2	Muslim	C3	Christian			A1	Yes			A1	Yes		
D4	Sikh	E5	Jain	F6	Buddhist			B2	No			B2	No		
G7	Parsi	H8	Jews	I9	Others										

Course Codes. (Mention only foundation Course/ Elective Course Optional Course)

S. No.	Course Code	Course Name
1		
2		
3		

19. Whether physically Handicapped (write the relevant code in the box)				20. If Physically handicapped (nature of disability) (write the relevant in the box)			
A1	Yes			A1	Hearing Impairment	D4	Reading Disability
B2	No			B2	Locomotor Impairment	E5	Any Other, Please specify
				C3	Visual Impairment		
21. Employment Status (write the relevant code in the box)				A1	Unemployed	B2	Employed

22. Relevant Education (Which makes you eligible for Programme)					
Qualification	Main Subject	Year of Passing	Division	% of Marks (Rounded off)	Board

Details of Fees:	<input type="text"/>	Amount (In Rs.)	<input type="text"/>
	Date	Month	Year
Bank Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
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 fulfill the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading. My candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University. Further, I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in future over the same rules.			
Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>		
	Signature of Candidate		

CHECK LIST

Tick the relevant boxes

Affix photograph and Clip the following.

- | | | |
|--------------------------|-------|---|
| <input type="checkbox"/> | (i) | Demand Draft ? Challan Form for Programme fee/ fee for 1 st Year / 1 st Semester. |
| <input type="checkbox"/> | (ii) | Certificate in support of your educational qualification(s) |
| <input type="checkbox"/> | (iii) | Experience Certificate wherever required. |
| <input type="checkbox"/> | (iv) | Category Certificate for SC/ST/PH/OBC/Kashmiri Migrant/ War widow candidates wherever required. |
| <input type="checkbox"/> | (v) | Age Certificate wherever required. |
| <input type="checkbox"/> | (vi) | Student Card duly filled in along with photograph. |
| <input type="checkbox"/> | (vii) | Acknowledgement Card duly stamped. |