

**GUIDELINES FOR ONLINE SUBMISSION OF FORMS**

- Logon to IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in) [OR] Use the link: <https://onlineadmission.ignou.ac.in/admission/>
- Use current versions of Firefox, Chrome at a screen resolution of 1024 x 768 or higher. It will not work in Internet explorer Ver 11 and above.
- 1. **FIRST TIME APPLICANT:** Click at Programmes Available tab of the Online Admission System to know about programme eligibility criteria, fee details, duration, etc. Note that all programmes may not be available at all centres of IGNOU.
- 2. **DOWNLOAD COMMON PROSPECTUS 2016-2017:** You are advised to download the Common Prospectus 2016-2017 and read carefully the Rules of the University.
- 3. **REGISTER YOURSELF:** Click on the button "**REGISTER YOURSELF**" that appears in the applicant login area and fill the required registration details.
  - (a) Choose your User Name (8 to 16 characters)
  - (b) Choose your password (alphanumeric:8 to16characters)
  - (c) Fill-in mandatory information and click the "SUBMIT" button
  - (d) Your username will be instantly sent to you via E-mail and SMS.
  - (e) Remember your Username and Password for subsequent login.
- 4. **BEFORE FILLING THE APPLICATION,** you must have the following **SCANNED** copies from your **ORIGINALS:-**
  - (a) Scanned Photograph (less than 100 KB)
  - (b) Scanned Signature (less than 100 KB)
  - (c) Scanned copy of Age Proof
  - (d) Scanned copy of 12<sup>th</sup> Standard Marks Card (less than 400 KB)
  - (e) Scanned copy of all 3-Years Graduation Marks Card (less than 400 KB)
  - (f) Scanned copy of Graduation Convocation Certificate (less than 400 KB)
  - (g) Scanned Copy of Experience Certificate (if any) (less than 400 KB)
  - (h) Scanned Copy of Category Certificate, if SC/ST/OBC (less than 400 KB)
  - (i) Scanned Copy of BPL Certificate, if Below Poverty Line(less than 400 KB)
- 5. **PROGRAMME FEE:** Online Applicants can pay the fee by following methods:
  - Credit Card (Master/Visa)
  - Debit Card (Master/Visa/Rupay)
  - Net Banking
  - ATM Card(PNB)
- 6. **ONLINE ADMISSION SYSTEM:**
  - (a) Click on "**LOGIN**" button with your UserName and password.
  - (b) Upload your Scanned latest passport size (4cm X 5cm) colour photograph ( scanned stamp size photo not acceptable)
  - (c) Fill in your personal , programme, qualification , course and correspondence details.
  - (d) Upload Scanned Documents.
  - (e) Pay your Programme fee through debit/credit card (Master/Visa/Rupay) and Net banking.
  - (f) Click the "**NEXT**" button you will get the Form Preview option. Save/Print your form for future reference.
  - (g) After successful payment, you will be able to print/save the payment confirmation slip.
- 7. **PROGRAMME & STUDY CENTRE SELECTION:** Note that all programmes are not available at all the Study Centres of RC-Bangalore. Do not select a programme or Study Centre that is not listed. This Brochure gives the latest list of Programmes and Study Centres active under RC-Bangalore.
- 8. **ADMISSION CONFIRMATION:** Your online submission will be scrutinised by IGNOU, Bangalore Regional Centre. Discrepancy, if any, will be marked online and you must rectify the same immediately. On verification, we will confirm your admission online. The whole process may take 10 to 15 days, if your submission has no discrepancy.
- 9. **STUDENT ID CARD:** On confirming your admission, you will receive by post your Student ID card after affixing IGNOU official seal.
- 10. **STUDY MATERIAL:** Candidates residing in Bangalore will have to collect the study material in person by visiting the IGNOU, Bangalore Regional Centre as per SMS that will be sent by us, mostly 10 days after confirming your admission.
- 11. **INDUCTION & COUNSELLING CLASS:** We will be sending SMS and advise you to see RC-Bangalore website [www.ignourcblr.in](http://www.ignourcblr.in) in the last week of July-2016.

**GUIDELINES FOR OFFLINE SUBMISSION OF FILLED-IN FORMS**

- ✓ Before seeking admission, go through this brochure and relevant pages on "University Rules" in the Common Prospectus 2016-2017.
- ✓ Simultaneously pursuing two degree programmes from the same or one from Open University and the other from Conventional University (regular or face-to-face) mode is not permitted, as of now, except certificate programmes of six-month duration as add-on programmes.
- ✓ You can seek admission for only those programmes that are activated in the Study Centres that come under RC-Bangalore as listed in this brochure. Please note that all programmes listed in the Common Prospectus may not be available under Regional Centre, Bangalore.
- ✓ If number of candidates applied for a given programme is very low, the University has the right to shift the students to a nearest Study Centre where such programme is on offer [OR] not to admit the candidate and return the programme fee to the candidate.
- (1) **PROGRAMME FEE:** Submit single Demand Draft (+late fee if applicable) in favour of **IGNOU** payable at **Bangaluru**, from nationalized bank.
- (2) **STUDY CENTRE / PROGRAMME AND COURSES:** See the List of Programmes and Centres under Bengaluru Regional Centre. Forms with wrong Programme / Study Centre code will be rejected. Choose the correct courses/electives as in the Prospectus.
- (3) **ENCLOSURES** :( in the same order as shown here): (1) Demand Draft; (2) Student ID-Card last page of the prospectus; (3) Filled-in Form; (4) Photocopy of Educational Certificates: Mark Sheets/Card of 10<sup>th</sup>, 12<sup>th</sup> and Bachelors Degree Convocation Certificate, etc., attested by Gazetted Officer or self-attested; (5) Experience Certificate [ONLY wherever required]; (6) Category certificate wherever applicable.
- (4) **STUDENT NAME:** University will consider Candidate Name as in SSLC or +2 Certificates. If any change/addition/deletion in Name, Enclose supportive document like Marriage Certificate, Affidavit in original, on non-judicial stamp paper of the appropriate value sworn in before 1<sup>st</sup> Class Magistrate specifying the change in name (but not from a Notary).
- (5) **STUDENT ADDRESS:** The University will send all its communication only to the **local address** given in the Application form and change of address will not be accepted till the finalization of admissions. Write the PIN Code Number correctly.
- (6) **E-MAIL & MOBILE NUMBER:** You should compulsorily provide your E-Mail ID or Mobile Number or both.
- (7) **ADMISSION CONFIRMATION & STUDENT ID-CARD:** Students submitting the Admission Form in person to RC-Bangaluru will get Admission Confirmation and Student ID-card on-the-spot. For others it will be sent by post. **STUDY MATERIAL:** (a) Students from Bengaluru City will have to collect the study material in person from RC-Bangaluru; (b) Students from outside Bengaluru will have to collect the study material in person from their respective Study Centre.

**POST ADMISSION DETAILS**

- ✓ **Confirmation of Admission and Student ID-Card** will reach you within one month of receipt of your application form. In case of non-receipt, contact this office.
- ✓ **Study Material:** (a) Students from Bengaluru City will have to collect the study material in person from RC-Bangaluru on receipt of SMS-alert/e-mail July 2016; (b) Students from outside Bengaluru will have to collect the study material in person from their respective Study Centre in the month of July 2016
- ✓ **Registration Details:** In the month of July/August, 2016 Log on to [www.ignou.ac.in](http://www.ignou.ac.in) and under STUDENT ZONE, check your Registration details. If you find error in Name & Address, Mobile no., Programme Code, Course Codes, Medium and Study Centre Code write to RC-Bangaluru immediately.
- ✓ **Counselling Schedule** will be sent to you by your Study Centre by last week of July, 2016 and it will be held during Saturdays & Sundays.
- ✓ **IGNOU Student ID card** is compulsory at Study centre/Regional centre; to appear for Theory/Practical/Project Exams. No other ID proof will be accepted.
- ✓ **Assignment Submission:** For each course there will be one Assignment to be hand written and submitted to your Study Centre only. The copy of the Assignment questions will be made available in the web site: [www.ignou.ac.in](http://www.ignou.ac.in) under 'Downloads' from 1<sup>st</sup> /2<sup>nd</sup> week of August, 2016. Keep a copy of your assignment answer scripts and the Assignment submission acknowledgement issued by the Study Centre, until you clear the courses/subjects successfully, for your records.
- ✓ **Exam for MCA, BCA and Certificate programmes.** Submission of Assignments to your Study Centre on or before 30<sup>th</sup> September, 2016 is compulsory to apply for December, 2016 Term End Exam. Do not wait till the last date. Fill-in the Exam form, get the coordinator's signature and submit the Exam form to Bengaluru Regional Centre on or before 30<sup>th</sup> September, 2016 to appear for December, 2016 Term End Exam.
- ✓ **Exam for all Diploma, Bachelor and Master Degree programmes,** Submission of Assignments to your Study Centre on or before 31<sup>st</sup> March, 2017 is compulsory to apply for June, 2017 Term End Exam and 30<sup>th</sup> September 2016 to appear for December 2016 Term End Exam. Do not wait till the last date. Fill-in the Exam form, get the coordinator's signature and submit the Exam form to Bengaluru Regional Centre before the last dates prescribed by the University.
- ✓ **Practical for MCA/BCA students with 80% attendance** is mandatory failing which they will not be permitted to appear for the Practical Exam.



## Cost of Common Prospectus: Rs.200/-

✓ **Last Date to receive the filled-in form with fee and all enclosures for July-2016 Admission:**

Details	Without Late Fee	With Late Fee of Rs.300/-
1.All Certificate programme	15.06.2016	30.06.2016
2.All Bachelors, Masters, Diploma, PG Diploma and Special B.Com and M.Com in collaboration with ICAI, ICWAI, ICSI	17.08.2016	31.08.2016

**Note:** (i) Form with wrong entries, without proper enclosures and received late will be rejected; (ii) Fill the form in Capital Letters, Program Code; RC Code = '13'; Study Centre Code; Medium of study; Name as in SSLC/PUC /Marks card; Fee demand draft details; Your correct local Address; Elective courses; Signature in the application & ID Card.

➤ **Submit Filled-in form to:** Regional Director, IGNOU Regional Centre, 293, 39<sup>th</sup> Cross, 8<sup>th</sup> Block, Jayanagar, Bengaluru – 560 070

➤ **Visiting Hours to Submit Filled-in Form:** Monday to Friday: 10.00 am to 1.00 pm and 2.00 pm to 5.00 pm;

**Holidays:** Saturday, Sunday & Public Holidays.

### JULY – 2016: List of Study Centres

Place	SC Code	Address of the Study Centres [see overleaf for programme eligibility/fee]	Masters Degree	Bachelors Degree	PG Diploma & Diploma	Certificate
Bengaluru	1301	BES College of Arts & Science, IV-T-Block, Jayanagar, Bengaluru-11	MCOM, MEG, MPA, MGPS	BPP, BA, BCOM	PGDDM, PGDIBO, PGDHE, DCE, PGDT, PGJMC, PGDUPDL, PGDFCS, PGDGPS	CDM, CES, CIG, CTE, CFE, CNM
Bengaluru	1309	Al-Ameen Arts, Sci. & Comm. College, Lalbagh Main Gate, Bengaluru-560027	MCA, MEC, MAH, MSO, MHD, MAGD MAWGS	BPP, BA, BCOM	PGDIPR, PGDCJ, DWED, DIPP	PGCCL, PGCPP, CHR, CAHT, CCP, CBS, CUL, CIHL, CCLBL
Bengaluru	1314	Bengaluru Inst. of Technology, K.R.Road, V.V.Puram, Bengaluru – 04	MCA	BCA	PGDIS	CIT, ACISE, CCITSK
Bengaluru	1320	Government Science College, Nrupathunga Road, Bengaluru-560001	MCOM, MARD, MTM, MLIS	BTS, BLIS	PGDRD, PGDESD, DTS, PGDAST, DECE, DNHE, DAFE	CRD, CTS, CFN, CAFÉ, CNCC
Bengaluru	1323P	MES Teacher's College, 2 <sup>nd</sup> Block, Rajaji Nagar, Bengaluru-560010	MA(EDU)		PGDET, PGDSLIM, PGDEMA	
Bengaluru	1313P	KIMS, KR .Road, V.V.Puram, Bengaluru-560004			PGDMCH	
Bengaluru	1344	CMR Institute of Mngt. Studies, No. 5, Bhuvanagiri, OMBR Layout, Banaswadi, Bengaluru – 560043	MCOM, MSW, MSWC, MAPC	BPP, BA, BSW, BCOM, BCA, BA Psychology		
Bengaluru	1349	Mount Carmel College, No.58, Palace Road, Bengaluru- 560 052.	MSC(CFT)			
Bengaluru	1359P	M.S.Ramaiah Medical College, MSR Nagar, Bengaluru – 560054				CHCWM
Bengaluru	1390	Hasanath Collge for Women, No 43, Dickenson Road, Bengaluru-42		BSC		CPLT
Bengaluru	13126D	De Paul Fellowship Society, Kumbalagodu Post, Bengaluru-560 074.	MA(Philosophy)	BA(Philosophy)		
Bengaluru	13127P	Indian Academy Degree College, Kalyan Nagar, Bengaluru – 560043			PGDAC	
Bengaluru	13139P	Spandana Nursing Home, Instt for PG in Psy, 6 <sup>th</sup> main, IV Block,	MSC(CFT)			
Bengaluru	13142	National Dairy Research Instt, Adugodi, Bengaluru-560 030			PGDFSQM	
Bengaluru	13149	Sambhram Academy of Mngt. Studies, M.S.Palya, Bengaluru -560097	MCOM	BPP, BA, BCOM		
Bengaluru	13150P	Sri Sri Inst. of Agri. Sci. & Tech. Trust, 21Km Kanakapura Road, Bangalore-82.				PGCAP, COF, CIB, CWHM
Chitradurga	13151	SJM College of Arts, Sc.&Comm., Chandravalli, Chitradurga-577501.	MCOM, MEG	BPP, BA, BCOM		CES
Davanagere	1311	Bapuji Institute of Engg. & Tech., Shamanur Road, Davanagere – 577004.	MCOM, MPA, MEC, MAH, MSO, MARD, MEG, MPS	BPP, BA, BCOM	PGDDM, PGDIBO, PGDRD, PGDIS, DECE, DNHE, DAFE, DCE	ACISE, CCP, CDM, CRD, CFN, CIT, CAFÉ, CNCC, CIG, CTE,
Hassan	13148	NDRK First Grade College, Udayagiri,	MCOM, MEG, MEC	BPP, BA, BCOM	DNHE	CFE
Mangaluru	1302	St.Aloysius College, Kodialbail, Mangaluru- 575003.	MCA, MCOM, MPS, MPA, MEC, MAH, MSO, MARD, MTM, MSW, MEG	BPP, BA, BCOM, BTS, BSW, BCA	PGDDM, PGDIBO, PGDRD, DECE, DNHE, DTS, DCE, DWED	CCP, CHR, CDM, CES, CRD, CIG, CTE, CFE, CTS, CFN, CNCC, CIT, CBS, CNM
Mysure	1305	Vidyavardhaka First Grade College, Sheshadri Iyer Road, Mysure -570001.	MCOM, MPS, MPA, MEC, MAH, MSO, MARD, MTM, MSW, MAAN, MEG	BPP, BA, BCOM, BTS, BSW	PGDDM, PGDIBO, PGDHE, PGDRD, PGDT, PGDIPR, DECE, DNHE, DTS, DCE, DWED	CCP, CDM, CES, CIG, CRD, CTS, CFN, CNCC, CAHT, CTE, CFE, CHR, CBS, CNM
Mysure	1318P	S J C College of Engineering, Mysure – 6.	MCA	BCA		
Tumakuru	1319	Sri Siddhartha Institute of Technology, Marlu, Tumakuru – 572105.	MCOM, MEG, MARD	BPP, BA, BCOM	PGDIBO, DNHE	CCP, CFN, CIT, CTE, CFE, CIG, CNCC, CBS
Shivamogga	1306	DVS Evening College, Shivamogga – 577201.	MEG, MPS, MPA, MEC, MSO, MARD, MAH, MCOM	BPP, BA, BCOM	PGDDM, PGDRD, DCE, DWED, PGDIBO	CCP, CTE, CRD, CFN, CIT, CFE, CNCC, CBS
Virajpet	13152	Cauvery College, Pandanda Subbamma Nanjappa Campus, Kodigehalli main Road, Virajpet, Kodagu - 571218.	MCOM, MEG	BPP, BA, BCOM	PGDIBO	CIG, CTE, CFE

