



Indira Gandhi National Open University

Regional Centre : Vijayawada

(A Central University, Ministry of HRD, Govt. of India)
Programmes offered in Commerce

The University

The Indira Gandhi National Open University (IGNOU), established by an Act of Parliament in 1985 has continuously striven to build an inclusive knowledge society through inclusive education. It has tried to increase the Gross Enrollment Ratio (GER) by offering high-quality teaching through the Open and Distance Learning (ODL) mode. It has been conferred with the awards of 'Centre of Excellence' and 'Excellence for Distance Education Materials' by the Commonwealth of Learning which is the highest Forum for Open Distance Learning in the Common Wealth countries.

The University began by offering two academic programmes in 1987, i.e., Diploma in Management and Diploma in Distance Education, with a strength of 4,528 students. Today, it serves the educational aspirations of over 28 Lakhs students in India and 36 other countries through 21 Schools of Studies and a network of 67 Regional Centres, more than 3,000 Learner Support Centres and 67 overseas centres. The University offers more than 400 Certificate, Diploma, Degree and Doctoral programmes, with a strength of 560 faculty members and academic staff at the Headquarters and Regional Centres. More than 51,000 faculty and other professionals of conventional institutions of higher learning, professional organizations, industry etc are associated with the University in imparting education in ODL mode.

Recognition

IGNOU is a Central University created by an act of Parliament and all Certificates, Diplomas and Degrees awarded by the University are at par with all such degrees issued by other Universities under the Association of Indian Universities (AIU) as per the University Grants Commissions (UGC) circular no. F.1-52/2000 (CPP-II) dated May 5, 2004 and AIU circular no. EV/II/(449/94/176915-177915, dated January 14, 1994) and AICTE circular no. AICTE/academic/Nov. Dec. 2005, dated May 13, 2005.

Regional Centre, Vijayawada

Indira Gandhi National Open University established a Regional Centre at Vijayawada, an economically, culturally and politically vibrant city in Krishna District, Andhra Pradesh. IGNOU Regional Centre, Vijayawada is carved out of Regional Centre, Hyderabad and it became operational in July 2008.

The Regional Centre, Vijayawada comprises 5 districts viz, Krishna, Guntur, Prakasam, Nellore of Coastal Andhra and Chittoor District of Rayalaseema Region. The Regional Centre is headed by a Regional Director who is supported by a team of Academic, Administrative and other Supporting Staff.

IGNOU Regional Centre, Hindu High School Premises, Kothapeta, 1Town, Vijayawada-520 001.

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OBJECTIVES AND RELEVANCE OF THE PROGRAMMES

S.No	Name of the programme	Programme Code	Objectives of the programmes
01	Bachelor of Commerce with Major in Accountancy and Finance	B.Com. (A&F)	To develop skills and competencies of the students in the field of Accountancy and Finance
02	Master of Commerce in Finance and Taxation	M.Com (F&T)	To develop skills and competencies of the students in the field of Accountancy, Finance and Taxation.
03	Bachelor of Commerce with Major in Corporate Affairs and Administration	B.Com. (CA&A)	To develop skills and competencies of the students in the field of Corporate Affairs and Administration
04	Master of Commerce in Business Policy and Corporate Governance	M.Com (BP&CG)	To develop skills and competencies of the students in Business Policy and Corporate Governance.
05	Bachelor of Commerce with Major in Financial Cost & Accounting	B.Com. (F&CA)	To develop skills and competencies of the students in the field of Finance and Cost Accounting.
06	Master of Commerce in Management & Financial Strategies	M.Com (MA&FS)	To develop skills and competencies of the students in the field Management Accounting and Financial Strategies.
07	Bachelor of Commerce	B.Com.	This programme aims at helping a learner to develop competency in the basic aspects of Commerce.
08	Bachelor of Business Administration in Retailing	BBARL	To create a learned talent resource pool for the front end with a career path to become future managers through continuing education / graduation.
09	Master of Commerce	M.Com	To equip the students with the necessary conceptual, entrepreneurial and analytical skills required for the handling of Business Operations, particularly in International Business. The curriculum focuses on the applied aspects.
10	Post Graduate Diploma in International Business Operations	PGDIBO	
11	Diploma in Retailing	DIR	To create a learned talent resource pool for the front end with a career path to become future managers through continuing education / graduation.
12	Certificate in Business Skills	CBS	To enable NGOs and other agencies to develop business skills among the unemployed youth, rural and urban disadvantaged sections and women, so that these groups can avail gainful/self-employment opportunities.

LIST OF LEARNER SUPPORT CENTRES IN VIJAYAWADA REGION

S. No	Code No.	Study Centre Address	Contact Details
1	0102	V.R. College, Nellore- 524 001	0861-2301316, 2322226
2	0103	KBN College, Kothapeta, Vijayawada-520 001	0866-2566015
3	0104	TJPS College, Ring Road, Guntur-522 006	0863-2244955
4	0159	Sri Padmavathi Mahila Vishwavidyalayam, Tirupati-517 502	0877-2284593
5	33022	TRR Govt. Degree College, Kandukur-523 105	08598-223546

The above are the learner support centres of Vijayawada Region of IGNOU. For all practical purposes, these study centres are the colleges of the University. The infrastructure and other services of the college/institution will be utilized by IGNOU in the weekends and in the non-working hours of the college/institution. IGNOU will provide the following support services to its learners at the Study Centres :

- ❖ **Pre-admission counselling, Sale of Student Handbook and Prospectus.**
- ❖ **Conduct of Induction meeting for newly registered learners.**
- ❖ **Preparation and organizing theory and practical counselling sessions.**
- ❖ **Arrange audio and video programmes and teleconferencing.**
- ❖ **Organize workshops, seminars, extended contact programmes, field visits, teaching practice etc., depending on the nature of the programme.**
- ❖ **Providing library facility to the learners.**
- ❖ **Evaluation of assignments and providing grades/marks and feedback to the learners.**
- ❖ **Conducting Term End Examinations and Practical Examinations (in case the centre has been allotted Examination Centre).**

Admission Cycles

The University offers round the year walk-in-admission. Most of the academic programmes are offered in both the cycles of admission i.e., January and July cycles. Admissions to the academic programmes are under three modes i.e., through entrance examination, merit and direct admission, depending on the nature of the programme. Admission notifications are issued in the leading national and regional dailies for Walk in Admission during April-May for July session and October-November for January session. The detailed information on admission and application forms are available on the University website at www.ignou.ac.in . Filled in applications are to be submitted to Regional Centre, Vijayawada with the requisite fee as per university guidelines.

DETAILS OF THE COMMERCE PROGRAMMES

Name of the Programme / Duration	Code of the programme / Medium / Fees	Eligibility	Details of the Courses to be Completed from IGNOU	In collaboration with
(01) Bachelor of Commerce with Major in Accountancy and Finance. Note : Students have to Complete Part A,B,C, D, Part-A = CPT, Part -B = 6 Papers from IGNOU, Part-C = PCC of ICAI, Part - D = Completion of 3 Years Internship , as explained in the prospectus on Page No : A-3 in order to get the B.Com (A & F) Degree. Duration : Minimum 1 year, Maximum 4 Years	B. Com. (A&F) English Fee : Rs.6000/-	i) 10+2 or its equivalent ii) Passed Common Proficiency Test/PE-I/Foundation from ICAI iii) Registration in Professional Competence Course/PE-II/Intermediate (Chartered Accountancy First Stage of ICAI. OR Already passed Professional Competence Course/PE-II / Intermediate. Similarly, all those students who have passed Chartered Accountancy under the earlier scheme are also allowed to join this programme.	FEG-1 - Foundation Course in English-1 - 4 Credits FEG-2 - Foundation Course in English-2 - 4 Credits OR BHDF-101- Foundation Course in Hindi-1 - 4 Credits FHD-2- Foundation Course in Hindi-2 - 4 Credits BEGE-104-English for Practical Purposes - 8 Credits OR EEG-8 - Prayojan Mulak Hindi-8 Credits - 8 Credits BSHS-1- Foundation Course in Humanities and Social Sciences. - 8 Credits OR FST-1 – Foundation Course in Science and Technology - 8 Credits ECO-13- Business Environment - 4 Credits AED-1 –Export procedures and Documentation - 4 Credits	The Board of Studies, The Institute of Chartered Accountants of India
(02) Master of Commerce in Finance and Taxation Students have to study 5 courses from IGNOU and 8 courses from ICAI as a part of CA Final Course. Duration : Minimum 2 years, Maximum 5 Years	M.Com. (F&T) English and Hindi Fee : Rs.7000/-	i) Graduate in any discipline or equivalent from a recognized University ii) Admitted in the Chartered Accountancy Final Course. OR Who have already passed CA course.	MCO-1- Organization Theory and Behaviour - 6 Credits MCO-3- Research Methodology and Statistical Analysis - 6 Credits MCO-4 -Business Environment - 6 Credits MCO-6- Marketing Management - 6 Credits IBO -6- International Business Finance - 6 Credits	
(03) Bachelor of Commerce with Major in Corporate Affairs and Administration (B.Com CA & A) Duration : Minimum 3 years, Maximum 6 Years Students who have already passed ICSI Intermediate/executive programme before joining IGNOU programme may complete the programme in a minimum period of 1 Year. ICSI Foundation passed students can complete this programme within a minimum period of 2 years.	B.Com. (CA & A) English and Hindi Fee : Rs.6000/-	i) 10+2 or its equivalent ; and ii) Registration in Company Secretary ship Foundation Programme. iii) Students who have passed Company Secretaryship Intermediate /Executive programme shall also be eligible for admission.	BSHF-1 –Foundation Course in Humanities and Social Sciences. - 8 Credits AED-1 –Export procedures and Documentation - 4 Credits ECO-12- Elements of Auditing - 4 Credits EEG-3- Communication Skills in English - 8 Credits OR EEG-4- English for Practical Purposes - 8 Credits	Institute of Company Secretaries of India
(04) Master of Commerce in Business Policy and Corporate Governance. Duration : Minimum 2 Years, Maximum 5 Years Students who have completed ICSI programme, may complete this programme in a minimum Period of 1 year and maximum period of 4 Years.	M. Com. (BP & CG) English medium only Fee : Rs.7000/-	i) Graduate in any discipline or equivalent from a recognized University. ii) Passed in Company Secretaryship Executive Programme . iii) Candidate who have already passed the company Secretaryship course shall also be eligible for admission.	MCO-1- Organization Theory and Behaviour - 6 Credits MCO-3- Research Methodology and Statistical Analysis - 6 Credits IBO -01-International Business Environment - 6 Credits OR MCO-05-Accounting for Managerial Decisions - 6 Credits	
(05) Bachelor of Commerce with Major in Financial and Cost Accounting Duration: Minimum 3 years, Maximum 6 years Students who have already passed ICWAI Intermediate before joining IGNOU programme may complete the programme in a minimum period of 1 Year. The ICWAI Foundation Course passed students can complete this programme within a minimum period of 2 years.	B. Com. (F & CA) English Fee : Rs.6000/-	I) 10+2 or its equivalent ; and II) Registration in ICWAI Foundation Course iii) Students who have passed ICWAI Programme shall also be eligible for admission.	FHS-1 -Foundation Course in Humanities and Social Sciences. - 8 Credits AED-1 -Export procedures and Documentation - 4 Credits ECO-13- Business Environment - 4 Credits EEG-3 - Communication Skills in English - 8 Credits OR EEG-4- English for Practical Purposes - 8 Credits	Institute of Cost Works and Accountants of India (ICWAI)
(06) Master of Commerce in Management & Financial Strategies. Duration: Minimum 2 years, Maximum 5 years Students who have completed ICWAI Final Course, may complete this programme in a minimum period of 1 year.	M.Com. (MA & FS) English only Fee : Rs.7000/-	i) Graduate in any discipline or equivalent from a recognized University. ii) Passed in ICWAI Intermediate Course. iii) Candidates who have passed the ICWAI Final Course shall also be eligible for admission.	MCO-1- Organization Theory and Behaviour - 6 Credits MCO-3- Research Methodology and Statistical Analysis - 6 Credits IBO -01-International Business Environment - 6 Credits OR MCO-4 - Business Environment - 6 Credits IBO -2 - International Marketing Management - 6 Credits MCO-6- Marketing Management - 6 Credits	
(07) Bachelor of Commerce Duration : Minimum 3 Years, Maximum 6 Years	B.Com. English / Hindi Fee: Rs.2000/-per Year	10+2 or its equivalent or BPP from IGNOU	Students have to select 32 Credits worth courses in each year to complete the programme. In total 96 credits are to be completed in a period of 3 years.	

<p>(08) Master of Commerce</p> <p>Duration: Minimum 2 years, Maximum 5 Years</p>	<p>M.Com English and Hindi</p> <p>Fee : Rs.5500/- per Year</p>	<p>Bachelor Degree or a higher degree from a recognized University :</p>	<p>I year Courses :</p> <p>IBO-1 International Business Environment - 6 Credits IBO-2 International Marketing Management - 6 Credits IBO-3 India's Foreign Trade - 6 Credits IBO-4 Export Procedures and Documentation - 6 Credits IBO-5 International Marketing Logistics - 6 Credits IBO-6 International Business Finance - 6 Credits</p> <p>II Year Courses :</p> <p>MCO-01 Organization Theory and Behaviour - 6 Credits MCO-03 Research Methodology and Statistical Analysis - 6 Credits MCO-04 Business Environment - 6 Credits MCO-05 Accounting for Managerial Decisions - 6 Credits MCO-06 Marketing Management - 6 Credits MCO-07 Financial management - 6 Credits</p> <p style="text-align: right;">Total - 72 Credits</p>	<p>School of Management Studies</p>
<p>(09) Bachelor of Business Administration in Retailing</p> <p>Duration : Minimum 2 years, Maximum 6 years</p>	<p>BBARL (Retailing) English</p> <p>Fee : Rs. 9000/- Per Year</p>	<p>10+2/equivalent candidates are eligible for admission as given below :</p> <p>a) Direct Entry for physically fit candidates in the age group 18-25 years. b) Sponsored candidates in which there is no age limit as they come under already working category in Retail 10+2 or its equivalent or BPP from IGNOU.</p>	<p>First Year Courses :</p> <p>BRL-1 Overview of Retailing BRL-2 Retail Marketing and Communication BRL-3 Retail Management Perspective and Communication BRL-4 Customer Service Management BRL-5 Internship and Viva-Voce</p> <p>Second Year Courses :</p> <p>BRL-6 Buying and Merchandising-1 BRL-7 Store Operations-1 BRL-8 Human Resources ECO-1 Business Organization BCOA-1 Business Communication and Entrepreneurship AMK-1 Marketing BRL-9 On the Job Training (OJT) and Viva-Voce</p> <p>Third Year Courses :</p> <p>BRL-10 Buying and Merchandising-II BRL-11 Retail Operations and Store Management –II BRL-12 Visual Merchandising and Store Management BRL-13 Customer Value Management BRL-15 IT Application in Retail BRL-16 On the Job Training (OJT) and Viva – Voce</p> <p>BRLT-5 = 16 Credits, BRLT-9 = 8 Credits and BRLT-16 = 12 credits remaining all courses are 4 credits only. Students have to Complete 32 Credits worth courses in each year. In total 96 credits are to be completed in a period of 3 years.</p>	
<p>(10) Post Graduate Diploma in International Business Operations</p> <p>Duration: Minimum 1 Year, Maximum 3 Years</p>	<p>PGDIBO English and Hindi</p> <p>Fee : Rs. 6500/-</p>	<p>Bachelor Degree in any discipline.</p>	<p>IBO-1 International Business Environment - 6 Credits IBO-2 International Marketing Management - 6 Credits IBO-3 India's Foreign Trade - 6 Credits IBO-4 Export Procedures and Documentation - 6 Credits IBO-5 International Marketing Logistics - 6 Credits IBO-6 International Business Finance - 6 Credits</p>	
<p>(11) Diploma in Retailing</p> <p>Duration: Minimum 2 years, Maximum 3 years.</p>	<p>DIR English</p> <p>Fee : Rs. 9000/-</p>	<p>10+2 / equivalent candidates are eligible for admission as given below :</p> <p>C) Direct Entry for physically fit candidates in the age group 18 - 25 years. D) Sponsored candidates in which there is no age limit as they come under already working category in Retail.</p>	<p>BRL-1 Overview of Retailing - 4 Credits BRL-2 Retail Marketing and Communication - 4 Credits BRL-3 Retail Management Perspective and Communication - 4 Credits BRL-4 Customer Service Management - 4 Credits BRLT-5 Internship and Viva-Voce - 16 Credits</p>	
<p>(12) Certificate of Business Skills</p> <p>Duration : Minimum: 6 Months, Maximum : 2 Years</p>	<p>CBS English</p> <p>FEE : Rs. 2500/-</p>	<p>10+2 or its equivalent.</p>	<p>ECO-01 Business Organization - 4 Credits PCO-01 Preparatory Course in Commerce - 4 Credits BCOA-1 Business Communication & Entrepreneurship - 4 Credits CITL- Laboratory Course - 6 Credits</p>	