



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Regional Centre Vijayawada

**BACHELOR OF COMMERCE WITH MAJOR IN
ACCOUNTANCY AND FINANCE
(BCOMAF)**

INDUCTION BOOKLET
Jan 2020

Bachelor of Commerce with Major in Accountancy and Finance (BCOMAF) is designed and developed in collaboration with The Board of Studies, The Institute of Chartered Accountants of India, exclusively for the Chartered Accountancy students. The main objective of this programme is to develop skills and competencies of the students in the field of Accountancy and finance. Students can simultaneously study this B.Com with Major in Accountancy and Finance programme with Chartered Accountancy First Stage offered By ICAI.

This programme comprises of **96 credits**, out of which **32 credits are from IGNOU** and 64 credits are part of Chartered Accountancy course (First Stage). Once a student passing Chartered Accountancy First Stage, automatic credit transfer is given in this B.Com (A & F) programme for all of those Chartered Accountancy First Stage courses. This scheme facilitates the student to obtain dual degree simultaneously.

Period of Programme

Minimum Duration : 3 Years

Maximum Duration: 6 Years

Courses offered by IGNOU

1. BEGF-1 Foundation Course in English
2. FEG-2 Foundation Course in English
3. BEGE-104 English for Business Communication
4. BSHF-101 Foundation Course in Humanities and Social Sciences

OR

- FST-1 Foundation Course in Science and Technology
5. ECO-13 Business Environment
6. AED-1 Export Procedures and Documentation

Soft Copy of the Study Material

You can access soft copy of the study material through

- **eGyankosh** available on IGNOU website

➤ [www.ignou.ac.in>eGyankosh](http://www.ignou.ac.in/eGyankosh)>

- **IGNOU e-content App**, which can be downloaded through Google Play store on the mobile

Assignments and Submission

- Assignments constitute the continuous evaluation.
- The marks that you get in your assignments will be counted in your final result. Assignments of a course carry 30% weightage while 70% weightage is given to the term-end examinations.
- You have to **submit your assignment response sheets to the Coordinator of the Study Centre** assigned to you.
- Submission of assignments is compulsory.
- You will not be allowed to appear for the term-end examination for any course if you do not submit the assignments in time for that course.

Last date for submission of assignments is 30th September 2020

Assignment Questions Weblinks

1. BEGF-1 Foundation Course in English
[https://webservices.ignou.ac.in/assignments/bdp_ba/2019-20/bdp/FEG-1%20and%20BEGF-101%20\(2019-20\)%20final%20assignment.pdf](https://webservices.ignou.ac.in/assignments/bdp_ba/2019-20/bdp/FEG-1%20and%20BEGF-101%20(2019-20)%20final%20assignment.pdf)
2. FEG-2 Foundation Course in English
https://webservices.ignou.ac.in/assignments/bdp_ba/2019-20/found/FEG-02.pdf
3. BEGE-104 English for Business Communication
https://webservices.ignou.ac.in/assignments/bdp_ba/2019-20/bdp/BEGE-104%20_2019-2020_%20assignment%20final.pdf
4. BSHF-101 Foundation Course in Humanities and Social Sciences
https://webservices.ignou.ac.in/assignments/soss/2019-20/bdp%20history/BSHF-101_2019-20_English.pdf

OR

FST-1 Foundation Course in Science and Technology
[https://webservices.ignou.ac.in/assignments/bsc/2020/fst/FST-1%20\(Foundation%20Course%20in%20Science%20and%20Technology\)%20E%202020.pdf](https://webservices.ignou.ac.in/assignments/bsc/2020/fst/FST-1%20(Foundation%20Course%20in%20Science%20and%20Technology)%20E%202020.pdf)

5. ECO-13 Business Environment
6. AED-1 Export Procedures and Documentation
[https://webservices.ignou.ac.in/assignments/bcom/2019-2020/Collabrative%20Programs%20B.Com%20\(English\).pdf](https://webservices.ignou.ac.in/assignments/bcom/2019-2020/Collabrative%20Programs%20B.Com%20(English).pdf)

Term End Examination Fee

- The University conducts term-end examination twice a year i.e., in June and December.
- You can take examination only after completion of minimum duration of the course. i.e., having taken admission in January 2020 session can take examination of the courses in December 2020. There after you can appear either in June or December.

Examination Form

- Submit the examination forms online at the link <http://exam.ignou.ac.in>
- As on date the examination fee is Rs.150 per course (6coursesX150=900).

(In case you have forgotten the courses you have selected during admission, you may check in your Registration details by clicking on this link:

<http://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp>

- The last date for submission of examination forms is 1st to 30th September for examinations to be held in December.

Duplicate ID Card

Duplicate ID card will be issued with a written request to Regional Centre.

RC Vijayawada Email: rcvijayawada@ignou.ac.in

Link for Previous years Question papers

<https://webservices.ignou.ac.in/Pre-Question/>

Readmission

- In case a student fails to complete within 6 years, he/she shall be required to seek re-admission by paying the prescribed fee.
- Re-admission will be **valid for one year only**.

Request for the Issuance of Grade Card & Provisional Certificate

For the issuance of Comprehensive Grade Card and Provisional Degree Certificate of B.Com (A&F), students after completing IGNOU courses, CA courses and required period of study should submit self attested copies of the:

- Mark sheet of CPT/Foundation
- Proof of registration for IPCC/ Intermediate
- Mark sheet of IPCC/ Intermediate

The above documents are to be submitted to:

The Programme Coordinator [B.Com (A&F)]
School of Management Studies
IGNOU, Maidan Garhi
New Delhi.-110068

Scanned copies of self attested documents may be sent to

email id: icai-soms@ignou.ac.in

For any queries contact us at:

Regional Centre
9-76-18, 1st Floor
SKPVV Hindu High School Premises
Kothapet, Vijayawada - 520001
Tel: 0866-2565253, 2565959
Email: rcvijayawada@ignou.ac.in

Good Luck and Best wishes

Dr B Prasad Babu
Assistant Regional Director

Dr K Sumalatha
Regional Director i/c