



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068

**INFORMATION BULLETIN FOR APPLICANTS
AND
GUIDELINES FOR FILLING ONLINE ENTRANCE FORM
(OPENMAT XLVI)
FOR
MAMANAGEMENT (MBA) PROGRAMME**

**IMPORTANT INFORMATION AND DATES AT A
GLANCE**

(Please refer to Information Bulletin for details)

FEE DETAILS AND IMPORTANT DATES:

Online Submission of Application Form (up to 11:59 pm of 01 July, 2019)	17 June to 01 July, 2019
Last Date of Successful Transaction of Fee through Credit/Debit Card/Net-Banking up to 11:59 pm;	01 July, 2019

Fee Payable by candidates in INR	
OPENMAT XLVI	Rs. 600/-

Correction in Particulars of Application Form on Website only	02 to 03 July, 2019
Downloading of Admit Cards from NTA website	10 July, 2019
Dates of Examination	27 July, 2019
Duration of Examination	03 Hours
Timing of Examination	02:00 pm to 05:00 pm
Centre, Date and Shift of Examination	As indicated on the Admit Card
Website	https://ntaignou.nic.in

1. Candidates can apply for IGNOU OPENMAT-XLVI “**Online**” only on the website <https://ntaignou.nic.in>.
2. Online Application Form may be submitted by accessing NTA website <https://ntaignou.nic.in>. The Application Form other than online mode will not be accepted, in any case.
3. Before filling the online entrance form, please read carefully regarding the eligibility and programme details in e-prospectus available at <https://ntaignou.nic.in>.
4. Candidates must follow the instructions strictly as given in the Information Bulletin and on NTA website <https://ntaignou.nic.in>. Candidates not complying with the instructions shall be summarily disqualified.
5. Candidates must ensure that e-mail address and Mobile Number provided **in the Online Application Form are their own** as all information/ communication will be sent by NTA through e-mail on the given e-mail address or SMS on given mobile number only.

ABOUT THE MANAGEMENT PROGRAMME

The Management Programme (MP) of Indira Gandhi National Open University (IGNOU) has been designed with the aim to offer quality flexible education at the doorstep of the learners. It focuses on catering to the needs of the specific target groups. The programme has been established to provide developmental avenue for students, working personnel and professional for acquiring management qualifications to upgrade and refine their management skills, capabilities and orientation.

Admission shall be done on the basis of the score obtained in the entrance combined on-line test conducted by NTA. After qualifying in OPENMAT, a learner will have to apply for admission on the specified APPLICATION FORM (Form 2) which is given in the Prospectus through offline mode along with copies of testimonials, educational qualification, and caste certificate and programme fee to the Regional Director concerned.

Incomplete and late application forms will be summarily rejected without referring to the candidate. Application Form for Admission to Management Programme (Form 2) will be submitted only at the time of first entry to the programme. Subsequent continuation in the programme will be through RE-REGISTRATION FORMS, which is through online mode.

DURATION

The **minimum duration** of the programme is **two years**. However, the **maximum period allowed** for completion of the programme is **five years**.

MEDIUM OF INSTRUCTION: English

Programme Fee

Fees are charged course wise which is Rs. 1800 per course. Master of Business Administration (MBA) Programme consists of 21 courses in all. Project Course (MS-100) is equivalent to 2 courses.

Programme Structure

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

- All the courses from MS-1 to MS-09 and MS-11
- Five courses from any one of the specialization streams
- Compulsory Courses (MS-10, MS- 91, MS-95) and any one elective course out of MS 92/93/94/96/97

IGNOU follows a modular approach in its programme offering viz. if a student takes admission into MBA and for some reason or the other is not able to complete all the courses s/he is provided with exit point. If s/he completes 6 courses in a particular specialization along with the compulsory basic course s/he would be awarded Post Graduate Diploma in that particular specialization.

ELIGIBILITY CRITERIA AND QUALIFICATIONS

The eligibility criteria for admission to MBA programme would be as per the AICTE norms viz.

- Any graduate (Including Chartered Accountancy/Cost Accountancy/Company Secretaryship) with 50% marks for general category/45% for reserved category as per government of India rules.
- Student s should ensure that his/her CGPA should meet the eligibility percentage requirement
- Clearance of OPENMAT entrance test of IGNOU conducted by National Testing Agency (NTA).
- No age bar

RESERVATION

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, War Widows, Kashmiri Migrants and Physically Handicapped Learners, as per the Government of India rules, for admission to its various programmes. However, submission of forged certificate under any category shall lead not only to cancellation of admission but also be legally implicated as per Govt. of India rules.

SYLLABUS AND SCHEME OF EXAMINATION

The OPENMAT Entrance Exam consists of four tests. Test I comprises of 30 questions of General Awareness. Test II consists of 50 questions of English language. Test III is of Quantitative Aptitude which consists of 50 questions and Test IV is of Reasoning consisting of 70 questions. All these tests will be conducted in one session of 3 hours. The total no. of questions for all the four tests is 200.

To familiarize yourself with the examination scheme and type of questions sample OPENMAT Entrance test paper is available in e prospectus. E. Prospectus can be down loaded from IGNOU or NTA website

No calculators, cell phones, books, slide- rules, notebooks or written notes extra will be allowed inside the examination hall.

REGISTRATION AND APPLICATION PROCESS

INSTRUCTIONS FOR FILLING ONLINE APPLICATIONFORM

Candidates have to apply for **IGNOU OPENMAT XLVI “Online” ONLY** by accessing the website <https://ntaignou.nic.in>. **The Application Form other than online mode would not be accepted, in any case. Only one application is to be submitted by a candidate for the programme. More than one application i.e. Multiple application forms submitted by a candidate will be summarily rejected.**

In order to appear in **IGNOU OPENMAT XLVI**, the candidates are required to apply online as per procedure detailed below. Before filling and submitting the online form, candidates should download the **Information Bulletin and e-prospectus** and read them carefully. Candidates must follow the instructions strictly as given in the Information Bulletin and on NTA website. Application Forms not complying with the instructions are liable to be rejected.

Candidates must keep following information ready before filling online Application Form:-

- ☐ Govt Identity Details like Aadhaar Number (last 4 digits)/Election Card (EPIC No.)/Passport number/Ration Card Number/ Bank Account Number/PAN Number/ Other valid Government Ids.
- ☐ Address for communication, Mobile Number, email id,etc.
- ☐ Scanned images of latest Photograph (size of 10 kb to 200 kb) in JPG/ JPEG format only
- ☐ Scanned image of Signature (size of 4 kb to 30 kb) in JPG/ JPEG format only
- ☐ Bank Account details for payment of Fee, for uploading as part of submission of online application.

To avoid any kind of inconvenience or last minute rush or unforeseen difficulties, candidates are advised to submit Online Application Form without waiting for the last date. NTA will not be responsible for network problems or any other problem of this nature in submission of online application during the last day.

Particulars to be filled in the Online Application Form:

Before beginning the process of filling the Online Application Form, please keep the following information ready with you:

- Copy of Board/ University Certificate for Candidate’s Name, Mother’s Name, Father’s Name and Date of Birth
- Aadhaar Card
- Type of Identification – Bank A/c Number/ Passport Number/ Ration Card/ Other GovtID
- Qualifying Degree Certificate or last semester marks sheet
- Your Mailing Address as well as Permanent Address with Pin Code (**Refer to drop down menu for State code.**)
- **Four cities** for Centres of your choice (**Refer to drop down menu for Codes**)
- Category Certificate, if applicable
- Person with Disability (PwD) Certificate, if applicable

- e-mail address and Mobile Number of candidate
- Scanned images in **JPG/JPEG format only**:

Candidate's Photograph	File size must be between 10 kb to 200 kb.
Candidate's Signature in running hand	File size must be between 4 kb to 30 kb.

Part I: Registration Page
<p>Fill in the basic information and note down the system generated Application No.</p> <p>(i) Candidate's Name/ Mother's Name/ Father's Name: Provide Candidate's Name, Mother's Name, Father's Name as given in the Secondary School Examination or equivalent Board/ University Certificate in capital letters</p> <p>(ii) Date of Birth: dd/mm/yyyy Provide Candidate's date of birth as recorded in Secondary School Examination or equivalent Board/ University certificate.</p> <p>(iii) Mobile Number and e-mail Address: Candidates must provide own Mobile Number and e-mail address. <i>Note: Only one e-mail address and one Mobile Number are valid for one application</i></p>
PART II: Fill in the complete Application Form
<p>Fill in the complete Application Form Note:</p> <p>(i) Other Backward Classes (OBC)- Non Creamy Layer as per the central list of Other Backward Classes available on National Commission for Backward Classes (NCBC), Government of India website (www.ncbc.nic.in). Thus, the candidates falling in this list may mention OBC in the Category Column. State list OBC Candidates who are not in OBC-NCL (Central List) must choose General.</p> <p>(ii) Provide complete postal address with PIN Code (Mailing Address as well as Permanent Address) for further correspondence. PIN code of Correspondence Address should be given in the space provided for this purpose. <i>Note: The NTA shall not be responsible for any delay/loss in postal transit or for an incorrect Correspondence address given by the Applicant in the Application Form.</i></p> <p>(iii) Choice of Cities for Examination Centres: The candidate should select any four cities of their choice for examination of IGNOU OPENMAT XLVI from drop down menu.</p> <p>(iv) Under no circumstances the choice of cities for Centre filled in the Application Form shall be changed by the NTA.</p>

PART III: Uploading of scanned images & Selection of Centres

(i) Candidate's Photograph: to be uploaded

- The photograph must be taken on or after **01.03.2019** indicating clearly the name of candidate along with the date of taking the photograph. Photograph should not be with cap or goggles.
- Spectacles are allowed if being used regularly.
- **Polaroid and Computer generated photos are not acceptable.**
- **Applications not complying with these instructions or with unclear photographs are liable to be rejected.**
- **Candidates may please note that if it is found that photograph uploaded is fabricated i.e. de- shaped or seems to be hand-made or computer made, the form of the candidate will be rejected and the same would be considered as using unfair means and the candidate would be dealt with accordingly.**
- Application without photograph shall be rejected. The photograph need not be attested. Candidates are advised to take 6 to 8 passport size coloured photographs with white background.

Note: Passport size photograph is to be used for uploading on Online Application Form and also for pasting on Attendance Sheet at the examination centre.

The candidate should scan his/her passport size photograph for uploading. File size must be between 10 kb to 200 kb.

(ii) Cities for Examination Centres

- A list of States and Cities for OPENMAT XLVI Examination is given in **Annexure–I as under**.
- While applying, candidates must select **four** Examination City Centres in order of their preference. Since the seating capacity at each centre is limited, they will be considered for the allotment of the examination city centres as per NTA norms.
- NTA can change/shift the examination city centre opted by the candidate to another nearby centre, if number of candidates are more/less at any examination city centre.
- **The Examination City Centre, once opted, shall not be changed. The Admit Card will be uploaded on NTA website <https://ntaignou.nic.in>. Please check the admit card carefully for your Name, Subject Group, Date of Birth, Gender, Examination Centre Name, City, and Category, etc. In case of any problem related to Admit card, please contact the given helpline numbers between 10:00 am to 5:00pm.**

(iii) Candidate's Signature : to be uploaded

The candidates are required to upload the full signature in **running hand** writing in the appropriate box given in the Online Application Form. Writing full name in the Box in Capital letters would not be accepted as signature and the Application Form would be rejected. Further, unsigned Online Application Forms will also be rejected.

- **The candidate should put his full signature on white paper with Black Ink pen and scan for uploading.**
- File size must be between 4 kb to 30kb.

Note: Candidate must ensure that the uploaded images are clear and proper.

Check List for filling the Online Application Form:

The candidates are advised to ensure the following points before filling the Online Application Forms:

- (i) Whether they fulfill the eligibility conditions for the Test as prescribed under the heading '**Conditions of Eligibility**'.
- (ii) That they have filled their **category** viz General/OBC (Non-Creamy Layer)/SC/ST/PwD/Transgender, in the relevant column correctly.
- (iii) That they have filled their **Subject and City of examination and code** in the relevant column correctly.
- (iv) That the Person with Disability (PwD) candidate has filled the relevant column in the Online Application Form. Only PwD candidates have to fill this column and the others have to leave it blank.

- (v) Whether they have kept a Printout of Application Form (confirmation page) for their own record.
Important Points to Note:

- (i) The candidates, before submitting the Online Application Form, shall ensure their eligibility to appear in the test.
- (ii) The Candidates should fill their complete postal address with PIN Code for further correspondence. **The NTA shall not be held responsible for any loss due to incorrect address given by the applicant in the Online Application Form.**
- (iii) The Candidate must ensure that e-mail address and Mobile Number provided **in the Online Application Form are their own (which cannot be changed later)** as communication may be sent by NTA through **e-mail or SMS.**
- (iv) The Candidate should not give the postal address, Mobile Number or e-mail ID of Coaching Centre in the Online Application Form.

In order to appear in **IGNOU OPENMAT XLVI**, the candidates are required to apply **'online'**. **The Application Form other than online mode shall not be accepted. No change will be accepted through offline mode i.e. through fax/application including e-mail etc.**

- (v) Online submission of application may be done by **accessing the NTA official website: www.ntaignou.nic.in.**
- (vi) **Online Application Form cannot be withdrawn once it is submitted successfully.**
- (vii) Application Form of candidates who do not fulfill the eligibility criteria shall be rejected.
- (viii) A candidate is allowed to **submit only one Application Form. If a candidate submits more than one Application Form, the candidature is likely to be cancelled.**
- (ix) **Request for change in any particular in the Application Form shall not be entertained under any circumstances.**

Note: However, a chance may be given to the candidates to correct/modify/edit some of the particular(s) of the application form online only, during 26-27 June, 2019.

- (x) The Centres (Cities) indicated for the entrance examination by a candidate is only an option. The actual Centre and shift shall be allotted by NTA and it shall be final. No correspondence in this regard shall be entertained. **It is mandatory for candidates to fill all four choices as options.**
- (xi) Selection of a candidate in the test is provisional subject to being found otherwise eligible for admission/appointment.
- (xii) In case a candidate is found providing incorrect information or the identity is proved to be false at any time in the future, the candidate shall face penal action as per the law.
- (xiii) The Candidates are not required to send/ submit the confirmation page of Online Application Form to the NTA. However he/she is advised to retain the following documents with them as reference for future correspondence:

- At least **four printouts** of the Confirmation Page of Online Application Form.
- Proof of fee paid
- Photographs (**same as uploaded on the Online Application Form**) –6 to 8 passport size photographs need to be kept aside.
- **The name on the photo identification must match with the name as shown on the Admit Card. If the name has been changed due to events such as marriage, candidate must show the relevant document at the time of exam. Marriage Certificate/Divorce/Decree/Legal Name Change Document**

- (xiv) In case of any technical issue or due to a natural disaster, if an exam in a particular shift/subject has to be rescheduled, NTA may follow the process of normalization of the two test forms as per policy.

(a) **Provision of Aadhaar:**

The Aadhaar number is only one of the types of identification and is not mandatory. Candidates may also enter Passport number, Ration Card number, Bank Account number or any other valid Government identity number.

Five Steps to Complete the Application Process

Application Form may be submitted in four simple steps:

Step 1	Apply for Online Registration and note down the system generated Application No for future Reference
Step 2	Fill Online Application Form
Step 3	Upload scanned images of Candidate's Photograph (between 10 kb - 200 kb) and Candidate's Signature (between 4 kb - 30kb) in JPG/JPEG format.
Step 4	Make payment of fee using suitable mode of payment through bank as per details given in this section And keep proof of fee paid.
Step 5	Print at least four copies of Confirmation Page after successful remittance of fee
Note: 1. The final submission of Online Application Form will remain incomplete if Step-3 and Step-4 are not completed. Such forms will stand rejected and no correspondence on this account will be entertained. 2. No request for refund of fee once remitted by the candidate will be entertained by NTA under any circumstances. 3. There is no provision to upload any certificate/marks sheet etc., with the application. 4. The entire application process is online. Therefore, candidates are not required to send/submit any document(s) Including Confirmation Page to NTA through Post/ Fax/By Hand.	

Payment of Fee

Application Fee Payable by the Candidates of Various Categories:

Fee Payable by candidates in INR	
OPENMAT Entrance Fee	Rs. 600/-

Method of Fee Payment

After completing Step 3 of online Application Form, candidates may remit the examination fee (Step 4) by choosing the following options:

1. Through Debit/Credit card – Candidates need to check the validity of the Debit/Credit Card, while logging on to website for submitting Application Form. Candidate should enter the information asked for and make the required payment through Debit/Credit Card.
2. Through Net Banking - Check the balance in account and keep all credentials ready while logging on to website for submitting Application Form. Candidate should Login with his/her credentials of net banking and make payment through Net Banking.

Note: In case, the fee payment status is not 'OK' the candidates are advised as following:

1. If the fee is paid through credit/debit card and status is not OK, it means the transaction is cancelled. Therefore, such candidates have to pay the fee once again and ensure the OK fee status.
2. For cancelled transactions, the amount will, automatically, be refunded to concerned credit/debit card within 15 days of last date of submission of Application Form.

Generation of Confirmation Page confirms the final submission of Application Form. If Confirmation Page has not been generated, this means that Application Form has not been submitted successfully.

Admit Card for IGNOU OPENMAT XLVI

The Admit Card is issued provisionally to the candidates, subject to their satisfying the eligibility conditions.

The candidate has to download the Admit Card from the NTA website w.e.f. **10 July, 2019** onwards and appear for the Examination at the given Centre on Date and Shift (Timing) as indicated in their Admit Card.

No candidate will be allowed to appear at the examination centre, on Date and Timings other than that allotted to them in their Admit card.

In case candidates are unable to download Admit Cards from the website, the candidate should approach the Help Line between 10:00 am to 5:00 pm from **10 July, 2019 to 27 July, 2019**.

The candidates are advised to read the instructions on the Admit Card carefully and follow them during the conduct of the examination.

In case of any discrepancy in the particulars of the candidate or his/her photograph and signatures shown in the Admit Card and Confirmation Page, the candidate may immediately **approach the Help Line between 10:00 am to 5:00 pm between 10 July, 2019 to 27 July, 2019.** In such cases, candidates would appear in the examination with the already downloaded Admit Card. However, NTA will take necessary action to make correction in the record later.

Note:

- a. Candidate may please note that Admit Cards will not be sent by post.
- b. In no case, the duplicate Admit Card for IGNOU OPENMAT- XLVI would be issued at the Examination Centres.
- c. Candidate must not mutilate the Admit Card or change any entry made therein.
- d. Candidates are advised to preserve their Admit Cards in good condition for future reference.
- e. No Admit Card shall be issued to the candidates whose Applications are found to be incomplete for any reasons (including indistinct/ doubtful photographs/unsigned Applications) or who do not fulfill the eligibility criteria for the examination.
- f. Issue of Admit Cards, however, shall not necessarily mean acceptance of eligibility which shall be further scrutinized at subsequent stages of admission process

Annexure-1

Cities for NTA-IGNOU Test on 27th July 2019

Sr No	State	City
1	ANDAMAN AND NICOBAR	PORT BLAIR
2	ANDHRA PRADESH	Kurnool
3	ANDHRA PRADESH	Tirupati
4	ANDHRA PRADESH	Vijayawada
5	ANDHRA PRADESH	Visakhapatnam
6	ARUNACHAL PRADESH	Naharlagun/Itanagar
7	ASSAM	Guwahati
8	ASSAM	Silchar
9	BIHAR	Darbhanga
10	BIHAR	Bhagalpur
11	BIHAR	Patna
12	BIHAR	Purnia (Purnea)
13	CHANDIGARH (UT)	Chandigarh/Mohali
14	CHHATISGARH	Bilaspur
15	CHHATISGARH	Raipur
16	DELHI	Delhi
17	GOA	GOA
18	GUJARAT	Ahmedabad
19	GUJARAT	Gandhinagar
20	GUJARAT	Rajkot
21	GUJARAT	Mehsana

22	GUJARAT	Surat
23	GUJARAT	Vadodara
24	HARYANA	Ambala
25	HARYANA	Kurukshetra
26	HARYANA	Gurugram
27	HARYANA	Karnal
28	HARYANA	Faridabad
29	HIMACHAL PRADESH	Shimla
30	HIMACHAL PRADESH	Hamirpur
31	HIMACHAL PRADESH	Kangra
32	JAMMU & KASHMIR	Jammu
33	JAMMU & KASHMIR	Srinagar
34	JHARKHAND	Dhanbad
35	JHARKHAND	Jamshedpur
36	JHARKHAND	Ranchi
37	KARNATAKA	Bangalore
38	KARNATAKA	Belgaum
39	KARNATAKA	Gulbarga
40	KARNATAKA	Hubli
41	KARNATAKA	Mangaluru
42	KARNATAKA	Manipal/Udipi
43	KARNATAKA	Mysuru
44	KERALA	Thrissur
45	KERALA	Thiruvananthapuram
46	KERALA	Ernakulam/Kochi
47	KERALA	Kannur
48	KERALA	Kottayam
49	KERALA	Kollam
50	KERALA	Kozhikode
51	MADHYA PRADESH	Gwalior
52	MADHYA PRADESH	Jabalpur
53	MADHYA PRADESH	Bhopal
54	MADHYA PRADESH	Indore
55	MAHARASHTRA	Mumbai/Navi Mumbai
56	MAHARASHTRA	Nagpur
57	MAHARASHTRA	Pune
58	MAHARASHTRA	Aurangabad (Maharashtra)
59	MAHARASHTRA	Nanded
60	MAHARASHTRA	Nasik
61	MAHARASHTRA	Amravati
62	MANIPUR	Imphal
63	MEGHALAYA	Shillong
64	MIZORAM	Aizwal
65	NAGALAND	Kohima
66	ODISHA	Bhubaneshwar
67	ODISHA	Sambalpur
68	ODISHA	Balasore
69	ODISHA	Cuttack
70	ODISHA	Rourkela

71	ODISHA	Berhampur-Ganjam
72	ODISHA	Dhenkanal
73	ODISHA	Jeypore
74	PUNJAB	Amritsar
75	PUNJAB	Bhatinda
76	PUNJAB	Ludhiana
77	PUNJAB	Patiala
78	RAJASTHAN	Jaipur
79	RAJASTHAN	Jodhpur
80	RAJASTHAN	Udaipur
81	RAJASTHAN	Ajmer
82	RAJASTHAN	Bikaner
83	SIKKIM	Gangtok
84	TAMIL NADU	Chennai
85	TAMIL NADU	Coimbatore
86	TAMIL NADU	Madurai
87	TAMIL NADU	Tirunelveli
88	TELANGANA	Hyderabad
89	TELANGANA	Warangal
90	TRIPURA	Agartala
91	UTTAR PRADESH	Lucknow
92	UTTAR PRADESH	Varanasi
93	UTTAR PRADESH	Allahabad
94	UTTAR PRADESH	Bareilly
95	UTTAR PRADESH	Ghaziabad
96	UTTAR PRADESH	Noida/Gr Noida
97	UTTAR PRADESH	Agra
98	UTTAR PRADESH	Aligarh
99	UTTAR PRADESH	Kanpur
100	UTTAR PRADESH	Meerut
101	UTTARAKHAND	Dehradun
102	UTTARAKHAND	Roorkee
103	UTTARAKHAND	Haldwani
104	WEST BENGAL	Kolkata
105	WEST BENGAL	Siliguri
106	WEST BENGAL	Kalyani