

VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA

THE UNIVERSITY

Vardhaman Mahaveer Open University (VMOU) was established by an Act of the Rajasthan State Legislative Assembly in 1987 with a view to achieve the following objectives.

- ★ Democratizing higher education by taking education to the doorsteps of students.
- ★ Providing access to quality education to all those who seek it, irrespective of age or formal qualification.
- ★ Offering need based academic programmes by giving professional and vocational orientation to the courses.
- ★ Promoting and developing distance education in the State of Rajasthan.

Special features of the Open and Distance Education System :

- ★ Relaxed entry requirements.
- ★ Provision of equal opportunities of admission to people from all walks of life.
- ★ Provision of learning at one's own pace, place and time.
- ★ Cost effective educational operations.
- ★ Self instructional printed course material.
- ★ Network of students support services throughout the State of Rajasthan.
- ★ Face to face and distance counselling wherever and whenever needed.
- ★ Continuous evaluation through internal home assignments.
- ★ Provision of term-end examinations.

ACADEMIC PROGRAMMES

The University offers both short term and long term Programmes leading to Certificate, Diploma or Degree covering conventional as well as innovative programmes. Most of these programmes have been developed by VMOU and a few are borrowed from IGNOU. They are launched with a view to fulfil the student's needs for :

- ★ Improvement of skills.
- ★ Acquisition of professional qualifications.
- ★ Continuing education and professional development at work place.
- ★ Self-enrichment.
- ★ Diversification of knowledge etc..

CREDIT SYSTEM

The University follows the Credit System for its Programmes. Each credit amounts to 30 hours of study containing all learning activities. Thus, a six credit course involves 180 hours. All management courses are six credit courses. Completion of an academic programme (Degree or Diploma) requires successful clearing of both the home assignments and the term end examinations of each course in a Programme.

STUDENTS SUPPORT SERVICES

VMOU has established a number of Study Centres throughout the state of Rajasthan. Study Centre provides counselling facilities at periodic intervals, acts as information centre and examination centre. Currently about 6 Study Centres located at Divisional Headquarters provide counselling facilities for Management Programmes. Each student will be assigned a Study Centre specially designed for Management Programmes. List of study centres and regional centres is enclosed in the appendix.

Learners may seek the help of the following University functionaries for sorting out the problems as indicated below :

- | | | |
|-------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| (i) | About non-receipt of study materials, Assignments etc. | Director (MP&D), VMOU Rawatbhata Road, Kota - 324 021 Phone : 0744 - 2470485, 2470615 |
| (ii) | About admission, Fee Receipts, Registration, change of Study Centre and postal address, etc. | Concerned Regional Centre of VMOU |
| (iii) | About examination centres, results, marksheets, re-totalling etc. | Controller of Examinations, VMOU, Rawabhata Road, Kota - 324 021 Phone : 0744 - 2470033 |
| (iv) | About Project Proposals (MP - 601) | Canvenor, Department of Management, VMOU, Rawatbhata Road, Kota - 324 021 |

Students are advised to get in touch with their Regional / Study Centres for advance / timely / day to day information.

PROGRAMME DELIVERY

The methodology of instructions in this University is different from that of the conventional Universities. The Open University System is more learner oriented and the student is an active participant in the teaching and learning process. Most of the instructions are imparted through distance rather than face to face communication. The University follows a multi-media approach for instructions. It comprises of :

- (a) **Written Printed Material** : The written printed material for both theory and practical components of the programme is supplied to the students for every course (on an average of 4 to 5 blocks per course). A block comprises of 3 to 5 units.
- (b) **Counselling Sessions** : Normally counselling sessions are held as per a schedule drawn before hand by the Co-ordinator of the Study Centre. They are generally held on Sundays. The counselling sessions will be held subject to the availability of a minimum number of students at a particular centre and local expertise.

PROGRAMME STRUCTURE

VMOU offers admission to the following Management Programmes :

- Master of Business Administration (Human Resource Management) **MBA (HRM)**
- Master of Business Administration (Financial Management) **MBA (FM)**
- Master of Business Administration (Marketing Management) **MBA (MM)**

PROGRAMME STRUCTURE

Management Programmes offered by VMOU, Kota are as under:

Diploma in Management (DIM) - Session January 2014

Duration: Minimum - 1 Year Maximum – 4 Years

Fees : Rs. 6700/-

Credits 30 (6 credits each course)

| S. No. | Course Code | Course Title |
|---------------|--------------------|----------------------------------------|
| 1. | MP 101 | Management & Organizational Behaviour |
| 2. | MP 102 | Managerial Economics |
| 3. | MP 103 | Accounting for Managers |
| 4. | MP 104 | Fundamentals of Information Technology |
| 5. | MP 105 | Business Ethics |

Post Graduate Diploma in Management (PGDIM) - Session January 2014

Duration: Minimum 1 Year Maximum 4 Years

Fees : Rs. 14,500/-

Credits 66 (6 credits each course)

| S. No. | Course Code | Course Title |
|---------------|--------------------|-------------------------------------------------|
| 1. | MP 101 | Management & Organizational Behaviour |
| 2. | MP 102 | Managerial Economics |
| 3. | MP 103 | Accounting for Managers |
| 4. | MP 104 | Fundamentals of Information Technology |
| 5. | MP 105 | Business Ethics |
| 6. | MP 106 | Marketing Management |
| 7. | MP 107 | Financial Management |
| 8. | MP 108 | Human Resource Management |
| 9. | MP 109 | Operations Management |
| 10. | MP 110 | Entrepreneurship & Small Business Management |
| 11. | MP 111 | Global Business Management |

Master of Business Administration (MBA) Session January 2014

Duration: Minimum 2 Years Maximum 6 Years

Credit 132 (6 credits each course)

MBA-I Year (Session 2014-15)

Fees: Rs. 14,500/-

| S. No. | Course Code | Course Title |
|---------------|--------------------|----------------------------------------------|
| 1. | MP 101 | Management & Organizational Behaviour |
| 2. | MP 102 | Managerial Economics |
| 3. | MP 103 | Accounting for Managers |
| 4. | MP 104 | Fundamentals of Information Technology |
| 5. | MP 105 | Business Ethics |
| 6. | MP 106 | Marketing Management |
| 7. | MP 107 | Financial Management |
| 8. | MP 108 | Human Resource Management |
| 9. | MP 109 | Operations Management |
| 10. | MP 110 | Entrepreneurship & Small Business Management |
| 11. | MP 111 | Global Business Management |

MBA-II Year

Fees: Rs. 14,500/-

| S. No. | Course Code | Course Title |
|---------------|--------------------|-------------------------------|
| 12. | MP 201 | Business Environment |
| 13. | MP 202 | Research Methodology |
| 14. | MP 203 | Management Information System |
| 15. | MP 204 | Quantitative Techniques |
| 16. | MP 205 | Strategic Management |

Specialisation Stream : Five Courses of each Stream and MP- 100 Project Report

17-21 Specialisation in any one of the following:

Human Resource Management

| S. No. | Course Code | Course Title |
|---------------|--------------------|-----------------------------------------------------------|
| 17 | MP 401 | Human Resource Development |
| 18 | MP 402 | Organizational Development & Training |
| 19 | MP 403 | Performance Management & Compensation Planning |
| 20 | MP 404 | Indian Labour legislation |
| 21 | MP 405 | Collective Bargaining & Negotiation Skills |
| 22. | MP100 | Project Report (Equivalent to one Course of 100 Marks) |

Financial Management

| S. No. | Course Code | Course Title |
|---------------|--------------------|-----------------------------------------------------------|
| 17 | MP 501 | Security Analysis & Portfolio Management |
| 18 | MP 502 | Financial Services |
| 19 | MP 503 | Capital Market & SEBI Regulations |
| 20 | MP 504 | International Financial Management |
| 21 | MP 505 | Project Management |
| 22. | MP100 | Project Report (Equivalent to one Course of 100 Marks) |

Marketing Management

| S. No. | Course Code | Course Title |
|---------------|--------------------|-----------------------------------------------------------|
| 17 | MP 601 | Consumer Behaviour & Marketing Research |
| 18 | MP 602 | Retail Management |
| 19 | MP 603 | Product & Brand management |
| 20 | MP 604 | Advertising & Sales Promotion |
| 21 | MP 605 | Sales & Logistics Management |
| 22. | MP100 | Project Report (Equivalent to one Course of 100 Marks) |

Note: The University has the right to withdraw/offer/change the courses as per requirement.

ELIGIBILITY FOR MANAGEMENT PROGRAMMES

Bachelor's Degree with 3 years of supervisory / managerial / professional experience or Professional Degree in Engineering / Technology / Medicine / Architecture / Law or Professional Qualification in Accountancy / Cost and Works Accountancy / Company Secretaryship etc. or A Master's degree in any subject or any fresh graduate with 50% marks from any stream.

Explanations

- 'Professional' means a person holding a degree in Engineering, Law, Medicine, Accountancy etc.
- 'Experience' means work experience of a person during or after acquiring the qualification as specified above.
- Supervisory experience means that person is in the supervisory grade and supervising the work of a minimum of three subordinates reporting to him / her.
- Managerial Experience means that the person is concerned with decision making responsibilities.

EXPERIENCE CERTIFICATE (If applicable)

This is to certify that Mr./Ms. _____ is a bachelor's degree holder as per our record and employed with this organisation since _____ and has more than three years of Supervisory/Management/ Professional experience. In all _____ (number) persons have been working under his / her supervision.

Place _____ Date _____ Signature _____
Name _____
Designation _____

SEAL

(Self employed professionals may certify on their own behalf but they should attach attested copies of their Registration Certificate).

ADMISSION

Admission to the Management Programmes will be granted on two considerations :

1. Qualifying in the Management Entrance Test organised by VMOU/MAT/CAT/RMAT/ Any other recognised test during last one year.(University reserves the right to exempt the test or decide the cut off pass percentage for admission) The requisite score card of the test is to be enclosed with the Application form if test is to be considered for Admission.
2. Those who will qualify the Entrance Test will be required to fulfil the admission eligibility as mentioned above.

The Entrance Test will be conducted at Ajmer, Bikaner, Jaipur, Jodhpur, Kota and Udaipur. The model question paper and instructions are given in the Appendix-I.

REGISTRATION

- (1) Admission forms will be submitted only at the time of first entry to the Programme. Subsequent continuation in the programme will be through Promotion. Form or Re-registration form will be made available at the Head Quarter / Regional Centre.
- (2) In case the student does not qualify the courses within stipulated examination. i.e. four examination attempts in two years he/she will have to re-register for those courses. The marks obtained in the qualifying courses will be carried forward. The Reregistration in the course the fee will @ Rs. 1000/- per paper valid for two years. Examination fee will be extra @ Rs. 300/- per course.

RESERVATION

The University follows Govt. policy in respect of reservation or seats in admission.

FEE STRUCTURE

The course fee will be paid through enclosed Challan in **Oriental Bank of Commerce, State Bank of Bikaner & Jaipur, Axis Bank or ICICI Bank**, both at the time of Admission. The fee structure for different programmes will be as given below:

| S. No. | Programme | Total (Rs.) |
|--------|-------------------------------------------------|-------------|
| 1 | Diploma in Management (DIM) | 6,700 |
| 2 | Post Graduate Diploma in Management (PGDIM) | 14,500 |
| 3 | Master of Business Administration (MBA- I Year) | 14,500 |
| 4 | Master of Business Administration (MBA-II Year) | 14,500 |

| S. No. | Programme | Registration Fee | Development Fee | Course Fee @ 1000/- Per Paper | Exam Fee @ 300/- Per Paper | Total |
|--------|----------------|------------------|-----------------|-------------------------------|----------------------------|-------|
| 1. | DIM (1 Year) | 100 | 100 | 5000 | 1500 | 6700 |
| 2. | PGDIM (1 Year) | 100 | 100 | 11000 | 3300 | 14500 |
| 3. | MBA (I Year) | 100 | 100 | 11000 | 3300 | 14500 |
| 4. | MBA (II Year) | 100 | 100 | 11000 | 3300 | 14500 |

VALIDITY OF ADMISSION LISTS

Candidates who are offered admission have to join on or before the date indicated by the University. In case they seek admission for the next session they have to apply afresh in next year.

SIMULTANEOUS REGISTRATION

A student cannot register for more than one programme of the University simultaneously in any session. Students are, therefore, advised to seek admission to only one programme in the given academic session. Violation of this rule attracts cancellation of admission to all the programmes and programme fee will be forfeited.

INCOMPLETE AND LATE APPLICATIONS

Incomplete and late application forms will be summarily rejected without referring the candidate. The students are, therefore, advised to fill in the relevant columns carefully and enclose all the copies of the certificates asked for and submit the filled in form to the concerned Director, Regional Centre before the due date.

MEDIUM

The medium of instructions and examination is English.

EVALUATION AND EXAMINATIONS

The evaluation system of the Programme is based on two components :

- (a) **Continuous Evaluation** : It carries a weightage of 20% marks which consists of Home Assignments.
- (b) **Term-end Examinations** : It carries a weightage of 80% marks. Term-end Examinations will be held in the months of June and December every year. The students are at liberty to appear in any of the examinations conducted by the University during the year subject to the completion of the minimum time frame prescribed for the programme pursued.

For appearing in the examination a student has to submit an examination form before the due date. If a student misses any Term-end Examination, he/she may appear for any of them or all the papers in the subsequent Term-end Examination subject to a maximum of eight courses at a time. This facility will be available until a student secures the minimum pass grade upto a period of four examination attempts since the date of registration of the course.

For successfully qualifying a course, a student will have to obtain at least 36% marks in both continuous and term-end examination respectively.

As per University rules there is no provision of improvement of marks through re-examination.

All Legal cases, if any, are subject to the jurisdiction of Kota City (Rajasthan) only.

VARDHAMAN MAHAVEER OPEN UNIVERSITY

MANAGEMENT PROGRAMME

MODEL QUESTION PAPER FOR THE MANAGEMENT ENTRANCE TEST (MET)

1. Introduction

Candidates seeking admission in the Management Programme of this University will have to appear for and show sufficient level of competence and aptitude in the "Management Entrance Test" conducted by the University. The information regarding the Entrance Test-is as under :-

2. Nature and Composition

This Entrance Test is designed for testing various mental abilities and skills that are considered essential for the successful completion of the Programme. The test consists of the following sections as given below :

| Sections | Contents | No. of Questions | Marks |
|-----------------|-----------------------|------------------|------------|
| Section - I : | Reading Comprehension | 25 | 25 |
| Section - II : | Logical Reasoning | 25 | 25 |
| Section - III : | Data Interpretation | 25 | 25 |
| Section - IV : | Numerical Ability | 25 | 25 |
| TOTAL | | 100 | 100 |

The Candidate has to complete the test in one single session of 2 hours duration. It is necessary, however, to be present in the Examination Hall at least 30 minutes before the commencement of the examination. He/she can begin answering any "Section" and follow any sequence when answering the examination. Care should be taken to see that no section is omitted.

3. Nature and Types of Questions

Almost all the questions (herewith referred to as "items") are of the "multiple choice" type, wherein each item has four given options. The candidate has to "select" only one of the given options as his correct answer to the item and indicate the same by putting a cross (X) mark with ball pen only at the corresponding place/cell in the special answer-sheet distributed alongwith the question-paper. Putting a cross mark at more than one choice will be treated as a wrong answer and that particular question will be given zero marks. All the questions carry equal marks. There will not be any negative marking.

4. Illustrative Examples

The examples given for each section are merely to illustrate the nature of task required. There may not be a perfect match between the examples cited here and the questions appearing in the examination question-paper.

SECTION - I : READING COMPREHENSION

In this component a passage or more passages will be given. The candidate has to read the passage very carefully and answer the items that follow it. Some items are meant for testing an understanding of what is stated therein, some others for testing interpretation and analysis of what is read and yet some more for testing understanding of contextual meanings of the specific words/phrases.

It is important to get through reading a sense of the principal ideas, organisation of the contents, information relating to ideas, attitudes, tone and general style of presentation before one attempts to answer the items. You should answer the item on the basis of what is in the passage and not on the basis of your personal opinion or knowledge. It would be better to read all the options before you select your answer. Here is an example to illustrate:

Directions : (Q.Nos. 1 to 5) : Read the following passage carefully and answer the questions given below it :

Our country is facing a severe environmental crisis. If it is not tackled on a war footing, it will certainly lead to socio-economic and ecological disaster, which will seriously affect the lives of millions of people, especially the poor. Government data usually underestimate the extent of environmental destruction. The recent satellite data have revealed that India is losing millions of hectares of forest every year which is many times more than the annual rate of deforestation put out by the forest department :

1. Who will be affected by the environmental crisis :
(a) Rich Class (b) Poor Class
(c) Common Man (d) Middle Class
2. According to passage which is a better device to judge the environmental destruction:
(a) Survey by forest department (b) Satellite
(c) Official Statistics (d) Socio-economic factors
3. The latest data regarding loss of forests have been collected by :
(a) Satellite (b) Environmentalists
(c) Indian farmers (d) Government
4. If India's environmental problem is not dealt with urgently, it will :

- (a) Lead to war
 - (b) Make people unemployed
 - (c) Create problems of poverty
 - (d) Ruin the ecology of the country
5. The amount of environmental damage as indicated by official figure is :
- (a) More than the actual damage
 - (b) Much less than the actual one
 - (c) As much as it is
 - (d) Very alarming

Directions : (Q. Nos. 6 to 10) : Read the following passage carefully and answer the questions given below it :

A rich but ignorant man decided to learn good manners. He wanted to make a better impression of himself in the society. So he engaged a tutor who started teaching him good manners. After some days, he was invited to the celebration of a friend's birthday. He asked his tutor what he should say there to be well mannered. "You must say - I wish you a hundred such days as this", he was told. When the rich man was on the way to celebration, he came across a funeral. To show his good manners, the rich man repeated his new learnt phrase to the relatives of deceased. They beat him. Going a few steps further, the rich man came across a wedding procession. "Heart felt condolences" he said to the new weds. The wedding party lost their temper. He then came by a group of monks. "Good Health and Many Children", he wished them. However, he was pardoned. Next a farmer punched him for one of his indecent phrases :

6. What is the objective of the story ?
- (a) How to make money ?
 - (b) Money and manners are positively associated.
 - (c) There are different greetings for different occasions.
 - (d) One should never join a funeral.
7. The rich person repeated his new learnt phrase. What was the new learnt phrase?
- (a) Many happy returns of the day
 - (b) Heart felt condolences
 - (c) Wishing hundred such days
 - (d) Good health and many children
8. Why did the wedding party lost their temper ?
- (a) Wedding party was drunk.
 - (b) Group behaviour is different from individual behaviour.
 - (c) Rich man was the relative of deceased.
 - (d) Rich man was ill mannered.
9. Which is the correct order ?

- (a) Tutor - funeral - monks
(c) Wedding party - funeral - monks
- (b) Tutor - funeral - marriage party
(d) Tutor - monks - wedding party

SECTION - II : LOGICAL REASONING

Directions :

In these items, each of the two capitalized words have a certain relationship to each other. Following the capitalized words are other pairs of words. Select the correct pair wherein the words are related in the same way as the two capitalized words are related to each other and tick mark in the appropriate box in the response sheet.

1. EYES : VISUAL

- (a) water : fountain
(c) face : facial
- (b) house : room
(d) sorrowful : sorrow

2. KNIGHT : SHIELD

- (a) fencer : saber
(c) welder : goggles
- (b) soldier : carbine
(d) mechanic : screwdriver

3. VOLUME : DENSITY

- (a) acceleration : force
(c) momentum : velocity
- (b) resistance : current
(d) pitch : frequency

Directions :

In question 4, complete the series by indicating the next number to come in the series and tick mark in the appropriate box in the response sheet.

4. 3, 4, 6, 7, 9,

- (a) 10
(c) 11
- (b) 12
(d) 13

Directions :

In question 5 and 6, find the stranger in the groups of jumbled words and tick mark in the appropriate box in the response sheet.

5. (a) MABOYB
(c) LUTACTAC
- (b) DSAARM
(d) ANTRI
6. (a) SEON
(c) HIFS
- (b) HUTOH
(d) NASHD

SECTION - III : DATA INTERPRETATION

Directions :

The passage below is followed by questions based on its contents. Answer the questions following the passage. Choose the right response and tick mark in the appropriate box in the response sheet.

Passage

INDIA'S POWER GENERATING CAPACITY

An additional power generating capacity of 38,000 MW is envisaged in the Eighth Plan. As far as the Seventh Plan is concerned, the capacity addition target of 22,245 MW would not only be met but also exceeded. A generation target of 226.5b units has been fixed for 1988-89. Against this target a total of 105.1b units had been generated during the period April to September, 1988. During the same period, 1160 MW comprising 1030 MW thermal and 130 MW hydel had been commissioned against a total target of 4496.5 MW for 1988-89.

The plant load factor (PLF) of thermal power stations was 52.4 percent in April-September, 1988, against a target of 54.2 percent. This was due to the fact that with a good monsoon, not only the requirements of power for agriculture had been less but also more hydel power could be generated. This led to reduced systems demand for thermal power, the target of electrification of 3,545 villages. In case of energisation of pumpsets, the target of 1.23 lakh pumpsets was exceeded by 47,000 pumpsets.

During 1987-88, against a target of energisation of 3.98 lakh pumpsets, about 5.61 lakh pumpsets had been energised. A crash programme for energisation of agriculture was undertaken in the drought months last year.

1. To meet the power generation target of 1988-89, by what percent should the power generation from October 1988 to March 1989 be more than the power generation during the first six months of 1988-89 ?
(a) 10.67 (b) 13.81
(c) 15.22 (d) 16.92
2. Assuming all the pumpsets in the electrified villages were energised the average number of pumpsets installed per village per month is nearly.
(a) 6 (b) 8
(c) 10 (d) 7
3. At the current rate, the number of pumpsets installed during the period 1988-89, will

be....% less than the during 1987-88 :-

- (a) 17, total pumpsets energised (b) 17, targetted pumpsets to be energised
(c) 48, total pumpsets energised (d) 65, targetted pumpsets energised

4. The percentage to be generated during 1988-89, after September 1988 is nearly:-
(a) 74% (b) 28%
(c) 62% (d) 47%
5. The total power requirement targetted for the Eighth Plan is more than the requirement for the Seventh Plan by :
(a) 15655 MW (b) 11000b Units
(c) 10000 MW (d) Cannot be determined from the given information

SECTION - IV : NUMERICAL ABILITY

This section contains items for designed testing the candidates ability to apply computational, algebraic, geometrical, graphical, symbolic and logical techniques to similar situations. These are for testing the ability to recognize numerical relationships and basic numerical operations.

1. The HCF of two numbers is 12 and their LCM is 168. If the sum of these two numbers is 108, then their difference is :
(a) 36 (b) 48
(c) 60 (d) 72
2. The least number which should be subtracted from 11075 to make it perfect square is :
(a) 25 (b) 50
(c) 55 (d) 75
3. The average age of a husband and wife was 25 years at the time of their marriage. If they were married seven years ago and now the average of them and their baby is 22 years, then the age of the baby is :
(a) Less than a year (b) 1 year
(c) 2 years (d) 3 years
4. $\sqrt{0.0081}$ is equal to :
(a) 0.09 (b) 0.9
(c) 0.08 (d) 0.81
5. $0.\bar{5}$ a recurring decimal can be written in the rational form as :

- (a) $\frac{1}{2}$ (b) $\frac{11}{20}$
(c) $\frac{111}{200}$ (d) $\frac{5}{9}$
6. On a new year day, each of the 10 friends presented a sum of Rs. 10 to each other. The total amount of money presented was :
- (a) 10×9 (b) $10 \times 10 \times 9$
(c) $10 \times 9 \times 9$ (d) $10 \times 10 \times 10$
7. A train 300 m long is running at a speed of 25 m per second. It will cross a bridge of 200 m long in :
- (a) 5 seconds (b) 10 seconds
(c) 20 seconds (d) 25 seconds

VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA

List of Regional Centres

| RC Code | Address | Phone Number | |
|------------------|------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|
| | | Office | Fax |
| 01 | Director Regional Centre Vardhaman Mahaveer Open University 1938, Lohagal Road Ajmer (Rajasthan) | 0145-2622855 | 0145-2421409 |
| 02 | Director Regional Centre Vardhaman Mahaveer Open University 9/4-5, Mukta Prasad Nagar, RHB Bikaner (Rajasthan) | 0151-2250758 | 0151-2250768 |
| 03 | Director Regional Centre Vardhaman Mahaveer Open University Commerce College, JLN Marg Jaipur (Rajasthan) | 0141-2709425 | 0141-2705965 |
| 04 | Director Regional Centre Vardhaman Mahaveer Open University 2/272-273, Kudi Bhaktasani, RHB Jodhpur (Rajasthan) | 0291-2730655 | 0291-2730665 |
| 05 | Director Regional Centre Vardhaman Mahaveer Open University VMOU Campus, Rawatbhata Road Kota (Rajasthan) | 0744-2472507 | 0744-2472517 |
| 06 | Director Regional Centre Vardhaman Mahaveer Open University Outside Surajpole Udaipur (Rajasthan) | 0294-2417149 | 0141-2411991 |
| S.C. Code | LIST OF STUDY CENTRES (MANAGEMENT PROGRAMME) | | |
| | See on University Web site | | |

VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA

Regional Centre _____

PERMISSION LETTERName : Address : Programme Code :

Photo of the applicant
duly signed by the
applicant and
attested by Director,
Regional Centre

The candidate is allowed to appear is the Management Entrance Test to be held as under:
(for office).

Time : _____

Date : _____

Centre : _____

Control No. : _____

Signature of the Candidate at the Test Centre

Director, Regional Centre

FORM NO. _____

VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA

Regional Centre _____

PERMISSION LETTER

(To be issued to the Applicant)

Name : Address : Programme Code :

Photo of the applicant
duly signed by the
applicant and
attested by Director,
Regional Centre

The candidate is allowed to appear is the Management Entrance Test to be held as under:
(for office).

Time : _____

Date : _____

Centre : _____

Control No. : _____

Signature of the Candidate at the Test Centre

Director, Regional Centre

INSTRUCTIONS :

1. This letter should be produced on demand at the Examination Centre or any other Establishment of VMOU to use its facilities.
2. Duplicate Permission Letter will be issued by the Regional Director.
3. Loss of Letter is to be reported to the Authority after completion of the Test.
4. The letter is to be handed after the Test to Vardhaman Mahaveer Open University officials.

27. COURSE OPTION :

Write the Course Code and Credit in relevant box. Refer to the prospectus for details.

| S.No. | Course Code | | | | | | | Credit | |
|-------|-------------|--|--|--|--|--|--|--------|--|
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |

| S.No. | Course Code | | | | | | | Credit | |
|-------|-------------|--|--|--|--|--|--|--------|--|
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |

28. Relevant Qualifications (Which makes you eligible for the programme)

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| EXAMINATION PASSED <input type="checkbox"/> <input type="checkbox"/> 01 - Middle/8 th 02 - Matriculation/SSC/10 th 03 - Intermediate/HSC/10+2/Equivalent 04 - Diploma in Engineering 05 - Graduation in Engineering 06 - Graduation (Three Year Degree) 07 - Post Graduation in Engineering 08 - Post Graduation or Equivalent 09 - MBBS/BHMS/BAMS/BPT/B.Sc.Nursing 10 - BAP/BCP/BSCP from VMOU 11 - No formal Qualification but have attained 18 years of age | Board/University | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Subjects (Leave one box empty between each subject) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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29. Experience in related field (In years)

30. Declaration by Applicant

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 read and understood the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in the future over the same rule.

Date : _____
Place : _____

Full Signature of the Applicant

Checklist (Please tick ✓ in relevant box)

- Photograph and self signature in appropriate Box
- Challan for Programme fee with Name & Form No. overleaf
- Attested Certificates and Mark sheets of relevant qualifications
- Age Certificate
- Experience Certificate (Wherever Applicable)
- Category Certificate
- Physically Handicapped Certificate
- Widow/Divorcee Certificate
- Ex-Service man/Kashmir migrant/War widow Certificate
- Examination form
- MBA student should attach entrance test score card

For office use only

Form checked, found Eligible/Not Eligible for Admission.

Signature : **Dealing Assistant**
Emp. Code :

Signature : **Section Officer**

Signature : **Regional Director**

DETAILS FOR SUBMISSION OF EXAMINATION FORM

| Students | For JUNE TEE* | FEE | For DECEMBER TEE* | FEE | WHERE TO SUBMIT |
|-----------|---------------------|------------------|---------------------------|------------------|----------------------------------------------------------------------------|
| Regular | With Admission Form | Nil | With Admission Form | Nil | Concerned Regional Centre |
| Defaulter | 1 April to 30 April | Without Late Fee | 1 October to 31 October | Without Late Fee | Controller of Examination, VMOU, Rawat Bhata Road, Kota – 324021 (Raj.) |
| | 1 May to 10 May | With Late Fee | 1 November to 10 November | With Late Fee | |

***Term End Examination**

SCHEDULE OF EXAMINATION FEE

| PROGRAMMES | FEE | LATE FEE |
|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------|
| <ul style="list-style-type: none"> • BAP/BCP/BScP • Certificate • Diploma • Bachelor Degree | ₹ 100/- (Per Course/Paper) | ₹ 100/- (Per Course/Paper) |
| <ul style="list-style-type: none"> • P.G. Diploma • Master Degree • Management | ₹ 150/- (Per Course/Paper) | ₹ 150/- (Per Course/Paper) |

EXAMINATION CENTRES

| RC Code | Regional Centre | City |
|---------|-----------------|----------------------------------------------------------------------------------------------------------------------|
| 1 | AJMER | Ajmer, Bhilwara, Niwai, Beawer |
| 2 | BIKANER | Bikaner, Suratgarh*, Sriganaganagar, Hanumangarh |
| 3 | JAIPUR | Jaipur, Itarna (Alwar)*, Dausa, Rajgarh, Dholpur, Jhunjhunu, Sikar, Alwar, Neem Ka Thana, Bharatpur, Kotputli, Chomu |
| 4 | JODHPUR | Jodhpur, Barmer, Pali, Falna, Jaisalmer, Jalor, Balotra, Sirohi |
| 5 | KOTA | Kota, Bundi, Baran, Sawai Madhopur, Chhabra, Jhalawar, Karauli |
| 6 | UDAIPUR | Udaipur, Dungarpur, Banswara, Nathdwara, Pratapgarh, Chittorgarh, Sajjangarh |

***Exam Centre Suratgarh and Itarna (Alwar) is reserved for Defence personnel and their dependents**

***DLIS & BLIS Exam will be held at scheduled Exam centers under concerned Regional Centre**

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

1. Please write correct course code(s) as indicated in Prospectus, failing which the course(s) will not be included in the Permission Letter and Hall Ticket for appearing in Examination.
2. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Permission letter and Hall Ticket and the examination fee will not be refunded.
3. Defaulter student should fill separate form for Due papers of various Examination.
4. Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hall Ticket.
5. Term End Examination result is also available on the University website (www.vmou.ac.in or www.vmouonline.in). Please see the result status before filling examination form.
6. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee forwarded with this form will result in rejection of the examination form.
7. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
8. A Student shall not be allowed to appear in an examination for more than 54 Credits in Bachelor's Degree Programme and 56 Credits in Master Degree Programme.
9. Fees will be deposited in the account of VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA.
10. Examination Permission letter/Hall Ticket should be downloaded from the University website, One week before the commencement of examination. Student should report at the Examination Centre with VMOU Identity Card.
11. University reserves the right to change the Examination Centre.
12. Change of Examination Centre, once allotted is not permissible under any circumstances.

DECLARATION BY STUDENT

I hereby declare that I have read and understood the instructions given above. I also affirm that I shall submit all the required number of assignments as applicable for the course(s) filled in the examination form and that my registration for the course(s) is valid and not time barred. If any of my statements is found to be untrue, I shall have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date : _____

Place : _____

Full Signature of the Student

Checklist (Please tick ✓ in relevant box)

- Challan for Examination fee.
- Photograph & Signature in appropriate box.
- Full Signature with Date & Place in DECLARATION BOX.

For office use only

Form checked, found Eligible/Not Eligible for Term End Examination

Signature :

Dealing Assistant

Section Officer

Assistant Registrar

Emp. Code :

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Guidelines for filling in the Application Form for Admission

(Deposit the fee through Challan Only, Demand Draft will not be entertained)

Please fill up the form in **English** only and submit the same, in person or by post along with copies of attested certificates, to your Regional Centre, so as to reach on or before the prescribed last date. Incomplete application form and those received after the last date will be rejected.

Here are some specific instructions that will help you in filling in the application form. The instructions are aimed at getting correct and accurate information from you so that you do not face problems while filling it.

Instructions for filling in of Admission Application Form:-

1. Leave this column blank. Scholar number will be filled in by the University Office.
2. For the programme code of the selected programme, refer to the relevant pages of your prospectus.
3. Fill the name of the nearest Regional Centre, refer to the prospectus.
4. Fill the study centre code of the selected Regional centre, refer to the prospectus.
5. Fill your date of Birth in given format i.e. DD/MM/YY

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6. Fill your relevant fee details (JR/TR no.; JR/TR No. Date; Issuing Bank; amount)
7. To fill your name see the correct format: for example, if your name is Kaushal Sharma then write each alphabet separately in **CAPITAL LETTERS** in the box provided for and leave a gap for clarity.

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|--|---|---|---|---|---|---|--|--|
| K | A | U | S | H | A | L | | S | H | A | R | M | A | | |
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8. Please write your Father's name in **CAPITAL LETTERS**. Married women are also required to write their Father's name. For example if the Father's name is Jagdish Prasad Sharma, then write it in the following format:

| | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|--|---|---|---|---|---|---|--|---|---|---|---|---|---|
| J | A | G | D | I | S | H | | P | A | R | S | A | D | | S | H | A | R | M | A |
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9. Please write Mother's name in English in the boxes in the format mentioned above in the similar way. Use only **CAPITAL LETTERS**.
10. Fill in your address for correspondence where you would like to receive your study material and all other letters. **Do not repeat your name and father's name here.**
11. Fill the name of your City.
12. Fill the name of your District.
13. Fill the name of your State.
14. Fill in the correct Pin Code.
15. Fill your 10 digit mobile number.

16. For serial number 16-25 fill the relevant numeric code in the box. For example for English write 1 and for Hindi write 2.(follow the same for all)
26. Students of B.A./B.Com./B.Sc. are required to fill in three optional (elective) subjects. B.A./B.Sc. Students are required to select as per the optional (elective) subject groups. B.Ed. students are required to select any 2 optional teaching subject
27. The candidate should fill up the relevant Course Code and Credit in the relevant box.

Refer to the prospectus for details

28. Please fill in relevant numeric code of the highest examination passed and fill the details of required information of the examination passed. Please attach relevant Photocopies (duly attested) of the mark sheet pertaining to Secondary, Senior Secondary and Graduation/ Post Graduation whichever is applicable.
29. Fill in the relevant detail (wherever it is applicable) of experience.
30. Declaration by the Applicant should be filled and signed by the applicant himself/herself with date and place.

Checklist: Before submission of form, check the whole form and tick all the attached documents.

Checklist (Please tick (✓) in relevant box)

- Photograph and self signature in appropriate Box
- Challan for Programme fee with Name & Form No. overleaf
- Attested Certificates and Mark sheets of relevant qualifications
- Age Certificate
- Experience Certificate (Wherever applicable)
- Category Certificate
- Physically Handicapped Certificate
- Widow/Divorcee Certificate
- Ex-Service man/Kashmir migrant/War widow Certificate
- Examination form
- MBA student should attach entrance test score card

प्रवेश आवेदन पत्र भरने हेतु आवश्यक निर्देश

(कृपया फीस चालान द्वारा ही जमा करायें। डिमांड ड्राफ्ट द्वारा फीस नहीं ली जाएगी।)

कृपया आवेदन पत्र केवल अंग्रेजी में ही भरें एवं प्रवेश आवेदन पत्र को पूर्णतया भरकर मय आवश्यक दस्तावेजों एवं शुल्क सहित व्यक्तिशः अथवा डाक द्वारा सम्बन्धित क्षेत्रीय केन्द्र पर अन्तिम तिथि तक आवश्यक रूप से जमा करवा दें। अन्तिम तिथि के पश्चात या अपूर्ण भरे हुए आवेदन पत्रों को निरस्त कर दिया जाएगा।

प्रवेश आवेदन पत्र भरने हेतु निर्देश

1. यह कालम छोड़ दें, स्कॉलर नं. विश्वविद्यालय कार्यालय द्वारा भरा जाएगा।
2. आपके द्वारा चयनित कार्यक्रम कोड के लिए विवरणिका में सम्बन्धित कार्यक्रम में दिए गए विवरण का अवलोकन करें।
3. अपने नजदीकी क्षेत्रीय केन्द्र के स्थान का नाम भरे। कार्यक्रम विवरणिका देखें।
4. आपके द्वारा चयनित क्षेत्रीय केन्द्र के अन्तर्गत आने वाले अध्ययन केन्द्र का कोड नम्बर भरे। कार्यक्रम विवरणिका देखें।
5. जन्मतिथि भरते हुए दिनांक/माह/वर्ष के नियम का पालन करें।

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6. फीस सम्बन्धित जानकारी विस्तार से भरें। (चालान संख्या, जारी करने की दिनांक, जारी करने वाला बैंक)
7. अपना नाम सही प्रारूप में भरें। उदाहरणार्थ यदि आपका नाम कौशल शर्मा है, तो अंग्रेजी के बड़े अक्षरों का उपयोग करते हुए अलग-अलग कॉलम में इस प्रकार लिखें। :-

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|--|---|---|---|---|---|---|--|--|
| K | A | U | S | H | A | L | | S | H | A | R | M | A | | |
|---|---|---|---|---|---|---|--|---|---|---|---|---|---|--|--|

8. अपने पिता का नाम अंग्रेजी के बड़े अक्षरों में भरें। विवाहित महिला भी अपने पिता का नाम ही लिखें।
उदाहरणार्थ
यदि आपके पिता का नाम जगदीश प्रसाद शर्मा है तो उसे इस प्रारूप में लिखें।

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|---|---|---|---|---|---|---|--|---|---|---|---|---|---|--|---|---|---|---|---|---|
| J | A | G | D | I | S | H | | P | A | R | S | A | D | | S | H | A | R | M | A |
|---|---|---|---|---|---|---|--|---|---|---|---|---|---|--|---|---|---|---|---|---|

9. अपनी माता का नाम भी कॉलम आठ की तरह अंग्रेजी के बड़े अक्षरों में भरें।
10. जिस पते पर आप अध्ययन सामग्री प्राप्त करना चाहते हैं एवं अन्य पत्र मगँवाना चाहते हैं, वह पूरा पता स्पष्ट अक्षरों में लिखें। पता लिखते समय अपना नाम एवं पिता का नाम पुनः लिखने की आवश्यकता नहीं है।
11. अपने शहर का नाम भरे।
12. अपने जिले का नाम भरे।
13. अपने राज्य का नाम भरे।

14. सही पिन कोड भरें।
15. आपका 10 अंकों का मोबाईल नम्बर भरें।
16. क्रम संख्या 16 से 25 तक सम्बन्धित खानों में अंकीय कोड सम्बन्धित खानों में भरें। उदाहरणार्थ कॉलम 16 में अंग्रेजी का चयन करने पर 1 एवं हिन्दी का चयन करने पर 2 भरें।
26. बी.ए./बी.कॉम के विद्यार्थी तीन ऐच्छिक विषय /समूह विवरणिका में देखकर चयन कर भरे। विवरणिका में सभी विषयों की सूची दी गई है। बी.एस.सी. के विद्यार्थी निर्दिष्ट विषय समूहों में से किसी एक समूह का चयन कर भरे। (विवरणिका देखें)। बी.एड. के विद्यार्थी दो वैकल्पिक (अध्यापन विषय) भरें।
27. सम्बन्धित चयनित कार्यक्रम के कोड विभिन्न पाठ्यक्रमों को विवरणिका में से देखकर भरे।
28. आपके द्वारा उत्तीर्ण किए गए सर्वोच्च परीक्षा का कोड संख्या अंकित करें एवं अंकतालिकाओं की सत्यापित छायाप्रति संलग्न करें (माध्यमिक, उच्च माध्यमिक, स्नातक, स्नातकोत्तर जो भी लागू हों)।
29. आपके अनुभव सम्बन्धित जानकारी (जहां भी लागू हो) भरें।
30. विद्यार्थी घोषणा-पत्र को सावधानी पूर्वक भरें एवं दिनांक और जगह का नाम भरकर अपने हस्ताक्षर करें।

फार्म जमा करने से पूर्व फार्म को अच्छी तरह जाँच कर लें एवं फार्म के साथ नत्थी किए गए आवश्यक दस्तावेजों के सम्बन्धित कॉलम पर सही (✓) का निशान लगाएँ।

चेक लिस्ट (सम्बन्धित कॉलम में सही (✓) का निशान लगाएँ।

- सम्बन्धित कॉलम में फोटोग्राफ लगाकर नीचे दिये कॉलम में हस्ताक्षर कर दिये हैं।
- सम्बन्धित कार्यक्रम की फीस का चालान लगाकर उसके पीछे स्वयं का नाम एवं फार्म नं. अंकित कर दिया है।
- सम्बन्धित प्रवेश योग्यता के सत्यापित प्रमाण-पत्र एवं अंकतालिका संलग्न कर दी है।
- आयु प्रमाण-पत्र
- अनुभव प्रमाण-पत्र (जहाँ लागू हो)
- श्रेणी प्रमाण-पत्र (जहाँ लागू हो)
- विधवा एवं परित्यक्ता प्रमाण-पत्र (जहाँ लागू हो)
- भूतपूर्व सैनिक/कश्मीरी विस्थापित/युद्ध विधवा प्रमाण-पत्र (जहाँ लागू हो)
- परीक्षा फार्म
- एम.बी.ए. विद्यार्थी प्रवेश परीक्षा की अंक तालिका संलग्न करें।



Branch.....
A/C No. :913020025097530

First Copy - Student Copy



Vardhaman Mahaveer Open University, Kota

Rawatbhata Road, Kota-324021
Session: January/July 201....

Regional Centre of Student (Please Tick) : Jaipur/Ajmer/Jodhpur/Udaipur/Bikaner/Kota

1.Programme Name

2.Student Name

3.Father's Name

4.Address

5.Fees Amount Rs.Words.....

Fees Detail

- (a)Course Fee
- (b)Exam Fee
- (c)Late Fee
- (d)Prat. Exam Fee
- (e)Other Fee

Total Fees

6.Scholar No.

7.Mobile No.

Bank Stamp

TR/JR No. of Bank

Date

Signature of Student

- Note:-
1. Student can deposit the programme fee in any of the bank branches in Rajasthan.
 2. Fee once deposited will not be refunded.



Branch.....
A/C No. :913020025097530

Second Copy - University Copy



Vardhaman Mahaveer Open University, Kota

Rawatbhata Road, Kota-324021
Session: January/July 201....

Regional Centre of Student (Please Tick) : Jaipur/Ajmer/Jodhpur/Udaipur/Bikaner/Kota

1.Programme Name

2.Student Name

3.Father's Name

4.Address

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Oriental Bank of Commerce

Branch.....

A/c. No. 08952010000020

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Branch:

A/C No. : 61187836446

First Copy - Student Copy



Vardhaman Mahaveer Open University, Kota

Rawatbhata Road, Kota-324021

Session: January/July 201....

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TR/JR No. of Bank

Date

Signature of Student

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Bank Copy



Vardhaman Mahaveer Open University, Kota
Rawatbhata Road, Kota-324021



Branch Sol Id:

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Account to be credited: **0 0 3 6 S L F E E C O L**

Institution Code: **F C V M O U**

Programme Name: _____

Session: JANUARY / JULY 201__

Student Name: _____

Father's Name: _____

Scholar No.: _____

Fee Amount: _____

Amount in words: _____ Rupees: _____ Only

Fee Detail

| Course fee: | Denomination | Amount |
|-------------|--------------|--------|
| | 1000 | X |
| | 500 | X |
| | 100 | X |
| | 50 | X |
| | 20 | X |
| | 10 | X |
| | 5 | X |
| | Total | |

Mobile No.:

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Transaction ID (TR/JR No.)
(Mandatorily filled by Bank Officials)

Signature/ Stamp
(Bank) _____ Signature of Student

Note: 1. Student can deposit the Programme Fee in any of the branch of Bank in Rajasthan.
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University copy



Vardhaman Mahaveer Open University, Kota
Rawatbhata Road, Kota-324021



Branch Sol Id:

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Date of Deposit:

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Student copy



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Rawatbhata Road, Kota-324021



Branch Sol Id:

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| D | D | M | M | Y | Y | Y | Y | | |

Name of branch:

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Date of Deposit:

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| D | D | M | M | Y | Y | Y | Y | | |
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