



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
RE-REGISTRATION/COURSE OPTION FORM
For BCA/MCA/MP- Session JANUARY 2016
and
RE-ADMISSION FORM FOR MP

**Send this filled-in form
along with fee to:**

**The Regional Director of
your Regional Centre**

*** as per schedule**

I opt for the following courses and enclose a Demand Draft towards the course fee as per details given below:
(For details of courses on offer, please see overleaf).

1. Name of Student : _____
in block letters
2. Enrolment Number :

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
3. Region Code :

| | |
|--|--|
| | |
|--|--|
4. Programme Code :

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|
5. Specialisation :

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|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

Diploma Code for
MBA degree

| | |
|----------------------------|-------|
| Draft No. : | _____ |
| Issuing Bank and Branch | _____ |
| Payable at : | _____ |
| Date : | _____ |
| Amount Rs. : | _____ |

| | | | | | |
|--|--|------------|-----------|----------|-----------|
| 6. Semester for which re-regn. is sought (Please ✓): | MCA (for revised syllabus only) | | | | |
| | II | III | IV | V | VI |
| | | | | | |

| | | | | | |
|--|---|------------|-----------|----------|-----------|
| | BCA (for pre-revised sylb. only) | | | | |
| | II | III | IV | V | VI |
| | | | | | |

7. Details of course(s) opted (for MP students only)

| S.No. | Course Title | Course Code | Course Fee |
|-------------------------|--------------|-------------|------------|
| 1. | | | Rs. |
| 2. | | | Rs. |
| 3. | | | Rs. |
| 4. | | | Rs. |
| Late fee, if applicable | | | Rs. |
| Total fee | | | Rs. |

Note: 1. A student can remit the fee pertaining to one semester only at a time. Only one RR Form will be accepted for a given semester.

For MP students only :

2. A student should opt for and indicate the **Specialisation Diploma** of his/her choice, if not already done, as soon as he/she registers for the first course of specialisation stream and should indicate the **Specialisation Diploma code** in item No. 5 above. **The option once exercised shall be final.** If no specialisation is indicated in item 5 above, University shall register you for specialisation area on the basis of first course opted from specialisation stream. **No change would be permissible at subsequent stage.**
3. A student can opt up to **four courses** in a given session. Courses already opted need not be repeated unless the validity of registration of such a course has already expired. Further, **a student can submit only one RR Form for a given session. For registration purposes, MS-100 is treated as one course. The fee for MS-100 is Rs.3000/-.**
4. A course once selected for study **must be successfully completed within 4 semesters.** In case of failure to do so, the student will be required to seek **RE-ADMISSION** by paying a fee of **Rs.1500/- per course**, as per schedule given below.
5. Request for **change of course** should be submitted to the RC, as per schedule (fee @**Rs.1500/- per course**).
6. MBA old students initially registered **up to JAN. 2008 cycle of admission are not eligible for Re-registration in JANUARY 2016 session.**
7. The **validity** of registration of the courses being done in **JANUARY 2016 session** by the old students of **July 2008, Jan. 2009 & July 2009 batches** will be reduced to **ONE, TWO & THREE semesters** respectively, as against the normal four semesters due to **fixing of Maximum duration of 8 (eight) years** in Management Programmes.

Signature of the Student with date _____
Address: _____
Mobile No. _____
Phone No. & E-mail Id : _____

* **Schedule for submission of Re-registration form at the Regional Centre only:**

| S.No. | January Session | Late Fee |
|-------|--|------------------|
| 1. | 1st Aug. to 1st Oct | Nil |
| 2. | 3rd Oct. to 31st Oct. | Rs.200/- |
| 3. | 1st Nov. to 30th Nov | Rs.500/- |
| 4. | 1st Dec. 20th Dec. | Rs.1000/- |

PS: Students are required to fill-up compulsorily the statistical information in the enclosed Annexure-I of the RR Form.