INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Date: - _ _ / _ _ / 2015

Sub. : Re-Registration July, 2015 – M.Sc.(DFSM) Second year.

Dear Student,

You must be busy with your studies of the first year of M.Sc.(DFSM). Now, it is the time for registration for the second year of M.Sc. (DFSM).

The Re-Registration form is enclosed along with this letter. You are required to fill-in the same irrespective of whether you have appeared/not appeared in the Term-End Examinations for the courses registered earlier for M.Sc.(DFSM) programme. For registration to the second year M.Sc.(DFSM) following action is required at your end :

1) Fill in the enclosed Re-Registration Form.
2) Remit Registration fee of Rs. 13,500/-. Please read IMPORTANT NOTES for the mode of payment.
3) The filled-in form along with the Demand Draft towards the Programme Fee for the second year should be mailed to the Regional Centre so as to reach there on or before 31.03.2015.
4) The last date for submitting the Re- Registration Form with a late fee as per schedule is:

For July 2015 session		**Late Fee**
Upto 31.03.2015	-	Nil
01.04.2015 to 30.04.2015	-	Rs.200/-
01.05.2015 to 31.05.2015	-	Rs.500/-
01.06.2015 to 20.06.2015	-	Rs.1000/-

5) The Re-Registration Forms received after the due date will be summarily rejected. The envelope containing the Course Registration Form and Demand Draft should be superscribed with the words **"RE-REGISTRATION FORM - M.Sc(DFSM) (Second year) July, 2015"** at the top left corner of the envelope.

With best wishes,

Encl : Re- Registration Form

Yours sincerely,

Regional Director

IMPORTANT NOTES

(1) Please write your Name, Programme Code and Enrolment Number on the back of the Demand Draft to ensure proper credit to your fee account.

(2) Programme fee for the 2nd year is to be paid by means of a Bank Draft obtained from any of the Scheduled Banks in the name of IGNOU payable at the city where your Regional Centre is situated.

(3) **Change/Correction of Address:** Students are advised to make use of proforma provided in the Programme Guide and send it to the Regional Director concerned who will forward the request after verifying the student's signature to Student Registration Division, Maidan Garhi, New Delhi-110 068. Students are advised to make their own arrangements to collect the mail from the old address as it takes 4-6 weeks to effect the change.

(4) **Non-receipt of Study Materials :** In case of non-receipt of study material and current assignments you may contact to the concerned Regional Centre.

(5) **Identity Cards:** Identity Cards are issued by the concerned Regional Centre. In case of loss, the student may get duplicate identity card on payment of Rs. 200/- by means of Demand Draft drawn in favour of IGNOU and payable at the place of your Regional Centre.

(6) **Re-evaluation of Answer sheet :** A student can make a request for re-evaluation of answer sheet, before 31st March for December TEE and 30th September for June TEE or within one month of declaration of result whichever is later. The date of declaration of results will be calculated from the date on which the results are placed on the IGNOU website. Re-evaluation is not permissible for the Projects, Practicals, Assignments and Seminar. For details please visit IGNOU website at ignou.ac.in.

(7) **Improvement in Division/Class :** The improvement in marks/grades is applicable only for the Bachelor's/Master's Degree Programme for students, who fall short of 2% marks for securing 1st Division or 2nd Division. For further details please log on to IGNOU website at ignou.ac.in.

(8) For any other problem, please write to the concerned Regional Director.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
RE-REGISTRATION FORM
M.Sc.(DFSM) II Year July 2015

Date: - _ _ / _ _ / 2015

Dear Sir/Madam,

I hereby submit my Re-Registration Form for **M.Sc.(DFSM)** II year along with a demand draft form for the requisite amount towards the Programme Fee for the II year as per details given below:

1. Programme Code: ☐☐☐☐☐☐☐ 2. Study Centre Code : ☐☐☐
3. Name of the student: _____
4. Enrolment No. : ☐☐☐☐☐☐☐☐☐
5. Details of Registration Fee :

For Demand Draft:

Name of the Bank :..... Name of Branch :.....

Demand Draft No.: ☐☐☐☐☐☐ Dated: ☐☐-☐☐-☐☐☐☐

Amount : Rs 13,500/-(in words) Rupees Thirteen Thousand Five Hundred Only.

Details of Course(s) :

Sl No	Course Code	Title of the course	Credit
1	MFN-004	Advance Nutrition	4
2	MFNL-004	Advance Nutrition	2
3	MFN-005	Clinical and Therapeutic Nutrition	4
4	MFNL-005	Clinical and Therapeutic Nutrition	2
5	MFN-007	Entrepreneurship and Food Service Management	4
6	MFNL-007	Entrepreneurship and Food Service Management	2
7	MFN-009	Research Methods and Biostatistics	6
8	MFNP-011	INTERNSHIP	16
9	MFNP-012	DISSERTATION	8

Thanking you,

Yours faithfully,

Date : _____
Place : _____

(Signature of the Student)

Name of the Student : _____
Address :_____
_____
_____
PIN : ☐☐☐☐☐☐

Mail this "Re-Registration form" along with DD Form to your Regional Centre as per schedule given in the covering letter.