



## INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Dated: , 2014

### Sub. : Re-Registration Form January, 2015 - BTS Second Year

Dear Student,

You will be completing one year of study of the BTS Programme in December 2014. We would like you to register for the Second Year beginning from January, 2015. Please fill-in the attached Re- Registration Form, irrespective of whether you have appeared for the first Year Examination or not and whether you have passed or not.

You can take upto 32 credits worth courses in the IInd year. All the courses given in the enclosed Re-Registration Form are compulsory.

You may fill the enclosed "Re- Registration Form" & send it along with the Programme Fee of Rs. 2,500/- through Demand Draft/Cash Order drawn on any of the nationalized/scheduled bank in favour of **'IGNOU' payable at the 'city' where your Regional is located** so as to reach there on 1<sup>st</sup> August 2014 to 30<sup>th</sup> September 2014.

After 30<sup>th</sup> September, 2014, the last date of submitting the Re-registration Form with a late fee, is Rs. 200/- from 1.10.2014 to 31.10.2014, Rs.500/- from 01.11.2014 to 30.11.2014 & Rs.1000/- from 01.12.2014 to 20.12.2014. The Demand Draft should be made in favour of IGNOU payable at the city where your Regional Centre is situated.

University is not responsible for postal delay. Hence, ensure that the Re-registration Form reaches in time. Re-Registration Form received after the due date(s) or without programme fee of Rs. 2,500/- and late fee wherever applicable, will be summarily rejected.

With best wishes,

Yours sincerely,

Regional Director

Address of the Regional Centre

## Some Useful Information

1. The Programme fee Rs. 2,500/- should be paid in lump sum by way of a Bank Draft/Cash Order drawn from any one of the nationalized/scheduled banks, **in favour of 'IGNOU' and payable at the city where your Regional Centre is situated along with Re-Registration Form.** Please write your name, Programme Code and Enrolment Number on the back of the Bank Draft/Cash Order to ensure proper credit to your fee account.
2. The envelope containing the Re- Registration Form should be superscribed with the words "**RE-REGISTRATION - BTS (Second Year) January, 2015**".
3. The last date for submitting the Re-Registration Form with a late fee as per schedule:

<b>For January session</b>		<b>Late Fee</b>
01.08.2014 to 30.09.2014		without late fee
01.10.2014 to 31.10.2014	-	Rs. 200/-
01.11.2014 to 30.11.2014	-	Rs. 500/-
01.12.2014 to 20.12.2014	-	Rs. 1000/-

4. **Change of Region**  
When a student wants transfer from one Region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking transfer marking copies to the Regional Centre where he/she would like to be transferred to. Further he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer regarding the number of the assignments submitted. The Regional Director from where the student is seeking the transfer will transfer all records and the status of the programme fee paid by the student to the Regional Centre where the student is going, under intimation to the Registrar (SRD), IGNOU, Maidan Garhi, New Delhi - 110 068 and the student.
5. **Change/Correction of address and Study Centre:** There is a printed form for change/correction of address and change of Study Centre in the Programme Guide of Tourism Studies. In case there is any need, the students are directed to make use of the printed form, addressed it to the Regional Director concerned who will send the same after verification of students signature to the Registrar (SRD), IGNOU, Maidan Garhi, New Delhi - 110 068. **Students are advised not to write letters to any other officer in this regard.** Normally, it takes 4-6 weeks to effect the change. Therefore, the students are advised to make their own arrangements to collect the mail from the old address during this period.
6. To avoid delay in despatch/wrong despatch of material, etc. students are advised to read the instructions carefully and fill up the Re-Registration Form properly
7. **Identity Card:** Identity Card was issued in your first year by the concerned Regional Centre. In case of loss, the students may get **duplicate Identity Card on payment of Rs. 200/-** by means of Demand Draft, drawn on IGNOU and payable at the place of Regional Centre.
8. **Re-evaluation of Answer sheet:** A student can make a request for re-evaluation of answer sheet before 31<sup>st</sup> March for December TEE and 30<sup>th</sup> September for June TEE or within one month of declaration of result. 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, Practical, Assignments, Seminar etc. For detail please visit IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in).
9. **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 1<sup>st</sup> Division or 2<sup>nd</sup> Division. For further details please visit IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in).
10. **Non-receipt of Study Materials:** In case of non-receipt of study material and current assignments, you may contact to the concerned Regional Centre.
11. For any other problem, please contact or write to the Regional Centre.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Bachelor in Tourism Studies**  
**Re- Registration Form BTS Second year, January, 2015**

Dear Sir/Madam,

I hereby submit my Re- Registration Form for BTS Second Year, January, 2015 along with a demand draft/Cash Order of Rs. 2,500/- (in favour of IGNOU payable at the city where your Regional Centre is situated) towards the programme fee as per the details given below :-

**Details of Demand Draft**

- a) Name of Bank \_\_\_\_\_ Place \_\_\_\_\_  
 b) Amount **Rs. 2,500/- + late fee, if admissible**  
 c) Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_ Amount \_\_\_\_\_  
 Payable at (the city where the Regional Centre is located)

I hereby accept the following courses which are **compulsory** for BTS students:

S. No.	Course Code	Title of the Courses	Credits
1	FST-1	Foundation Course in Science & Technology	8 credits
2	TS-4	Indian Culture : Perspective for Tourism	8 credits
3	TS-5	Ecology, Environment and Tourism	8 credits
4	PTS-4	Project in Indian Culture: Perspective for Tourism	4 credits
5	PTS-5	Project in Ecology, Environment and Tourism	4 credits
			<u>32 credits</u>

Enrolment No.

Study Centre Code

Regional Centre Code

Yours faithfully,

Date:

Place:

**(Signature of Student)**

Name of the Student \_\_\_\_\_

E-Mail ID \_\_\_\_\_

Mobile /Ph.No. \_\_\_\_\_

Mail this 'Re-Registration Form' along with DD/Cash Order to your Regional Center as per schedule given in the covering letter.

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

Dated: , 2014

**Sub. : Re-Registration Form January, 2015 - BTS Third Year**

Dear Student,

You will be completing two years of study of the BTS Programme in December, 2014. We would like you to register for the Third Year beginning from January, 2015. Please fill-in the attached Re-Registration Form, irrespective of whether you have appeared for the Second Year Examination or not and whether you have passed or not.

You can take upto 32 credits worth courses in the III<sup>rd</sup> year, as per the enclosed Re-Registration Form for BTS – III<sup>rd</sup> year.

You should fill the enclosed "Re- Registration Form" & send it along with the Programme Fee of Rs. 2,500/- through Demand Draft/Cash Order at the address drawn on any of the nationalized/scheduled bank in favour of **'IGNOU' payable at the 'city' where your Regional Centre is situated** from 1<sup>st</sup> August 2014 to 30<sup>th</sup> September 2014.

After 30<sup>th</sup> September, 2014, the last date of submitting the Re-registration Form with a late fee, is Rs. 200/- from 1.10.2014 to 31.10.2014, Rs.500/- from 01.11.2014 to 30.11.2014 & Rs.1000/- from 01.12.2014 to 20.12.2014. The Demand Draft should be made in favour of IGNOU payable at the city where your Regional Centre is situated.

The University is not responsible for postal delay. Hence, ensure that the form reaches the Regional Centre in time. Re-Registration Form received after the due date(s) or without programme fee of Rs. 2,500/- will be summarily rejected.

With best wishes,

Yours sincerely,

Regional Director

Address of the Regional Centre

### Some Useful Information

- 1) The Programme fee Rs. 2,500/- should be paid in lump sum by way of a Bank Draft drawn from any one of the scheduled banks, **in favour of IGNOU and payable at the city where your Regional Centre is situated along with Re-Registration Form**. Please write your name, Programme Code and Enrolment Number on the back of the Bank Draft to ensure proper credit to your fee account
- 2) The envelope containing the Re- Registration Form should be superscribed with the words "**RE- REGISTRATION - BTS (Third Year) January, 2015**".
- 3) The last date for submitting the Re- Registration Form with a late fee as per schedule:

<b>For January session</b>		<b>Late Fee</b>
01.08.2014 to 30.09.2014		without late fee
01.10.2014 to 31.10.2014	-	Rs.200/-
01.11.2014 to 31.11.2014	-	Rs.500/-
01.12.2014 to 20.12.2014	-	Rs.1000/-

- 4) **Change of Region**  
When a student wants transfer from one Region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking transfer marking copies to the Regional Centre where he/she would like to be transferred to. Further he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer regarding the number of the assignments submitted. The Regional Director from where the student is seeking the transfer will transfer all records and the status of the programme fee paid by the student to the Regional Centre where the student is going, under intimation to the Registrar(SRD), IGNOU, Maidan Garhi, New Delhi - 110 068 and the student.
- 5) **Change/Correction of address and Study Centre:** There is a printed form for change/correction of address and change of Study Centre in the Programme Guide of Tourism Studies. In case there is any need, the students are directed to make use of the printed form, addressed it to the Regional Director concerned who will send the same after verification of students signature to the Registrar(SRD), IGNOU, Maidan Garhi, New Delhi - 110 068. **Students are advised not to write letters to any other officer in this regard.** Normally, it takes 4-6 weeks to effect the change. Therefore, the students are advised to make their own arrangements to collect the mail from the old address during this period.
- 6) To avoid delay in despatch/wrong despatch of material, etc. students are advised to read the instructions carefully and fill up the Course Registration Form properly.
- 7) **Identity Card:** Identity Card was issued in your first year by the concerned Regional Centre. In case of loss, the students may get duplicate Identity Card on payment of Rs.200/- by means of Demand Draft, drawn on IGNOU and payable at the place of Regional Centre.
- 8) **Re-evaluation of Answer sheet:** A student can make a request for re-evaluation of answer sheet, before 31<sup>st</sup> March for December TEE and 30<sup>th</sup> September for June TEE or within one month of declaration of result. 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, Practical, Assignments, and Seminar etc. For detail please visit IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in).
- 9) **Improvement in Division /Class:** The improvement in marks/grade is applicable only for the Bachelor's/Master's Degree Programme for students, who fall short of 2% marks for securing 1<sup>st</sup> Division or 2<sup>nd</sup> Division . For further details please visit IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in).
- 10) **Non-receipt of Study Materials:** In case of non-receipt of study material and current assignments, you may contact to the concerned Regional Centre.
- 11) For any other problem, please write to the Regional Centre.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Bachelor in Tourism Studies**  
**Re- Registration Form BTS III Year January, 2015**

Dear Sir/Madam,

I hereby submit my Re-Registration Form for BTS Third Year January, 2015 along with a Demand Draft of Rs. 2,500/- in favour of IGNOU towards the Programme Fee as per the details given below :-

**Details of Demand Draft:**

- a) Name of Bank \_\_\_\_\_ Place \_\_\_\_\_  
b) Amount **Rs. 2,500/- + late fee, if admissible.**  
c) Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_ Amount \_\_\_\_\_  
Payable at (the city where the Regional Centre is located)

I hereby accept the following courses which are compulsory for BTS students:

S.No.	Course Code	Title of the Courses	Credits
<b>Compulsory Courses</b>			
1.	TS-3	Management in Tourism	8 credits
2.	TS-6	Tourism Marketing	8 credits
3.	PTS-6	Project in Tourism Marketing	4 credits

**Optional Courses**

- i) **Choose one of the following and write the Course Code in he given box 4 credits**

Course Code				
AFW (E)-1	Feature Writing in English	4 credits		
BHDA-101/AFW (H)-1	समचार पत्र और Feature Lekhan	4 credits	<input type="text"/>	
AWR (E)-1	Writing for Radio	4 credits		
BPRA-101/AWR (H)-1	Radio Lekhan in Hindi	4 credits		
AOM-1	Office Organisation Management	4 credits		
ASP-1	Secretarial Practice	4 credits		

- ii) **Choose one of the following and write the Course Code in the given box 8 credits**

Course Code				
TS-7	Human Resource Development (Hindi and English Medium)	8 credits		
AHE-1	Human Environment	6 credit theory +2 credit Project		
EHI-1	Modern India : 1857-1964	8 credits		
EHI-2	India : Earliest Times to 8 <sup>th</sup> Century A.D.	8 credits	<input type="text"/>	
EHI-3	India : from 8 <sup>th</sup> to 15 <sup>th</sup> Century A.D.	8 credits		
EHI-4	India : from 16 <sup>th</sup> to Mid 18 <sup>th</sup> Century A.D.	8 credits		
ESO-15	Society and Religion	8 credits		
EEG-3/BEGE-103	Communication Skills in English	8 credits		

Total **32 credits**

Enrolment No.

Study Centre Code

Regional Centre Code

Yours faithfully

(Signature of the Student)

Date:

Mail this 'Re-Registration form' along with DD/Challan Form to your Regional Center as per schedule given in the covering letter.

Name of the Student \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

