



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Course Re-Registration Form for MAAE Second year July 2016

Date: - _ _ / _ _ / 2016

Sub. : Re-Registration July 2016– MAAE Second year

Dear Student,

You must be busy with your studies of the first year of MAAE. Now, it is the time of the re-registration for the second year of MAAE.

The Re-Registration form is enclosed with this letter. You are required to fill-in the same irrespective of whether you have appeared/not appeared in the Term-End Examination for the courses registered earlier for first year of MAAE Programme. For registration to the second year of MAAE following action is required at your end:

- (1) Fill in the enclosed Re-Registration Form.
- (2) Remit Re-Registration fee of Rs. 6000/-. Please read IMPORTANT NOTES for the mode of payment.
- (3) The filed-in form along with Demand Draft towards the Programme fee for the second year should be mailed to the Regional Centre so as to reach it on or before 31.03.2016.
- 4) The last date for submitting the Re- Registration Form **with a late fee** is as per the schedule given below :

S.No.	July Session	January Session	Late Fee
1.	1st February to 31st March	1 st August to 1 st October	Nil
2.	1st April to 30th April	3 rd October to 31 st October	Rs.200/-
3	1st May to 31st May	1 st November to 30 th November	Rs.500/-
4	1st June to 20th June	1 st December to 20 th December	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 – MAAE (Second year) July, 2016” at the top left corner of the envelope.

With best wishes,

Encl: Re-Registration Form

Yours sincerely,

Mail this “Re-Registration” form along with DD to the Regional Centre between 01st February and 31st March 2016 (without late fee) or by 30.04.2016, 31.05.2016 or 20.06.2016 (with a late fee) of Rs. 200/-, Rs. 500/- & Rs. 1000/- respectively.

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 and Study Centre** : There are prescribed proforma available in IGNOU website www.ignou.ac.in for change/correction of address and change of Study Centre. The admitted students are advised to make use of the relevant proforma prescribed thereof and send it to the Regional Director concerned who will make necessary corrections in the database and transmit the corrected data to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068. Requests received directly at SRD, New Delhi, or any other Office of the University will not be entertained. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period. In case a change of Study Centre is desired, the learners are advised to fill the relevant Proforma and address it to the Regional Centre concerned. Since counselling facilities are not available for all Programmes at all the Centres, learners are advised to make sure that counselling facilities are available, for their subjects, at the new centre they have opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. **Similarly, change of Study Centre is not permissible in programmes where practical components are involved.**
- (4) Non-receipt of Study Materials : In case of non-receipt of study material and current assignments you may contact the concerned Regional Centre.
- (5) Identity Cards: Identity Cards are issued by the concerned Regional Centre. In case of loss of Identity Card, 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 www.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 www.ignou.ac.in.
- (8) Change of Address is not permitted until the commencement of session.
- (9) For any other problem, please write to the concerned Regional Director.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Course Re-registration Form for MAEE Second Year July 2016

Dated: _____, 2016

Dear Sir/Madam,

I hereby submit my Re-Registration Form for MAEE Second Year, along with a demand draft for the requisite amount towards the programme fee for the 2nd year as per details given below :-

1. Programme Code : 2. Study Centre Code :

3. Name of the student : _____

4. Enrolment No. :

5. Details of Re-Registration fee:

Details of Demand Draft

a) Name of Bank _____ Name of Branch & Place _____

b) Amount Rs. 6000/- + late fee, if admissible. Demand Draft No. _____

Dated _____ Amount _____

6. Details of Course(s)

S. No.	Course Code	Title of the Course	Credits	Nature
1	MAE-004	Extension Education and Development	6 Credits	Compulsory
2	MAE-005	Population and Development Education	6 Credits	Compulsory
3	MAEP-001	Dissertation Work	10 Credits	Compulsory
4	MAEE-001* OR MESE-061*	Sustainable Development OR Open and Distance Learning Systems	6 Credits	Optional
5	MAEE-002** OR MESE-062**	Basics of Legal Awareness OR Vocational Education	6 Credits	Optional

* Please indicate your choice of the optional course by putting tick (√) mark against either MAEE-001 or MESE-061.

** Please indicate your choice of the optional course by putting tick (√) mark against either MAEE-002 or MESE-062.

Regional Centre Code

Yours faithfully,

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

(Signature of the student)
 Name of the Student _____
 Address: _____

 E-mail.ID _____
 Mobile No. _____

Date : _____

Place : _____