



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Course Re-registration Form for MA(DE) II Year

Dated : _____, 2016

Sub. : Re-Registration January 2017 – MA(DE) Second Year

Dear Student,

You must be busy with studies of the first year of MA(DE). Now, it is the time for re-registration for the second year of MA(DE).

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 Examination for the courses registered earlier for MA(DE) Programme. For registration to the second year of MA(DE) following action is required at your end:

- (1) Fill in the enclosed Re-Registration Form.
- (2) Remit Re-Registration fee of Rs. 4500/-. 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 your Regional Centre so as to reach there on or before 01.10.2016.
- (4) The last date for submitting the Re-Registration form with a late fee as per schedule given below:

Schedule for submission of Re-registration form at the respective Regional Centre Only:

S.No.	July Session	January Session	Late Fee
1.	1 st February to 31 st March	1st August to 1st October	Nil
2.	1 st April to 30 th April	3rd October to 31st October	Rs.200/-
3	1 st May to 31 st May	1st November to 30th November	Rs.500/-
4	1 st June to 20 th June	1st December to 20th December	Rs.1000/-

- (5) The Re-Registration Forms received after the date will be summarily rejected. The envelope containing the Course Registration Form and Demand Draft should be superscribed with the words **“RE-REGISTRATION FORM – MA(DE) (Second year) January, 2017”** at the top left corner of the envelope.

With best wishes,

Yours faithfully,

Encl.: Re-Registration Form

(Regional Director)

IMPORTANT NOTES

- 1) 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) 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 – 110068. 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 please contact 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, 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 see visit IGNOU website at www.ignou.ac.in.
- 8) For any other problem, please write to the Regional Director concerned.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Re- Registration Form for MA(DE) Second Year, January, 2017

Dear Sir/Madam,

I hereby submit my Re-Registration Form for **MA(DE) Second Year**, along with a Demand Draft for requisite amount towards the programme fee for the 2nd year as per details given below:-

- a) Name of Bank _____ Place _____
b) Demand Draft No. _____ Dated _____
Payable at (the city where the Regional Centre is located) _____
c) Amount **Rs. 4500/- (Rupees Four Thousand Five Hundred only)**

For cash challan: IDBI/INDIAN BANK (See Prospectus for Branches):

Computerised : No. _____
(Issued by bank)

Date: _____

I hereby accept the following courses which are Compulsory for **M.A.(DE)** students:

Programme Code: **MA(DE)**

S. No.	Course Code	Title of the Courses	Credits
1	MDE - 415	Research Methods for Distance Education	6
2	MDE – 416	Curriculum Development in Distance Education	6
3	MDE – 417	Distance Education: Economic Perspective	6
4	MDE – 419	Staff Training and Development in Distance Education	6
5	MDEP - 420	Project Work	6

Enrolment No.:

Study Centre Code:

Regional Centre Code:

Yours faithfully,

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

(Signature of Student)

Name of the Student _____

Address : _____

Date: _____

PIN:

Place: _____