



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

Date: - __ / __ / 2016

Sub. : Re-Registration July 2016 PGDCC Second year

Dear Student,

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

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 PGDCC. For registration to the second year PGDCC following action is required at your end :

- (1) Fill in the enclosed Re-Registration Form.
- (2) Remit Re- Registration fee of Rs. 50000/-. 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 31.03.2016.
- (4) The last date for submitting the Re-Registration form with a late fee is as per the schedule given below :

For July 2016 session		Late Fee
Upto 31.03.2016	-	Nil
01.04.2016 to 30.04.2016	-	Rs.200/-
01.05.2016 to 31.05.2016	-	Rs.500/-
01.06.2016 to 20.06.2016	-	Rs.1000/-

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 – PGDCC (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 from 01st February to 31st March 2016 (without late fee) or 30.04.2016, 31.05.2016 and 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 is a prescribed proforma for change/correction of address and change of Study Centre provided in the Programme Guide given/sent to the admitted learners along with the study material in the very first lot of dispatch. In case there is any correction/change in the address, the learners are advised to make use of the proforma provided in the Programme Guide 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 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, 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.

