INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Date: - _ _ / _ _ / 2014

Sub: Re-Registration Form for PGDPD / ADPD/ MAPD Programmes for session January, 2015

Dear Student,

You must be busy with your studies of PGCEPD / PGDPD / ADPD / MAPD**.** Now it is the time for Re-Registration for PGDPD/ADPD & MAPD of Participatory Development Programme. The course details of PGDPD / ADPD / MAPD are given in the table below:

PGDPD

S. No.	Course Code	Course	Credits
1	MDS-001	Understanding Participatory Development	6
2	MDS-002	Development Policies and Programmes	6
3	MDS-003	Democratic Governance and Civil Society	6
4	MDS-004	Securing Participation in Development	6
5	MDS-005	Participatory Project Management	6
6	MDSL-006	Field work	6
		Total	**36**

ADPD

S. No.	Course Code	Course	Credits
1	MDS-001	Understanding Participatory Development	6
2	MDS-002	Development Policies and Programmes	6
3	MDS-003	Democratic Governance and Civil Society	6
4	MDS-004	Securing Participation in Development	6
5	MDS-005	Participatory Project Management	6
6	MDSL-006	Field work	6
7	MDS7	Legal and Regulatory Frameworks of Development Organisations	6
8	MDS8	Management of Development Organisations	6
9	MDS9	Management of Financial Resources	6
		Total	**54**

MAPD

S. No.	Course Code	Course	Credits
1	MDS-001	Understanding Participatory Development	6
2	MDS-002	Development Policies and Programmes	6
3	MDS-003	Democratic Governance and Civil Society	6
4	MDS-004	Securing Participation in Development	6
5	MDS-005	Participatory Project Management	6
6	MDSL-006	Field work	6
7	MDS-007	Legal and Regulatory Frameworks of Development Organisations	6
8	MDS-008	Management of Development Organisations	6
9	MDS-009	Management of Financial Resources	6
10	MDS-010	Communications	6

11	MDS-011	Research Methodology	6
12	MDSP-012	Project Work	6
		Total	**72**

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 PGDPD/ADPD/MAPD programme. For Re-Registration to PGDPD/ADPD and MAPD following actions are required at your end:

(1) Fill in the enclosed Re-Registration Form.

(2) Remit Re-Registration Fee as mentioned in the enclosed form.

(3) The filled-in form along with the Demand Draft towards the Re-Registration Fee should be submitted at / mailed to the address given below from 1st August 2014 to 1st October 2014 positively.

(4) The last date for submission of Re- registration form with a late fees as per schedule :

For January, 2015 session		**Late Fee**
01.08.2014 to 01.10.2014	-	Nil
03.10.2014 to 31.10.2014	-	Rs.200/-
01.11.2014 to 30.11.2014	-	Rs.500/-
01.12.2014 to 20.12.2014	-	Rs.1000/-

(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 of PGDPD/ADPD/MAPD – January, 2015"** at the top left corner of the envelope.

With best wishes,

Encl. : Re- Registration Form

Yours sincerely,

Address of the Regional Centre

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) Re-Registration fee is to be paid by means of a Bank Draft obtained from any of the Scheduled Banks in the name of IGNOU and should be payable at the city where your Regional Centre is situated.

(3) **Change/Correction of Address and Study Centre :** There is a printed 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. The form of change of address can also be downloaded from IGNOU Website : www.ignou.ac.in. 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 please contact the concerned Regional Centre

(5) Identity Cards are issued by the 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) Change of Address is not permitted until the commencement of session. For any other problem, please write to the Regional Centre.

(7) Re-evaluation of Answer sheet: A student can make a request for re-evaluation of answer sheet, before 31st March for December TEE and before 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, Practical, Assignments, Seminar. For details please visit IGNOU website at www.ignou.ac.in.

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

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

APPLICATION FORM FOR RE-REGISTRATION FOR PGDPD/ADPD & MAPD
January, 2015

PGDPD / ADPD / MAPD

Completed form with prescribed fee through Demand Draft should be sent to the **Regional Director, IGNOU Regional Centre**_____ so as to reach on or before 01st August to 1st October 2014 **(without late fee)** or 31.10.2014, 30.11.2014 and 20.12.2014 **(with late fees)** of Rs. 200/-, Rs. 500/- & Rs. 1000/- respectively.

1. **Programme Code** **PGDPD / ADPD / MAPD**

2. **Enrolment No.** ☐☐☐☐☐☐☐☐☐

3. **Study Centre Code** ☐☐☐☐☐☐ 4. **Regional Centre Code** ☐☐

5. **Name** (in English)

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6. **Telephone No.** (if any) with STD Code 7. **Mobile No.** (if any)

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8. **E-mail ID** (if any) (Please write in Capital Letters)

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9. **Fee Details**

Sl. No.	Year	Re-registration Fee	Re-registration sought for (Please tick)	Demand Draft Details
1.	Second	Rs.7,000/-		DD No. : ☐☐☐☐☐☐
2.	Third	Rs.7,000/		Date : ☐☐ ☐☐ ☐☐☐☐
3.	Fourth	Rs.14,000/		Amount (in Rs.) : ☐☐☐☐
				Issuing Bank : _____

Date : _____
Place : _____

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