INDIRA GANDHI NATIONAL OPEN UNIVERSITY

ignou
THE PEOPLE'S
UNIVERSITY

REGIONAL CENTRE ALIGARH

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STUDENT RELATED FORMS

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INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

(Rules & regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form).

Prescribed dates for submission of form:- 1st to 30th April for June Term-end Exam.
1st to 31st October for December Term-end Exam.

1. **Name :** _____

2. **Programme:** [   ]   **Enrolment No:** [ ][ ][ ][ ][ ][ ][ ][ ][ ]

3. **Address:** ....
....
.... [ ][ ][ ][ ][ ][ ] **Pin**

4. **Term-end examination, in which programme completed June/December………………....**

   Total marks/Overall point grade obtained   **Percentage obtained**

   ……………………………………………   ……………………..

   (Please enclose photocopy of the statement of marks/grades card)

5. **Course(s), in which**   **COURSE CODE**   **COURSE CODE**
   improvement is sought:
                                 1. …………………….   4. ……………………
                                 2. …………………...   5. ……………………
                                 3. …………………..

6. **Fee details:-**

   (The fee for Improvement in Division is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

   No. of Course(s) …………. …… X Rs. 500/-   =   Total Amount ………………….....

   Demand Draft No. …………………………   Date …………………....……………

   Issuing Bank …..………………………………………………………………………………

7. **Term-end examination, in which you wish to appear:- June /December…………....**

8. **Examination centre details, where you wish to appear in term-end examination:-**

   Exam. Centre Code: ……………   City/Town: …………………………….
   ...……..…………………

UNDERTAKING

I hereby undertake that I shall abide by the rules & regulations prescribed by the University for improvement in Division/Class.
Date: ………………   Signature………………….………

Place: ………………   Name:…………………………………..

P.T.O.

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/ CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have complete the programme. The eligibility is as under:-

    a. The students of Bachelor's/Master's degree programmes who fall short of 2% marks to secure 2nd and 1st division.

    b. The students of Master's degree programmes only, who fall short of 2% marks to secure overall 55% marks.

2.   Only one opportunity will be given to improve the marks/grade.

3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/ Lab courses, Projects, Workshops and Assignments etc.

4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.

5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/ course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement.

6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.

7. After appearing in the examination for improvement, better of the two examinations i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered.

8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for Improvement.

9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve is being conducted by the University at that time.

10. On the top of the envelope containing the prescribed application form,
    Please mention 'APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS'.

11. Application form must reach within the prescribed dates at the following address:-

    The Registrar,
    Student Evaluation Division,
    Indira Gandhi National Open University,
    Maidan Garhi,
    New Delhi-110068

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

<u>**APPLICATION FORM FOR EARLY DECLARATION OF RESULT OF TERM-END EXAMINATION**</u>

(Rules & regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form).

1.   **Name :** _____

2.   **Programme:** ☐   **Enrolment No:** ☐☐☐☐☐☐☐☐☐

3.   **Address:** ....
      ....
      .... ☐☐☐☐☐☐ **Pin**

4.   **Reason for early declaration of result:** _____
      _____
      (enclose a copy of the documentary evidence specifying the reason for early declaration)

5.   **Courses(s) detail for early evaluation:-**

      S. No.   **Course Code**   **Date of Examination**

      1.   ----------------------   ---------------------------
      2.   ----------------------   ---------------------------
      3.   ----------------------   ---------------------------
      4.   ----------------------   ---------------------------

6.   **Exam. Centre details, from where you have to appear/appeared at Term-end Examination:-**

      Exam. Centre Code: ☐   **Address of Exam. Centre:** _____
      _____
      _____
      _____

7.   **Fee detail:-**

      (The fee for early declaration of result is Rs. 700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

      No. of Course(s): ………….…… X Rs. 700/-   =   Total Amount: …..........................

      Demand Draft No.: …………………………   Date: ……....................................

      Issuing Bank: ……………………………………………………………….......................

      Date:...........................   **(Signature of the student)**

      P.T.O.

<u>RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS</u>

1. Request for early declaration of results will be entertained for final semester/year or maximum of 4 backlog courses only, subject to the following conditions:-

    (i)   The student has been selected for higher study/employment and statement of marks/grade card is required to be produced to the institute by a particular date, which is before the prescribed dates of declaration of the University's results.

    (ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.

2. Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.

3. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.

4. Application form must reach at the following address before the date of the examination for the course (s) for which early evaluation is sought:-

    The Registrar,
    Student Evaluation Division,
    Indira Gandhi National Open University,
    Maidan Garhi,
    New Delhi-110068.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

(Rules & regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form).

1. **Name :** _____

2. **Programme:** [_____] **Enrolment** [_____] **No:**

3. **Address:** ....

    ....

    .... [_____] **Pin**

4. **Month and Year of the Examination:** ....

5. **Examination Centre Code:** [_____]

6. **Address of the Examination Centre:** ....

    ....

7. **Courses, in which re-evaluation is sought**

COURSE CODE	MARKS/GRADE OBTAINED
....	....
....	....
....	....
....	....
....	....

8. **Fee detail:-**

    (The fee for Re-evaluation of answer script is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

    No. of Course(s): …………..…… X Rs. 500/-   =   Total Amount: ....

    Demand Draft No. ………………….   Date: ...………….......................

    Issuing Bank: ..………………………………………………………………….......................

    Date:............................   (Signature of the student)

    P.T.O.

<u>RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS</u>

1. The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.

2. The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.

3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.

4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.

5. Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.

6. On the top of the envelope containing the prescribed application form,
   Please mention **'APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS'**

7. Application form must reach within the prescribed dates at the following address:-

   The Registrar,
   Student Evaluation Division,
   Indira Gandhi National Open University,
   Maidan Garhi,
   New Delhi-110068.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF DUPLICATE STATEMENT OF MARKS/GRADE CARD

1. **Name :** _____

2. **Programme:** [   ]   **Enrolment** [ ][ ][ ][ ][ ][ ][ ][ ][ ] **No:**

3. **Address:** ....

   ....

   .... [ ][ ][ ][ ][ ][ ] **Pin**

4. **Fee detail:-**

   (The fee for duplicate grade card is Rs. 150/-, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

   Demand Draft No. ……………………   **Date…………..........................**

   Issuing Bank……………………………………………………………………..............

   Date:.............................   **(Signature of the student)**

   The filled in form with the requisite fee is to be sent to:

   > **The Registrar,**
   > **Student Evaluation Division,**
   > **Indira Gandhi National Open University,**
   > **Maidan Garhi,**
   > **New Delhi-110068.**

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
UDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. **Name :** _____

2. **Programme:** [   ]   **Enrolment** [   ] **No:**

3. **Address:** ....
    ....
    .... [   ] **Pin**

4. **Purpose for which:** ....
    transcript is required ....

5. **Fee detail:-**
    Fee for the official transcript:-

    Rs. 200/- per transcript, if to be sent to the student/institute in India.
    Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University.
    (The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

    No. of transcript(s): …………..…… X Rs. 200/ Rs. 400/-   =   Total Amount: Rs................
    Required

    Demand Draft No.: ……………………   **Date: ………......................**

    Issuing Bank: …………………………………………………………….................

6. **Whether the transcripts to be mailed by the University: Yes/No (please tick)**

7. **Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attached a separate list, if required)**
    ....
    ....
    ....

    Date:...........................   **(Signature of the student)**

    The filled in form with the requisite fee is to be sent to:-

    > **The Registrar,**
    > **Student Evaluation Division,**
    > **Indira Gandhi National Open University,**
    > **Maidan Garhi,**
    > **New Delhi-110068.**

    Note:- The students are required to enclose same number of legible photocopies of both sides of the statement of marks/grade card issued to them, as the number of transcripts required.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

(Rules & Regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form).

Prescribed dates for submission of form:- 1st March to 15th April for June Term-end Exam.
1st September to 15th October for December Term- end Exam.

1. **Name :** _____

2. **Programme:** [   ] **Enrolment** [| | | | | | |] **No:**

3. **Address:** ....
....
.... [| | | | |] **Pin**

4. **Detail of the course(s), for which photocopy of the answer script(s) is/are required:**

(a) **Term-end examination: June/December……………….**

   (b) Exam Centre Code: [   ]

   (c) Exam Centre Address: .....…………………………………………….....................................
…..
……………………………………………...

   (d) Course(s): ……………………………………………………...

5. **Fee details:-**
   (The fee for obtaining photocopy of the answer script is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi)

   No. of Course(s): …………..…….. X Rs. 100/-   **=**   **Total Amount: ....**

   Demand Draft No.: …………………………   **Date: ...……………………......**

   Issuing Bank: …………………………………………………………………......................

6. **Self attested photocopy of the Identity Card:**   **Attached/Not attached**
   issued by the University

UNDERTAKING

   I hereby undertake that the answer script(s), for which photocopy(ies), applied for, belongs to me. For this purpose, I am enclosing self attested photocopy of my Identity Card issued by the University. In case, my statement is found false, the University may take action against me as deemed fit.

   Date: ………………   **Signature: ………………………...**

   Place: ………………   **Name: …………………………….**

P.T.O.
RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.

2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundered Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.

3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.

4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever your later.

5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.

6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.

7. Application form must reach within the prescribed dates at the following address except the answer scripts of CPE & DPE programmes:-

    The Registrar,
    Student Evaluation Division,
    Indira Gandhi National Open University,
    Maidan Garhi,
    New Delhi-110068.

8. For the photocopy(ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.

STUDENT REGISTRATION DIVISION
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI – 110 068

RE–ADMISSION FORM FOR ALL PROGRAMMES
(other than MP & MPB - Details as shown in Table-A)

1. Name & Address of the student _____

    _____

    _____

2. Programme Code : ⬜⬜⬜⬜⬜⬜

3. Enrol.No. ⬜⬜⬜⬜⬜⬜⬜⬜⬜

4. Regional Centre Code : ⬜⬜

5. Study Centre Code : ⬜⬜⬜⬜

6. Details of course(s) not completed for which re-admission is sought (please enclosed a separate Annexure, if the table below is found insufficient).

S.No.	Course Code	Title of the Course	Credits	Course Fee (Rs.)
			Total Rs.	

7. Details of re-registration for the missed year(s)/semester(s), if any:

Year(s)/ semester(s)	Course Code(s) of the missed year(s)/semester(s)	Re-registration fee a per current rate (Rs.)

8. Total Fee (col.no.6+7) Rs._____enclosed vide Demand Draft No. _____ Date_____of _____(Name of Bank)
   (DD should be drawn in favour of "IGNOU" payable at New Delhi)

    Dated : _____   Signature of
                                                                    the student

    Mail this **Re-admission Form** along with DD to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110 068 on or before the last date mentioned above.

Note: **Please retain a copy of this form for any future reference.**

Table-A

Fee and Course statement for calculating Pro-Rata Fee for Re-Admission to various Programmes

(Revised *pro-rata fee* effective from July 2009)

Sl. No	Prog. Code	Max. Duration (Year)	Total Fee	Total no. of courses	Pro-rata fee per course	Remarks
1.	2.	3.	4.	5.	6.	7.
1.	MADE	4	Rs.2000/-	5	Rs.400/-	
2.	MEG	5	Rs.7200/-	8	Rs.900/-	
3.	MHD	5	Rs.7200/-	11	Rs.900/- per 8 cr. Rs.450/- per 4 cr.	
4.	MEC	5	Rs.10800/-	11	Rs.1350/- per 8 cr. Rs.1000/- per 6 cr. Rs.675/- per 4 cr.	
5.	MAH	5	Rs.7200/-	9	Rs.900/- per 8 cr. Rs.450/- per 4 cr.	
6.	MA(Edu)	5	Rs.12000/-	11	Rs.1100/-	
7.	MPS	5	Rs.7200/-	10	Rs.900/- per 8 cr. Rs.450/- per 4 cr.	
8.	MPA	5	Rs.7200/-	8	Rs.900/- per 8 cr. Rs.450/- per 4 cr.	
9.	MSO	5	Rs.7200/-	8	Rs.900/-	
10.	MSW	5	Rs.24000/-	13	Rs.3650/- per 10 cr. Rs.2200/- per 6 cr. Rs.1450/- per 4 cr.	
11.	MARD	5	Rs.7200/-	10	Rs.1350/- per 12 cr. Rs.675/- per 6 cr.	
12.	MTM	4	Cat-1 Rs.7200/- Cat-2 Rs.8800/-	16 20	Rs. 450/- Caty 1& II	
13.	M.Com.	5	Rs.9600/-	12	Rs.800/-	
14.	MCA (old sylb.)	7	Rs.48000/-	17	Please see Σ	
15.	MCA (revised sylb.)	6	Rs.48000/-	31	Please see Σ	
16.	MLIS (revised sylb.) (Old sylb.)	4	Rs.8000/-	8	Rs.1000/-	
17.	M.Sc. (DFSM)	5	Rs.23800/-	19	Rs.1250/-	
18.	M.Sc. (MACS)	4	Rs.19200/-	17	Rs.2400/- per 8 cr. Rs.1200/- per 4 cr. Rs.600/- per 2 cr.	
19.	MHA	4	Rs.10,000/-	11	Rs. 900/-	
20.	MPP	5	Rs.7200/-	9	Rs.800/-	
21.	BCA (old sylb.)	6	Rs.25800/-	23	Please see ß	
22.	BCA (new sylb.)	6	Rs.25800/-	23	Please see ß	
23.	BA	6	Rs.4800/-		Please see #	

Sl. No	Prog. Code	Max. Duration (Year)	Total Fee	Total no. of courses	Pro-rata fee per course	Remarks
1.	2.	3.	4.	5.	6.	7.
24.	B.Com	6	**Rs.4800/-**		**Please see #**	
25.	B.Sc.	6	**Rs.8400/-**		**Please see #**	
26.	BTS	6	**Rs.6800/-**		**Please see #**	
27.	BSW	6	**Rs.10200/-**	13	**Rs.850/-** per course of BSW **Rs.600/-** per course of BDP	
28.	BLIS	4	**Rs.4400/-**	9	**Rs.500/-**	
29.	B.Sc.N (Old)	5	**Rs.39600/-**	18	**Rs.2200/-**	
30.	B.Sc.N (PB) (revised sylb.)	5	**Rs.39600/-**	18	**Rs.2200/-**	
31.	BSCHOT	6	**Rs.23800/-**	14	**Rs.1700/-**	
32.	BTCM	10	**Rs.400/-** per credit for Theory and **Rs.1400/-** per credit for Lab	44	**Rs.400/-** per credit for theory **Rs.1400/-** per credit for laboratory courses	
33.	BTWRE	10	**Rs.400/-** per credit for Theory and **Rs.1400/-** per credit for Lab	39	**Rs.400/-** per credit for theory **Rs.1400/-** per credit for laboratory courses	
34.	BTME	8	**Rs.400/-** per credit for Theory and **Rs.1400/-** per credit for Lab	37	**Rs.400/-** per credit for theory, **Rs.1400/-** per credit for laboratory courses	
35.	BED	4	**Rs.17,400/-**	11	**Rs.1600/-**	
36.	PGDCC	4	**Rs.39,600/-**	13	**Rs.3050/-**	
37.	PGDDE	4	**Rs.1600/-**	5	**Rs.325/-**	
38.	PGDHE	4	**Rs.2000/-**	6	**Rs.350/-**	
39.	PGDLAN	4	**Rs.13,200/-**	8	**Rs.1650/-**	
40.	PGDMCH	3	**Rs.20,300/-**	6	**Rs.1550/-** for theory courses and **Rs.5300/-** for practical courses	
41.	PGDHHM	3	**Rs.18800/-**	7	**Rs.4100/-** for theory courses and **Rs.6600/-** for practical courses	
42.	PGDGM	3	**Rs.18200/-**	4	**Rs.2650/-** for theory courses and **Rs.6600/-** for practical courses	
43.	PGDRD	4	**Rs.1800/-**	5	**Rs.350/-**	
44.	PGDRP	4	**Rs.8900/-**	7	**Rs.1300/-**	
45.	PGDT	4	**Rs.2500/-**	5	**Rs.500/-**	
46.	PGJMC	4	**Rs.3000/-**	4	**Rs.750/-**	
47.	PGDAPP	4	**Rs.8900/-**	4	**Rs.1500/-** for theory courses and **Rs.4450/-** for practical courses	
48.	PGDIBO	3	**Rs.5500/-**	6	**Rs.900/-**	
49.	PGDDM	4	**Rs.4100/-**	8	**Rs.500/-**	
50.	PGDIPR	3	**Rs.7400/-**	8	**Rs.950/-**	
51.	PGDESD	3	**Rs.4800/-**	8	**Rs.600/-**	

Sl. No	Prog. Code	Max. Duration (Year)	Total Fee	Total no. of courses	Pro-rata fee per course	Remarks
1.	2.	3.	4.	5.	6.	7.
52.	PGDSLM	2	Rs.4200/-	5	Rs.850/-	
53.	PGDMRR	4	Rs.6100/-	5	Rs.750/-	
54.	PGDSW	4	Rs.7800/-	7	Rs.2200/- per 10 cr. Rs.1300/- per 6 cr. Rs.900/- per 4 cr.	
55.	PGDPM	4	Rs.4,800/-	5	Rs.1200/-	
56.	PGDET	2	Rs.4800/-	5	Rs.950/-	
57.	PGDPSM	3	Rs.7500/-	6	Rs.1250/-	
58.	PGDBP	4	Rs.6600/-	7	Rs.950/-	
59.	PGDFSQM	--	Rs.10,800/-	8	Rs.1250/-	
60.	PGDMD	3	Rs.14,400/-	7	Rs. 2050/-	
61.	ADCM	5	Rs.400/- per credit for theory and Rs.1400/- per credit for lab courses	25	Rs.400/- per credit for theory Rs.1400/- per credit for laboratory courses	
62.	ADWRE	5	Rs.400/- per credit for theory and Rs.1400/- per credit for lab courses	20	Rs.400/- per credit for theory Rs.1400/- per credit for laboratory courses	
63.	DAFE	4	Rs.2400/-	7	Rs.350/-	
64.	DCE	4	Rs.2500/-	5	Rs.500/-	
65.	DCYP	4	Rs.2600/-	8	Rs.350/-	
66.	DECE	4	Rs.1800/-	4	Rs.450/-	
67.	DNHE	4	Rs.1800/-	4	Rs.450/-	
68.	DTS	4	Rs.2900/-	4	Rs.750/-	
69.	DWED	4	Rs.2500/-	7	Rs.350/-	
70.	DVAPFV	4	i. Rs.10,600/- ii. Rs.10,600/- iii. Rs.11.400/-	8	Rs.1325/-	
71.	DPVCPO	4	i. Rs.9700/- ii. Rs.9700/- iii. Rs.10,600/-	8	Rs.1225/-	
72.	DMT	4	i. Rs.10,600/- ii. Rs.10,600/- iii. Rs.11.400/-	8	Rs.1325/- Rs.1325/- Rs.1425/-	
73.	DDT	4	i. Rs.10,600/- ii. Rs.10,600/- iii. Rs.11.400/-	8	Rs.1325/- Rs.1325/- Rs.1425/-	
74.	DNA	3	Rs.7900/-	5	Rs.1600/-	
75.	DME	6	Rs.7200/- per sem.	8 7	Rs.1025/- 1st to 4th & 6th sem. Rs.1200/- 5th sem.	
76.	DIR	3	Rs7800/-	5	Rs.1550/-	

Sl. No	Prog. Code	Max. Duration (Year)	Total Fee	Total no. of courses	Pro-rata fee per course	Remarks
1.	2.	3.	4.	5.	6.	7.
77.	DPE	6	Rs.1400/- (Module I) Rs.2300/- (Module II) Rs.2900/- (Module III)	4 3 2	Rs.350/- Rs.775/- Rs.1450/-	
78.	PGCCP	2	Rs.4320/-	4	Rs.1100/-	
79.	PGCMRR	2	Rs.2400/-	5	Rs.500/-	
80.	PGCCL	2	Rs.6000/-	4	Rs.1500/-	
81.	PGCPP	2	Rs.7200/-	4	Rs.1800/-	
82.	PGCE	3	Rs.1,20,000/-	5	Rs.24,000/-	
83.	PGCOI	3	Rs.1,56,000/-	4	Rs.39,000/-	
84.	PGCPM	1	Rs.7300/-	4	Rs.1825/-	
85.	PGCBHT	2	Rs.1200/-	4	Rs.300/-	
86.	PGCMHT	2	Rs.1200/-	4	Rs.300/-	
87.	ACPDM	2	Rs.4000/-	3	Rs.1350/-	
88.	CDM	2	Rs1700/-	2	Rs.850/-	
89.	CES	2	Rs1700/-	3	Rs.600/-	
90.	CFN	2	Rs.1000/-	3	Rs.350/-	
91.	CHR	2	Rs1600/-	3	Rs.550/-	
92.	CIG	2	Rs.1000/-	4	Rs.250/-	
93.	CIC	2	Rs.3300/-	4	Rs.825/-	
94.	CIS	2	Rs.3000/-	4	Rs.750/-	
95.	COF	2	Rs3600/-		Rs.435/-	
96.	CNCC	2	Rs.1100/-	2	Rs.550/-	
97.	CCP	2	Rs1300/-	3	Rs.450/-	
98.	CRD	2	Rs.1100/-	3	Rs.400/-	
99.	CTE	2	Rs.1700/-	4	Rs.425/-	
100.	CTS	2	Rs.1300	2	Rs.650/-	
101.	CPLT	2	Rs.2800/-	4	Rs.700/-	
102.	CAFÉ	2	Rs.1200/-	4	Rs.300/-	
103.	CFS	2	Rs.2300/-	3	Rs.800/-	
104.	CHCWM	2	Rs.2600/-	3	Rs.900/-	
105.	CCEANM	3	Rs.6700/-	8	Rs.850/-	

Sl. No	Prog. Code	Max. Duration (Year)	Total Fee	Total no. of courses	Pro-rata fee per course	Remarks
1.	2.	3.	4.	5.	6.	7.
106.	CNIC	2	Rs.4700/-	3	Rs.1575/-	
107.	CMCHC	2	Rs.4700/-	3	Rs.1575/-	
108.	CTPM	2	Rs.1100/-	2	Rs.550/-	
109.	CWED	2	RS.1690/-	4	Rs.425/-	
110.	CBS	2	Rs.1900/-	4	Rs.475/-	
111.	CFE	2	Rs.1900/-	3	Rs.625/-	
112.	CGL	2	Rs.1800/-	3	Rs.600/-	
113.	CCR	2	Rs.4800/-	3	Rs.1600/-	
114.	CNGOM	2	Rs.1200/-	5	Rs.250/-	
115.	CPE	2	Rs.4000/-	4	Rs.1000/-	
116.	CPT	2	Rs.1400/-	4	Rs.350/-	
117.	CPC	2	Rs.2300/-	3	Rs.775/-	
118.	CCDP	2	Rs.3000/-	4	Rs.750/-	
119.	CSUC	2	Rs.2800/-	4	Rs.700/-	
120.	CSUS	2	Rs.2800/-	4	Rs.700/-	
121.	CSLY	2	Rs.2800/-	4	Rs.700/-	
122.	CETE	2	Rs.5300/-	5	Rs.1050/-	
123.	BIT	6	--	--	@	
124.	ADIT	3	--	--	@	

Instruction:-

ß **BCA (old & Revised sylb.)**	Σ **MCA (old & Revised sylb.)**
Rs.550/- per 2 credit course	**Rs.1000/- per 2 credit course**
Rs.1100/- per 4 credit course	**Rs.1,500/- per 3 credit course**
Rs.1,600/- per 6 credit course	**Rs.2,000/- per 4 credit course**
Rs.2,200/- per 8 credit course	**Rs.3,000/- per 6 credit course**
	Rs.6,000/- per 12 cr. course (CS-17 Proj)
	Rs.8,000/- per 16 cr.course (MCSP-060)

Maximum duration for direct admission to 3rd sem. MCA (from BIT/ADIT) is **four years**

Maximum duration in case of Direct admission to 3rd sem. MCA (under Lateral Entry scheme) is **four years**

For Integrated BCA-MCA programme, the maximum duration is **eight years**

1.   BCA (old & revised syllabus) students admitted up to Jan.2002 batches, either in stand alone BCA programmme or under Integrated MCA Programme, are eligible to complete all the requirements for the award of Degrees of BCA and/or MCA up to Dec.2010 TEE; subject to remittance of *pro-rata fee* for the left-over courses once again, in lump-sum.
2.   Similarly stand alone MCA (old sylb.) students are also allowed to complete all the requirements for the award of Degree of MCA up to Dec.2010 TEE; subject to remittance of *pro-rata fee* for the left-over courses once again, in lump-sum.
3.   **No term-end examination will be conducted after Dec.2010 TEE for the courses of BCA (old syllabus) as well as MCA (old syllabus).**

Revised pro-rata fee for B.A/B.Com/B.Sc./BTS is @ **Rs.600/- per course.**

@Revised pro-rata fee for ADIT/ BIT is @ **Rs.1000/-** per course.

No term-end examination of BIT & ADIT courses will be conducted after Dec.2010, due to winding-up of these programmes.

Note:
1. For the Programme with practical component a separate fee may be worked out.
2. The Programme with special structure, respective School may be consulted.
3. Pro-rata fee for Re-admission would be changed as and when the University revises the Programme fee.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT REGISTRATION DIVISION
Maidan Garhi, New Delhi – 110 068

Application for Internal Credit Transfer (CT) in BDP (B.A/B.Com/B.Sc./BTS/BSW)
for those who have sought <u>admission 'afresh'</u>

1. Enrolment No. (**Old**) ⬚⬚⬚⬚⬚⬚⬚⬚⬚ (**New**) ⬚⬚⬚⬚⬚⬚⬚⬚⬚   RC Code: _____

2. Credit Transfer fee paid: Prog. _____DD No._____ Date _____Amount_____ Bank_____
   (fee @ **Rs.100/- per course**)

3. Name & address of student _____

_____

   Phone/Mobile (with STD Code _____ E-mail _____

4. Credit transfer sought for (only for courses successfully completed under old Enrolment Number).

Sl. No.	Course Code	Title of the course	Credit	Overall Marks obtained	(for Office use only)		
					CT granted	CT rejected	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

Sl. No.	Course Code	Title of the course	Credit	Overall Marks obtained	CT granted	CT rejected	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

UNDERTAKING

I, _____, a student of BDP of IGNOU, request for Internal Credit Transfer of the courses successfully completed by me under old Enrolment No._____, as detailed above. I undertake **not to revive** the registration of these courses for credit transfer to any other programme of the university. Option exercised herein is firm and final. Self-attested copies of Marksheet/Grade Card are enclosed.   I understand that **credit transfer will not be granted for the course(s) wherein the syllabus has been revised** by the university.

Mail this Credit Transfer form along with **Demand Draft** to:

The Registrar,
Student Registration Division,
Indira Gandhi National Open University,
Block 3, Maidan Garhi, New Delhi – 110 068.

Signature of Student_____

Date_____

Rules & Regulations

[Internal Credit Transfer (CT) for BDP (B.A/B.Com/B.Sc./BTS/BSW]

(i)   **Full credit transfer would be allowed if the syllabus and methodology now in vogue are similar to that governing the student under the old enrolment.**

(ii)   **Credit transfer fee @Rs.100/- per course**, is to be paid by way of a Demand Draft drawn in favour of **'IGNOU' payable at New Delhi**.

(iii)   Students would be allowed to change the courses registered for the 1st year under new Enrol.No., against the left over courses of 2nd and/or 3rd year, **subject to maximum of 32 credits** in a given academic year, by remitting the prescribed fee. For this, they will have to apply separately in the prescribed Form (enclosed as **Annexure-I**). A **separate Demand Draft be submitted for change of course** (fee (**@Rs.200/- per course** for **2 or 4 credit** and **@Rs.400/- per course** for **above 4 credits**).

(iv)   Under no circumstances students will be allowed to opt more than **32 credits in a year** under new Enrol.No.

(v)   A student is required to complete courses worth **96 credits only**, including the credit transfer allowed courses, for the award of Bachelor's degree (B.A/B.Com/B.Sc./BTS/BSW) under New Enrolment Number.

(vi)   If the dates of counselling and/or practical classes clash by way of merging the left over courses of $1^{st}/2^{nd}/3^{rd}$ year, students are required to **apply for repeat/missed practical(s)** to the Regional Director concerned, **in the next cycle/ session**, as per University rules.

(vii)   Students are required to spend at least a **minimum of one year duration** to complete the left over courses in the new Enrolment Number, provided the courses do not exceed 32 credits. If the left over courses exceed 32 credits, the duration for completion of the programme would be extended further depending upon the no. of credits for the left over course(s).

(viii)   As usual, all Credit transfer cases of BDP would be directly handled by Student Registration Division(SRD) at Headquarters. If required, SRD will forward to the School concerned to examine the admissibility of credit transfer or otherwise.

* * * * *

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THE PEOPLE'S
UNIVERSITY

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT REGISTRATION DIVISION
Maidan Garhi, New Delhi – 110 068

ANNEXURE-I

Application for <u>Change of Course</u> for BDP students who have sought <u>admission 'afresh'</u> in order to complete the left over course(s).

1. Enrolment No. (**Old**) ☐☐☐☐☐☐☐☐☐ (**New**) ☐☐☐☐☐☐☐☐☐☐ RC Code: _____

2. Fee paid for change of course(s):   Prog. _____ DD No._____ Date _____Amount_____ Bank_____
   (fee @ **Rs.200/- for 2/ 4 Credits Course, @ Rs.400/- for 6/ 8 Credits Course**)

3. Name & address of student _____

   _____

   Phone/Mobile (with STD Code) _____   E-mail _____

4. Change of course applied for:

Course offered	Course(s) registered	Change required	Remarks
1	2	3	4
Foundation Courses			
Elective Courses			
Application-oriented Courses			

Signature of student with date_____

NOTE:

1. Under no circumstances student will be allowed to opt more than **32 credits in a year.**
2. **Separate Demand Draft** be **prepared** for change of course(s) favouring 'IGNOU' payable at New Delhi.
3. If the dates of counselling and/or practical classes clash by way of merging the left over courses of $1^{st}/2^{nd}/3^{rd}$ year, students are required to **apply for repeat/missed practical(s)** to the Regional Director, **in the next session**, as per University rules.
4. Application for change of course of **BDP students who have sought admission 'afresh' in order to complete the left over course(s)** would be directly handled by Student Registration Division (SRD).
5. Please mail this Form along with DD to Registrar, SRD, Indira Gandhi National Open University, Block 3, Maidan Garhi, New Delhi – 110068.

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To,

Regional Director
IGNOU Regional Centre
3/310, Marris Road
Aligarh 202001 (U.P.)

Sub.: **Request for Change of Regional Centre/Study Centre/Address
(RC/SC/Address) (please tick whichever application)**

Name of Programme :	
Enrolment No.:	
Study Centre Code :	
Contact No.:	
Name of Learner:	

Sl.No.	Type of Change	From	To
1	Change of Regional Centre		
2	Change of Study Centre		

Change of Address	
Old Address	New Address

Name & Address   Signature
………………….
………………………….   Date
………………………
………………………….
………………………….
………………………….

To,

Regional Director
IGNOU Regional Centre
3/310, Marris Road
Aligarh 202001 (U.P.)

Sub.: Request for Change of Course/Elective of programme

Name of Programme :	
Enrolment No.:	
Study Centre Code :	
Contact No.:	
Name of Learner:	

Sl.No.	From	To
Foundation Couse		
Elective Course		
Application Oriented Course		

Fee Details : Demand draft is to be made in the name of IGNOU payable at Aligarh.

Demand Draft No. …………………………..   Date ………………………….

Amount Rs. ………………………………   Drawn on …………………….

Name & Address   Signature
…………………….
………………………….   Date
………………………
………………………….
………………………….
…………………………

To,

Regional Director
IGNOU Regional Centre
3/310, Marris Road
Aligarh 202001 (U.P.)

Sub.: Non receipt of Study Material.

Name of Programme :	
Enrolment No.:	
Study Centre Code :	
Contact No.:	
Name of Learner:	
Year/Semester of registration for the above course	

Sl.No.	Course Code	Title	Medium

I hereby declare that above mentioned study material have not been received by me from Regional Centre Aligarh. In case the above mentioned statement is found incorrect, I will be liable for any penalty imposed on me by the University. In case of received study material later. I will return the same to IGNOU Regional Centre Aligarh at my cost.

Name & Address   Signature
………………….
………………………….   Date
………………………
………………………….
………………………….
………………………….

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

| Received |
| Rs.................... |
| D.D.No............. |
| Date................. |
| Bank |
| Name................. |
| Place of |
| Issue................. |

IGNOU   (To be submitted to the Regional Centre Concerned)

FORM OF APPLICATION FOR ISSUE OF MIGRATION CERTIFICATE
(To be filled in by the applicant. Before filling in the form, see instructions on reverse)

1.   Name and Address of the Applicant: ....

2.   Father's Name: ....

3.   Particular of last examination: ....

Examination Passed (Programme	Year of Passing	Enrolment No.	Marks Obtained	Grade Obtained

4.   Name of the Regional Centre and: ....
       Study Centre to which the candidate ....
       Was attached

5.   Name of the University to Which: ....
       The candidate wants to migrate

(To be filled in by the Regional Centre)

1.   The information furnished by Shri / Smt. / Km.: ....
       is correct per Scholar Register

2.   He/She may be issued the Migration Certificate applied for.

Dated...................   **(Dealing Assistant)**   **(Section Officer)**

I hereby declare that the information provided is correct to the best of my knowledge and I have paid all the fees due to the University. In the event of any information being found incorrect the Certificate shall be liable to cancellation by the University.

Received the Migration Certificate No. .... dated ....

                                               (Signature of the Applicant)

INSTRUCTIONS

- A fee Rs.300/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the Regional Centre concerned.

- At the time of submission of the application for issue of Migration Certificate the applicant should attach Xerox copy of consolidated statement of Marks or Provisional Certificate issued by this University (duly attested) for the verification.

- Duplicate Migration Certificate can be issued on payment of Rs.300/- only in case the same has been lost, destroyed or mutilated on submission of an Affidavit drawn upon a non-judicial stamp paper the value of Rs.2/- to be sworn before a Magistrate on the following format :

I, ... son / daughter of .... resident of ....

.... hereby solemnly declare that the Migration

Certificate No.................... dated .... issued to me by the ....,

to enable me to join .... University has been lost and that I did not join any

other University on the basis of the same nor have I submitted the same for joining any other University.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL – CENTRE – ALIGARH
REPEAT/MISSED PRACTICAL SESSION FOR
CIT/BCA/MCA PROGRAMMES

NAME OF THE STUDENTS

_____

Enrolment No. : _____Programme

_____

Regional Code : _____ Study Centre :

_____

(Certificate to be issued by the Co-ordinator of yours study centre)

The Practical attendance of Shri/
Mrs./Mrs _____ Enrolment No
_____
CIT/BCA/MCA _____ semester is as detailed below :

Sl.No.	Semester	Year	Course Code	% Attendance

(Signature with

Stamp)

As I am short of attendance in the practical sessions as certified by the Co-ordinator
of my study centre. I would like to re-register for the following practical's.

Sl.No	Semester	Course Code	Course Fee (Rs)

Fee Details
Demand Draft No. _____
Date : _____
Amounts. _____
Issuing Bank: _____

                    Total :

_____
___

Note : Permission to attend the missed practical session will be given only when the
practical session of that specific course are conducted during the next
semester/session only.

Mail this for along with the requisite Fee to the
Regional Director at the address given above.

Signature

(of f the student)
Address:

_____   Phone No._____
Regional Director
IGNOU Regional Centre
3/310, Marris Road,
Aligarh-202001

Date for submission of the form is :
1st Nov. to 07th January for Jan Session.
1st May to 07th July for July Session.