



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
RE-REGISTRATION/COURSE OPTION FORM
For BCA/MCA/MP- Session
and
RE-ADMISSION FORM FOR MP

Send this filled-in form along with fee to:
The Regional Director
of your Regional Centre

* as per schedule

I opt for the following courses and enclose a Demand Draft towards the course fee as per details given below:
(For details of courses on offer, please see overleaf)

1. Name of Student : _____
in block letters
2. Enrolment Number :

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3. Region Code :

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4. Programme Code :

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5. Specialisation : _____
Diploma Code for MBA degree

Draft No. : _____
Issuing Bank and Branch Payable at : _____

Date : _____
Amount Rs. : _____

6. Semester for which re-regn. is sought (Please ✓):

MCA (for revised syllabus only)				
II	III	IV	V	VI

BCA				
II	III	IV	V	VI

7. Details of course(s) opted (for MP only)

S.No.	Course Title	Course Code	Course Fee
1.			Rs.
2.			Rs.
3.			Rs.
4.			Rs.
Late fee, if applicable			Rs.
Total fee			Rs.

- Note: 1. **A student can pay the fee pertaining to one semester only at a time.**
For MP students only :
2. A student should opt for and indicate the **Specialisation Diploma** of his/her choice, if not already done, as soon as he/she registers for the first course of specialisation stream and should indicate the **Specialisation Diploma code in item No. 5** above. The option once exercised shall be final. If no specialisation is indicated in item 5 above, University shall register you for specialisation area on the basis of first course opted from specialisation stream. No change would be permissible at subsequent stage.
 3. A student can opt up to four courses. Courses already opted need not be repeated unless the validity of registration of such a course has already expired. **For registration purposes, MS-100 is treated as one course. The fee for MS-100 is Rs.2000/-.**
 4. A course once selected for study, **must be successfully completed within 4 semesters.** In case of failure to do so, the student will be required to seek **RE-ADMISSION** by paying fees of **Rs.1000/- per course.**
 5. Request for **change of course** should be submitted to the RC, as per schedule (fee @**Rs.500/- per course**).
 6. The validity of registration of the courses being done for Jan. 2010 session by **MP students of pre-July 2003 cycle will be two semesters only**, as against the normal four semesters (please refer to letter No.IG/SRE-Ex.III/MP-Max. dur./2006/ dated 01.02.2007 regarding **fixing of Maximum duration** in Management Programmes). Similarly, the validity of registration for the MP students of **July 2003 batch** will be **three semesters only**.

Signature of the Student with date _____
Address: _____
Phone No.& E-mail Id : _____

*** Schedule for submission of Re-registration form at the Regional Centre only:**

S.No.	January Session	Late Fee
1.	1 st August to 1 st October	Nil
2.	3 rd October to 31 st October	Rs.200/-
3.	1 st Nov. to 30 th November	Rs.500/-
4.	1 st Dec. to 20 th December	Rs.1000/-

PS: Students are required to fill-up compulsorily the statistical information in the enclosed Annexure-I of the RR Form.