



# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

## EXAM FORM

STUDENT EVALUATION DIVISION  
MAIDAN GARHI, NEW DELHI-110 068  
TERM-END EXAM JUNE / DECEMBER - 200

Serial No. **220649**

Control No.

### INSTRUCTIONS

1. Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals.
2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the Sample below.

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Programme Code

Study Centre Code

Enrolment No.

Exam Centre Code

(Where you wish to appear in Exam)

Name of the Candidate (Leave one box empty between First Name, Middle Name and Surname)

Address for Correspondence (Do not give Post Box No. address. Leave a blank box between each unit of address like House No., Street Name, P.O., etc.)

City

District

State

Pin Code

### COURSE OPTION:

Course codes for which appearing for the First time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT/ADIT/PGDLAN/BLIS Programme Fee @ Rs. 50/- PER COURSE

Course Code (Exam already taken in last TEE but result awaited on the date of submission of the exam form) (For result please visit IGNOU site [www.ignou.ac.in](http://www.ignou.ac.in)) NO EXAM FEE TO BE PAID

S.No.	Course Code	S.No.	Course Code	S.No.	Course Code
1.		9.		1.	
2.		10.		2.	
3.		11.		3.	
4.		12.		4.	
5.		13.		5.	
6.		14.		6.	
7.		15.		7.	
8.		16.		8.	

### FEE DETAILS (Please write your Name & Enrolment No. at the back of the Draft)

Total No. of	Total Amt.
Courses X 50	
Practical Courses X 50	
Late Fee	
<b>TOTAL</b>	

1. Draft No.	
Amount	
2. Draft No.	
Amount	
Date	/ /
Issuing Branch	
Payable at	<b>N E W D E L H I</b>

SIGNATURE OF THE STUDENT  
(within the Box only)

ISSUING BANK

\_\_\_\_\_

### DECLARATION

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation. I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date: \_\_\_\_\_

(Signature of the Student)

#### Dates for Submission of Exam Forms

FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE
1 March to 31 March	NIL	1 Sept to 30 Sept.	NIL
1 April to 20 April	Rs. 300/-	1 Oct to 20 Oct.	Rs. 300/-
21 April to 15 May*	Rs. 500/-	21 Oct to 15 Nov*	Rs. 500/-
16 May to 28 May*	Rs. 1000/-	16 Nov to 28 Nov*	Rs. 1000/-

\* During these dates submit the examination form with late fee to concerned Regional Centre (For outside Delhi); For Delhi, submit to the Registrar (SED), Exam for these students will be conducted at Regional Centre city only.

Examination form without late fee can be submitted by Regd. Post/Speed Post alongwith the requisite fee (in the form of demand draft) at SE Division, IGNOU, Maidan Garhi, New Delhi - 110068 or at the concerned Regional Centre within the stipulated dates.

### INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end Examination.
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. **It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.**
5. Term-end Examination result is also available on the university website i.e., [www.ignou.ac.in](http://www.ignou.ac.in). Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website [www.ignou.ac.in](http://www.ignou.ac.in) and download Hall Ticket and report to Examination Centre with your Identity Card.
7. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre, the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted another Examination Centre under the same Region.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination. (For example ECO-01/MS-02.)
10. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
11. Students are advised to enclose/forward only the Examination fee alongwith this form. Any other fee forwarded with the Exam fee will result in rejection of the Examination Form.
12. Student of BA/B.Com/BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
13. Examination Form can also be submitted with the requisite fee (with or without late fee) within the stipulated dates at the respective Regional Centres.
14. Examination fee once paid will not be refunded/adjusted.



