INDIRA GANDHI NATIONAL OPEN UNIVERSITY

RE-REGISTRATION/COURSE OPTION FORM

For BCA/MCA/MP– Session January 2011

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). **DD should be valid for six months.**

1. Name of Student : _____
   in block letters
2. Enrolment Number : [ ][ ][ ][ ][ ][ ][ ][ ][ ]
3. Region Code : [ ][ ]
4. Programme Code : [ ][ ][ ][ ][ ][ ][ ]
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 **re-validate the registration** by paying the requisite fee of **Rs.1000/- per course**.
5. **Request for change of course should be submitted to the RC, as per schedule (fee @Rs.1000/- per course)**.
6. The validity of registration of the courses being done for **Jan.2011** session by the students of **July 2003, Jan.2004 & July 2004 batches** will be reduced to **ONE, TWO & THREE semesters respectively,** in view of fixing of maximum duration of 8 years in Management Programmes (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).

Signature of the Student with date _____

Address: _____

Mobile No._____

Phone No.& E-mail Id : _____

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

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

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