



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
RE-REGISTRATION/COURSE OPTION FORM  
For BCA/MCA/MP– Session JANUARY 2013  
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 ✓):	<b>MCA (for revised syllabus only)</b>				
	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>

<b>BCA (for pre-revised sylb. only)</b>				
<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>

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. Further, **a student can submit only one RR Form for a given session.** **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-REGISTER** once again by paying 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. 2012 session by the students of **July 2005, Jan. 2006 & July 2006 batches** will be reduced to **ONE, TWO & THREE semesters** respectively, 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 of 8 years** 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.	<b>1<sup>st</sup> August to 1<sup>st</sup> October</b>	Nil
2.	<b>3<sup>rd</sup> Oct. to 31<sup>st</sup> October</b>	Rs.200/-
3.	<b>1<sup>st</sup> November to 30<sup>th</sup> November</b>	Rs.500/-
4.	<b>1<sup>st</sup> December to 20<sup>th</sup> December</b>	Rs.1000/-

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