

**Form for Change/Correction of Address****Application for Change of Address**

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

To

Registrar, SR&ED  
IGNOU  
Maidan Garhi  
New Delhi-110 068.

**THROUGH CONCERNED REGIONAL DIRECTOR**

Enrolment No.....

Programme.....

Name (in caps).....

**DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS****New Address****Old Address**

.....

.....

.....

.....

.....

.....

.....

.....

City .....Pin.....

City .....Pin.....

State .....

State .....

\_\_\_\_\_  
Signature of Student*(You are advised to use the photocopy of this proforma)*

## Form for Non-receipt of Materials

The Registrar  
Material Production and Distribution Division  
Indira Gandhi National Open University  
New Delhi-110 068

**Subject:** Non-receipt of Study Material & Assignments

Enrolment No. ....

Programme..... Medium of Study.....

I have not received the Study Materials/Assignments in respect of the following:

<u>Sl.No.</u>	<u>Course Code</u>	<u>Blocks</u>	<u>Assignments</u>
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I have remitted all the dues towards the course fee and there is no change in my address given as follows:

Name and Address .....

Signature .....

.....

Date .....

.....

.....

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### For Official Use

Date of dispatch of study material/assignments to students .....

*(You are advised to use the photocopy of this proforma)*



**Indira Gandhi National Open University**  
(To be submitted to the concerned Regional Director)

**FORM FOR ISSUE OF MIGRATION CERTIFICATE**

(To be filled in by the Applicant – Before filling in the form, see instructions on reverse)

1. Name .....
2. Father's Name .....
3. Address .....
4. Particulars of last examination .....

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

5. Name of the Regional Centre and Study Centre to which the Candidate attached.  
.....

6. Name of the University to which the candidate wants to migrate  
.....

<u>Draft Details</u> Amount Rs. .... D.D. No. .... Date ..... Bank Name & ..... Place of Issue.....
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- a. I hereby declare that the information provided is correct to the best of my knowledge and I have paid all the fee due to the University.
- b. I have not taken any migration certificate from the University before this.
- c. I further certify that I have not enrolled with any other University/Institution after passing out from IGNOU up to this date.
- d. In the event of any of the above information being found incorrect the Certificate shall be liable to cancellation by the University.

Signature of the Applicant

(To be filled in by the Regional Centre/ SRE Division)

1. The information furnished by Shri/Smt./Km. ....  
is correct as per Grade Card.
2. He/She may be issued the Migration Certificate applied for .....

Date ..... Dealing Assistant ..... Section Officer .....

(You are advised to use the photocopy of this proforma)



**Indira Gandhi National Open University**  
Maidan Garhi, New Delhi-110 068

**FORM FOR RE-EVALUATION OF RESULT OF ANSWER SCRIPTS**

1. Name: .....
2. Programme: .....
3. Enrolment No. 

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4. Address .....
- .....
- .....
- .....

PIN: 

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5. Month and Year of the Exam: .....
6. Examination Centre Code: .....
- .....
7. Address of the Examination Centre: .....
- .....

Re-evaluation is sought

.....

- | 8. Courses, in which<br>Re-evaluation is sought | COURSE CODE | MARKS/GRADE OBTAINED |
|---|-------------|----------------------|
| .....   | .....       | .....                |
| .....   | .....       | .....                |
| .....   | .....       | .....                |

**9. Fee Details:**

(The fee for this purpose is to be paid through Demand Draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s) ..... X Rs. 300/-      Total Amount.....

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

Issuing Bank .....

**Signature of the student**

Date: .....

**(Rules and Regulations are mentioned in the next/reverse side of this form)**

## **RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS**

1. The request for re-evaluation by the student must be made before 31<sup>st</sup> March for December TEE and 30<sup>th</sup> 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 results 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 will also be made available on the IGNOU website at [www.ignou.ac.in](http://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 & Seminars etc.
6. The filled in form with the requisite fee is to be sent to:

**Deputy Registrar (Exam-III)**  
**SR&E Division,**  
**Indira Gandhi National Open University,**  
**Maidan Garhi, New Delhi – 110068**



**Indira Gandhi National Open University**  
**Maidan Garhi, New Delhi-110 068**

**FORM FOR OBTAINING DUPLICATE GRADE CARD/MARKSHEET**

Name of the student: .....

Programme: .....

Enrolment No. 

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Address (where grade card is to be sent)

.....  
.....  
.....  
.....

PIN: 

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Bank Draft/IPO/ No. .... dated ..... Issuing Bank /  
post office .....

Date: .....

Signature of the student .....

**Note: Fee for duplicate grade card is Rs.100/-. Bank Draft/IPO should be drawn in favour of IGNOU & payable at New Delhi. The duplicate grade card will be sent by Registered post.**

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

**Registrar (S.R.&E. Division),  
Indira Gandhi National Open University,  
Maidan Garhi,  
New Delhi-110 068**

*(You are advised to use the photocopy of this proforma)*

## INSTRUCTIONS

1. A fee of Rs. 200/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the city of the Regional Centre or New Delhi as the case may be.
2. At the time of submission of the application for issue of Migration Certificate the applicant should attach Xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issue on payment of Rs. 200/- only in case the same has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of 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 I did not join any other University on he basis of the same nor have I submitted the Migration Certificate  
for joining any other University”.

(Signature of the Applicant)

**Student Registration and Evaluation 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.

Sl.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 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, SR&E  
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.**



## **RULES & GUIDELINES FOR RE-ADMISSION**

1. Re-admission is permissible in the following cases:
  - (a) Students who failed to complete the requirements in full or in part within the maximum span period prescribed.
  - (b) Students who failed to complete the requirement of attendance in practicals as prescribed in Programme Curriculum within the maximum span period prescribed.
2. **Students who do not register for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission , provided they pay full fee for the missed year(s)/ semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the *pro-rata course fee for re-admission* as per rate given in Table-A for each of the course(s) they failed to successfully complete within the maximum period prescribed.**
3. Course fee paid for re-admission would be valid for a period of **six months/one year/two consecutive academic years or four consecutive semesters** only, as given below:
  - a) **Six months** - **for all Certificate Programmes of six months duration**
  - b) **One year** - **for all Diploma/PG Dip. Programmes of one year duration (including BLIS, MLIS, MADE, ADIT etc.)**
  - c) **Two Years** - **for all undergraduate and post-graduate programmes whose minimum duration is of 2 years and above.**
4. **The additional period indicated at point no.3 above will commence from the date of completion of the maximum duration of the Programme for which the registration was done initially.**
5. Students shall not be on rolls of the university beyond the additional period indicated at point no.3 above.
6. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period, provided the syllabus and methodology now in vogue are similar to the course(s) successfully completed earlier.
7. No study material will be supplied on re-admission. If the earlier study material is replaced, the student will be required to buy changed course material.
8. The students will be allowed to take re-admission in the old course(s) as long as the examination in the old course(s) is conducted by the University.
9. For the Programmes containing practical component, the norms of fee payable will be as decided by the respective Schools.
10. Students are required to pay the *pro-rata Re-admission fee* as per details given in Table-A, in lump sum, for all the courses they failed to successfully complete earlier. **Fee once paid will not be refunded under any circumstances.** Students of **BCA-MCA Integrated Programme** should pay the *pro-rata re-admission fee*, in lump sum, for all those courses of BCA as well as MCA that have not been successfully completed during the maximum duration of 8 years.
11. *Pro-rata fee* for Re-admission would be changed as and when the University revises the Programme fee for various Programmes.
12. Other conditions as prescribed by the University relating to the admission and re-admission shall remain the same.
13. The Demand Draft for Re-admission fee together with the re-registration fee of the missed year(s)/ semester(s), if any, should be drawn in favour of IGNOU payable at New Delhi. Please write your Enrol. No., Name and Programme code and also the words '**Re-admission**' on the reverse of the DD.

## INSTRUCTIONS

1. Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals.
2. Do not staple. Only **Clip** the documents along with it.
3. 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	<input type="text"/>	Study Centre Code	<input type="text"/>
Enrolment No.	<input type="text"/>	Exam Centre Code (Where you wish to appear in Exam)	<input type="text"/>
Name of the Candidate (Leave one box empty between First Name, Middle Name and Surname)			
<input type="text"/>			
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.)			
<input type="text"/>			
<input type="text"/>			
City	<input type="text"/>	District	<input type="text"/>
State	<input type="text"/>	Pin Code	<input type="text"/>

**COURSE OPTION:**

COURSE OF ACTION:								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) NO EXAM FEE TO BE PAID															
Course codes for which appearing for the First time OR failed in the earlier TEEs								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) NO EXAM FEE TO BE PAID															
Fee @ Rs. 50/- PER COURSE																							
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.				Draft No.		<div></div>											
Courses		X 50	<div></div>	<div></div>	<div></div>	<div></div>	Amount		<div></div>											
Practical Courses		X 50	<div></div>	<div></div>	<div></div>	<div></div>	Date		<div></div>		/		<div></div>		/		<div></div>		<div></div>	
Late Fee			<div></div>	<div></div>	<div></div>	<div></div>	Issuing Branch													
TOTAL			<div></div>	<div></div>	<div></div>	<div></div>	Payable at		N	E	W		D	E	L	H	I			

## ISSUING BANK

[illegible]

SIGNATURE OF THE STUDENT  
(within the Box only) 

Control No.   
(For Official use Only)

### 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 DECEMBER TEE	LATE FEE
1 March to 31 March	NIL	1 Sept to 30 Sept.	NIL
1 April to 20 April	Rs. 100/-	1 Oct to 20 Oct.	Rs. 100/-
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 concerned Regional Centre (For outside Delhi); For Delhi, submit to the Registrar (SRE),  
Exam for these students will be conducted at Regional Centre city only.

Please submit the examination form up to 20th April / 20th Oct at the address mentioned below and no where else by Regd. Post / Speed Post

THE REGISTRAR (SRE)  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY,  
BLOCK-12, MAIDAN GARHI,  
NEW DELHI - 110068

### 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.