

To  
The Director (Student Services)  
Dr.B.R.Ambedkar Open University  
Road No.46, jubilee Hills  
**HYDERABAD – 500 033.**

Date:

Sub: Change of **MIL**/Medium/Optional Subject/Study Center

Ref: My Admission No:.....

Name : \_\_\_\_\_

Course : UG /P.G /Diplomas /**M.B.A.**  
\* \* \*

**Sir,**

I request you kindly to change my

a) Study Centre form .....  
to .....

b) Modern Indian Language (MIL) form .....  
to .....

c) Optional from .....  
to.....

d) Medium form .....  
to.....

e) D.D.No/PR.No \_\_\_\_\_ Rupees \_\_\_\_\_ Date \_\_\_\_\_

f) **Earlier Address:**

**New Address:**


Yours faithfully,

SIGNATURE

### **Certain Guidelines for Students:**

1. In the First year, if the student desires to change his/her Modern Indian Language OR Medium from one to another, the student has to pay Rs. 30/- within two months from the date of 1st Contact-cum-Counseling Class and to return the course material supplied to him/her without spoiling and writing on the books beyond two months, the student has to pay Rs.225/- for MIL Rs.450/- for change of Medium.

### **2. Change of Optional subject:**

- I. For change of optional subject in 2<sup>nd</sup> year, within two months after the commencement of 1<sup>st</sup> contact – cum – counseling class, the student has to pay Rs.30/- within two months per subject by returning the course material already received. Beyond two months, he/she has to pay Rs.400/- per each subject.
  - II. If the student desires to change the Optional subjects in 2<sup>nd</sup> year, he/she has to pay Rs.800/- per each subject (including II year).
  - III. The student before changing the Optional subject is to be careful without Deferring the Guide-line to award Degree. The student has to pass all the four papers of the changed subject (II&III year with same Subject code Nos.)
3. The fee for issuing of Duplicate Identify Card is Rs.10/-.
  4. All Payments should be made in the form of Demand Draft only drawn in favour of “**REGISTRAR, DR. B.R.AMBEDKAR OPEN UNIVERSITY**”, payable at Hyderabad.
  5. The name & Admission Number of the student should be written on the reverse side of the Demand Draft.
  6. Enclose Xerox Copy of your University Identify Card.
  7. CHOOSING OF OPTIONALS FOR II & III YEAR.

#### **Code subject**

01 Economics  
02 History  
03 Political Science  
04 Public Administration  
05 Sociology  
06 Telugu Litt.

#### **Code Subject**

07 English Litt.  
17 Urdu Litt.  
18 Hindi Litt.  
08 Group-I  
09 Group-II  
10 Group-III

#### **Code Subject**

11 Mathematics  
12 Physics  
13 Chemistry  
14 Geology  
15 Botany  
16 Zoology

8. The Science students are advised to attend the Science Practical sessions without fail. If a Student fails to attend the practical session, the laboratory fee Rs.500/- (per Science Subject) Paid to him /her will lapse for that academic year, and he/she has to pay once again. Practical Training classes of this University are conducted during February / March of every year.