

# CHAPTER 2

## REGISTRATION, RE-REGISTRATION, RE-ADMISSION

### Q 2.1 When does one take admission in IGNOU?

Ans. Normally, we have two admission cycles, one in January and the other in July. For the two cycles of admission, generally the scheme is as under:

Activity	Jan Cycle	July Cycle
Last date for submission of filled-in admission forms at the Regional Centres (without late fee)	1 <sup>st</sup> June to 31 <sup>st</sup> October	1 <sup>st</sup> December to 30 <sup>th</sup> April
Last date for submission of filled-in admission form at the Regional Centre (with late fee of Rs 200/-)	1 <sup>st</sup> November to 30 <sup>th</sup> November	1 <sup>st</sup> May to 31 <sup>st</sup> May

IGNOU has also introduced online admissions.

### Q 2.2 Where should I contact for seeking admission?

Ans. You have to contact the nearest Study Centre/Regional Centre for collection of admission form and prospectus. The form may also be downloaded from our website. The filled-in form with the requisite fee has to be submitted at the Regional Centre concerned. You may also submit the form online.

### Q 2.3 How do I come to know about the launching of academic programmes by IGNOU so that I can take necessary steps for taking admissions?

Ans. IGNOU releases advertisement for admission in all important national and regional dailies. Keep a watch on them as well as the IGNOU website. It may be noted that there are programmes for which entry is through entrance test, for example the management programmes, BSc Nursing (Post Basic), and B.Ed. In such cases filling of form takes place in two stages, first for appearing at the entrance test and next for final admission.

### Q 2.4 How do I get to know the fees, eligibility criteria and other essential features?

Ans. From the Prospectus and the IGNOU website.

**Q 2.5 From where can I collect the Prospectus and the Admission Application form?**

Ans. The prospectus and the form can be downloaded from the IGNOU website. These are available at the following outlets:

- 1) Any Regional Centre of IGNOU
- 2) Any Learner Support Centre of IGNOU
- 3) Public Information Unit at the IGNOU Hqs
- 4) IGNOU Hqs Sales Counter at the Students Registration Division

It may be noted that while Numbers 1,3 and 4 are permanent offices of IGNOU, No. 2 is not. You may visit the Learner Support Centres as per the timings followed by such centres.

The cost of the Prospectus which contains the admission application form can be paid in cash or through Demand Draft or IPO.

**Q 2.6 How do I know that my admission has been confirmed?**

Ans. The Regional Centre concerned will send a letter to you confirming your admission. It would contain the necessary details regarding your Enrolment Number, Study Centre, Programme and other relevant instructions regarding your study.

**Q 2.7 Should I get any intimation if my admission gets rejected?**

Ans. Yes, the letter of rejection with reasons for the same will be sent to you. Your programme fee minus the registration fee will be returned to you in case you are rejected.

**Q 2.8 Can I take admission at IGNOU in spite of myself being registered with any other university?**

Ans. You can take admission at IGNOU while being a student of any other university.

**Q 2.9 I joined IGNOU BA more than six years back, so my registration has become time barred. Incidentally I have misplaced all my documents and I have even forgotten my Enrolment Number. I want to take admission afresh. What would be my response to the questions 7a and 7b of the Admission Application Form, which asks, “Are you already registered with IGNOU? If yes, write the Enrolment Number and Programme Code...”.**

Ans. From your question it appears that your previous registration has become time barred and that you are going to take admission to IGNOU afresh. So the answer to 7(a) must be ‘No’ and to 7(b) ‘NA’. However, if you intend to take re-admission then it would be advisable for you to visit your former regional centre personally and get your details searched in the computer records by keying in your Name, Date of Birth, Father’s Name, etc.

**Q 2.10 Who makes the allocation of the study centre?**

Ans. The allocation is done at the Regional Centre which has been chosen by you.

**Q 2.11 I have got my Enrolment Number, but the code number of the study centre does not figure on my identity card. How do I get to know my study centre?**

Ans. You have to contact your Regional Centre.

**Q 2.12 I had opted for the SC-‘X’, but I have been attached to SC-‘Y’. Why my option has not been adhered to?**

Ans. Normally the allocation of the study centre is made on the basis of the option given by the learner. But it has to be remembered that the Study Centres are not our own establishments and so there may be instances where the host institution imposes restriction on the number of students in a particular programme. If the number of students allotted at SC-‘X’ crosses the threshold before your admission gets confirmed, then you are attached with a different centre. In such a situation care is taken to see that the Study Centre you are attached with is not very far from your residence. Such a change is done only when the situation is extremely compelling.

**Q 2.13 In the Admission Application Form I had mentioned the code number of the study centre of my choice. But, now I have come to know that the said centre has been closed by the University. Then what should I do?**

Ans. The Regional Centre will find out an alternative and let you know. Till such time you will have to wait.

**Q 2.14 No study centre exists within 100km of my residence. But I have tremendous urge to learn. What should I do?**

**OR**

**There is an IGNOU study centre very close to my residence but it is not activated for the academic programme I wish to take admission into. What am I supposed to do under such a situation?**

**OR**

**There is no IGNOU study centre in my town. How can I pursue an academic programme with IGNOU?**

Ans. If you intend to pursue a practical-based programme the location of the Study Centre matters as attendance at the practical sessions is compulsory. If you are to pursue a theoretical-based programme, we suggest that you take admission by selecting the Study Centre which is nearest to your place of stay/work and try to attend as many theoretical counselling sessions as is practicable.

**Q 2.15 Why does not IGNOU open a study centre within its Regional Centre?**

Ans. Normally at a Regional Centre we do not have the infrastructure like classroom, halls, etc as it is available at the institutions where we have our study centres. However, for certain computer education programmes (MCA,BCA,CLP), PGDLAN, etc. we hold the counselling sessions (both theoretical and practical) at the Regional Centres.

**Q 2.16 Is it possible for me to attend counselling sessions at a Study Centre which I am not attached with?**

Ans. Yes, provided it is a theoretical session. It is also true of practical sessions subject to the green signal being given by the Regional Centre concerned. It may happen with a lab course that practicals are not being held at a Study Centre where it is activated. In such a situation the learner may have to go the Study Centre, may be outside his region. So the permission of the Regional Centre concerned will be necessary.

**Q 2.17 What is the difference between re-registration and re-admission?**

Ans. Some of the programmes of IGNOU are of three years' duration like BA, BCom, BSc or BTS. Again for MBA one does not register for the entire programme in one go. Such a student is supposed to re-register. A student of BA will re-register for the second year while he is in the first year and for the third year while he is in the second year. Similarly, a student of management programme has to register semesterwise and in a particular semester he can register for maximum of four courses. So every registration he undertakes after the initial admission is a re-registration in his case.

Now, for every programme of IGNOU there is a minimum duration and a maximum permissible period. If a learner cannot complete the programme successfully within the maximum permissible period then his registration becomes time-barred. He can then exercise the provision of re-admission into IGNOU and he gets the facility of credit transfer for all the courses he had successfully completed earlier.

Please also see the answer to 2.76.

**Q 2.18 How do I get to know the schedule for admission into different programmes?**

Ans. In general the programmes are offered in January and July. However, one must visit the IGNOU website regularly and keep a watch on the advertisements released in different important dailies.

**Q 2.19 What am I supposed to do if I do not get timely information from my Regional Centre regarding the confirmation of my admission?**

Ans. Please keep visiting the IGNOU website. However, if you do not get information about the confirmation of your admission from the website you may have to contact your Regional Centre personally.

**Q 2.20 I have qualified at the OPENMAT Examination. Do I have to take admission in the current cycle?**

Ans. Your 'Qualified' status remains valid for two consecutive cycles starting from the current cycle. So you have to take admission either in the current or the next cycle.

**Q 2.21 What is the procedure for applying for the 'change' of the following:**

- i) Address**
- ii) Medium of instruction**
- iii) Programme**
- iv) Study Centre within and outside my present Region**
- v) Regional Centre**

Ans. For all the 'changes' mentioned above there are proformas through which applications are to be made. These proformas are given in the Prospectuses, Programme Guides and are also available on the website. These are to be submitted at your Regional Centres in person or by post. For (ii), (iii) and (iv) the application has to be accompanied with the requisite fee.

However, there are some restrictions as mentioned below:

- Applications for (ii) and (iii) are acceptable within a month from the time of receipt of the first lot of study materials.
- (iv) is permitted only from BA to BCom/BTS and BCom to BA/BTS/BSc only during the first year of study
- Change is also permitted between any two among MEG, MHD, MPS, MAH, MPA, MSO, MEC, MARD and MCom and vice versa only during the first year of study. In these cases, the fees deposited in respect of the first programme get forfeited.

As regards (v) and (vi), it may be noted that for BCA and MCA, the learner is supposed to take a 'No objection certificate' from Study Centre/Regional Centre he intends taking transfer to. Change of Region is not permitted for B.Ed. Change of Study Centre within the Region may be permitted if the number of students attached to the intended centre is less than hundred.

**Q 2.22 Can I register for more than one programme of IGNOU ?**

Ans. Yes, provided one of them is a Certificate Programme.

**Q 2.23 What is the maximum time limit for completion of the MBA ?**

Ans. 8 years.

**Q 2.24 Can I pay fee for DTS programme in instalments ?**

Ans. No. IGNOU does not provide facility of payment of fees in instalments. However, for several programmes like MBA, MCA, BCA, payment is to be made semester-wise. For BA/BCom/BSc payment has to be made yearly.

**Q 2.25 I have passed 10+2. I want to study Bachelor's degree in Library and Information Science. Can I do an integrated Bachelor's Degree programme of 4 years leading to BLIS ?**

Ans. No. As of now, IGNOU does not offer an integrated Bachelor's Degree Programme of 4 years' duration.

**Q 2.26 For no fault of mine I have now been asked by SRD to pay Rs.5000/- to take readmission for non-completion of certain courses. I have indeed passed TEE for the remaining courses and submitted the assignments also in time. The assignment grades unfortunately have not been updated at Delhi. Why should I be penalized? We expect greater coordination between the assignment updating section and the readmission section at Delhi. In absence of that will I be allowed an additional grace period for completion of programme rather than insisting on readmission?**

Ans. We sympathise with you for the situation you have been caught in. It is a genuine problem many other learners also must be facing. We are exploring the possibility of how best the readmission section and assignment section at the Student Evaluation Division could be streamlined to avoid such delays in future. You may apply for the waiver of the readmission fee to the SRD by mentioning about the compelling circumstances.

**Q 2.27 What subjects do I need to study in the first year of BA?**

Ans. The required details are available on IGNOU website and IGNOU prospectus. You may also visit the nearest IGNOU Study Centre for knowing the details and seeking necessary guidance particularly in view of the provision of the free choice option for elective courses.

**Q 2.28 I took admission for BA eight years back. I did not complete the programme. I want to study it now, what to do?**

Ans. There is provision to take readmission. You will be given an additional grace period of two years to complete your study and your assignment grades will remain valid. The credits which you have earned earlier will be transferred.

**Q 2.29 Which programmes of IGNOU have entrance exam?**

Ans. MBA, B.Ed, B.Ed(Special Edn), BHA, PGCE (Post Graduate Certificate in Endodontics) and PGCOI (Post Graduate Certificate in Oral Implants) are some of the programmes for which admission is offered through entrance examinations.

**Q 2.30 I am a student of BA first year. What is the process of taking admission to the second year? Do I need to successfully complete all the courses I had taken in the first year?**

Ans. Through Re-registration. Likewise while in the second year, you are supposed to re-register for the third year. It is not mandatory for you to successfully complete all the courses of first year for doing re-registration for the second year. The same principle holds for re-registration to third year, while you are in the second year.

**Q 2.31 When am I supposed to do re-registration?**

Ans. The time-schedule for Re-registration is given in the table below:

For July Session	For January Session	Late fee
1. 1 <sup>st</sup> February to 31 <sup>st</sup> March	1 <sup>st</sup> August to 1 <sup>st</sup> October	Nil
2. 1 <sup>st</sup> April to 30 <sup>th</sup> April	1 <sup>st</sup> October to 31 <sup>st</sup> October	200.00
3. 1 <sup>st</sup> May to 31 <sup>st</sup> May	1 <sup>st</sup> November to 30 <sup>th</sup> November	500.00
4. 1 <sup>st</sup> June to 20 <sup>th</sup> June	1 <sup>st</sup> December to 20 <sup>th</sup> December	1000.00

**Q 2.32 Is re-registration essential for every programme?**

Ans. No, it is to be done only for those programmes for which the minimum period is more than one year. Incidentally, BEd is an exception. It is a two-year programme but registration has to be done only once.

**Q 2.33 For programmes having modular structure (like CTS, DTS, BTS) is it essential to do re-registration?**

Ans. For BTS only, since it is a three-year programme. However, it may be noted that CTS is a subset of DTS and DTS is a subset of BTS. So one who has done CTS, need not repeat the courses under CTS while doing DTS and similarly for one who has done DTS need not repeat the courses under DTS while doing BTS.

**Q 2.34 Is it possible that I do the re-registration for the third semester before the same for the second semester?**

Ans. No, re-registration for different semesters is to be done sequentially.

**Q 2.35 Do I need to follow any sequence while registering/re-registering for the courses of MP?**

Ans. By and large the issue is flexible. However, one cannot register for MS-100 (the project course) before completing MS 1 to 11 and MS-91 to 95.

**Q 2.36 I was supposed to re-register for the second year of BSCN(PB) last year, but I could not do so for some compelling reasons. Can I re-register for both second and third year now?**

Ans. No, you cannot register for the second and third year together.

**Q 2.37 What is the maximum period of validity of re-registration?**

Ans. It varies from programme to programme.

**Q 2.38 Where do I get the Re-registration form? Is it priced? Where to submit the re-registration form?**

Ans. It is made available on the IGNOU website. It is also available at the Study Centre/ Regional Centre during the prescribed period of re-registration. Incidentally, the Regional Centre sends the RR-Form by post to the students of current batch. It is not priced. It has to be submitted with the requisite fee through Demand Draft, Bank Challan at the RC only.

**Q 2.39 Can re-registration be done online?**

Ans. Yes.

**Q 2.40 If I take re-admission in any programme for which the usual minimum period is more than one year, then am I supposed to re-register?**

Ans. No. You are supposed to register for all the left over courses (irrespective of their number) in one go, that is at the time of taking re-admission.

**Q 2.41 If for a course having both theoretical and practical components, I have not been able to attend the practical counselling sessions then what is the enabling mechanism provided by IGNOU for me to compensate for the same?**

Ans. The situation is like taking re-admission for a course you have not been able to complete. You have to pay the fee in the usual manner for that course on a pro-rata basis and deposit the fee with an application made on a plain paper. Please obtain the clearance from the Regional Centre as regards deposition of the fees and produce the same at your study centre. They will allow you to attend the practical counselling on the basis of the permission from the Regional Centre.

**Q 2.42 What is the time limit for completing a particular course in Management Programme?**

Ans. Minimum One semester, Maximum – Four semesters.

**Q 2.43 Why a BCA student of other university cannot take the benefit of lateral admission in MCA programme of IGNOU?**

Ans. It is a policy decision.

**Q 2.44 Is it possible to give additional paper in teaching of Hindi through IGNOU for a student who had successfully completed B.Ed. of IGNOU?**

Ans. No.

**Q 2.45 My registration period has become time-barred. I wish to take re-admission. How much time shall I get to complete the programme after getting re-admission?**

Ans. It varies from programme to programme, as per the table given below:

Certificate Programme	6 Months
Diploma Programme	1 Year
Bachelor Programme	2 Years
Masters Programme	2 Years

**Q 2.46 How much fees shall I have to pay for re-admission?**

Ans. Re-admission fees has to be paid only for the courses not completed. This has to be done on a pro-rata basis the details of which will be provided to you along with the re-admission form.

If you have not registered for all years/semesters of the programme or have failed to pay the prescribed full programme fee during the maximum permissible period of the programme then also you are eligible for re-admission, provided you pay the full fee for the missed year (s)/ semester(s) as per rate applicable for the session for which re-admission is being sought. In addition to above the pro-rata course fees as mentioned in the previous paragraph has to be paid.

**Q 2.47 Where do I get the re-admission form and where it is to be submitted?**

Ans. The form is available at every Regional Centre as well as on the IGNOU website. It has to be sent to SRD, IGNOU headquarters with requisite fees to be paid in the form of a demand draft in favour of IGNOU, payable at New Delhi. It can be submitted at your regional centre or directly (by registered post/speed post) to SRD Headquarters.

**Q 2.48 I have filled in my re-admission form and had submitted to SRD with the prescribed fee. But again I find that I have some problems in pursuing my studies. How long will the fee deposited by me remain valid?**

Ans. The fee will remain valid for a period of two consecutive academic years, i.e. four consecutive semesters. Your name will not be on the rolls of the University beyond the above mentioned additional period.

**Q 2.49 In case of re-admission will the credits earned by me through assignments and TEE remain valid?**

Ans. Yes, for the re-validated period.

**Q 2.50 Will you supply study material afresh for the courses in which I had taken re-admission?**

Ans. Study materials will not be supplied on re-admission. If any of the earlier study materials of the courses for which you had taken re-admission, is changed by the University then you will be duly informed and you will have to buy the said study material.

**Q 2.51 What happens if any course or courses among the ones in which I have taken re-admission are abolished by the University?**

Ans. Even after abolition of any course or courses the University keeps conducting examination on the said course (s) for a certain period. Re-admission to such courses is permitted as long as the examination in the said courses is conducted by the University.

**Q 2.52 I have successfully completed all the theoretical courses. But due to stringent requirement at my work place I could not attend the practical sessions and hence I could not complete the courses having practical components. Can I apply for re-admission to such courses(s)?**

Ans. Yes, but you have to remember that the University conducts practical using infrastructure owned by other institutions. So you need to be absolutely sure about organisation of the practicals, current fees before applying for re-admission.

**Q 2.53 Do you follow any reservation policy in admission for SC/ST/OBC candidates?**

Ans. As per the Central Govt. rules for the academic programmes where admission is regulated through entrance test or merit list.

**Q 2.54 Is there any scholarship for the SC/ST/OBC students?**

Ans. IGNOU has started merit based scholarship for the Post Graduate students. However, an SC/ST candidate may apply to the respective state welfare department for reimbursement of fees on the basis of our endorsement through the Regional Centre concerned in a format prescribed by the said department. The money will be paid by the social welfare department of the State Govt. concerned, and not IGNOU.

**Q 2.55 For SC/ST/OBC candidates do you have provision of any relaxation in the threshold limit of marks which is a part of eligibility criteria for admission to any programme (For example, it is 50% at the Bachelor level for entry to BLIS)?**

Ans. No.

**Q 2.56 If a candidate qualifies at the OPENMAT/B.Ed. entrance test does he get the study centre of his choice?**

Ans. In case of OPENMAT, generally, yes. But for B.Ed. the allocation is done on the basis of merit through counselling.

**Q 2.57 I have not appeared for first year but have received the Re-registration form. What am I supposed to do?**

Ans. In the ODL system you have the facility of appearing at the Term end Examination of a particular course according to your convenience, of course within the maximum permissible time limit. Hence the issue of appearing at the examination and doing re-registration have been delinked. You may even appear for examination of courses which you have registered for the second and third years even before completing the same for the courses registered in the first year. So, you may do the needful about filling in the re-registration form.

**Q 2.58 I have not filled the re-registration form, now what to do?**

Ans. If you have not filled the re-registration form you will have to wait, till the time for re-registration forms are to be filled again (For Management and programmes with two-cycle admission, these are filled in Feb/March and Aug./Sept)

**Q 2.59 Due to personal problem, I could not get re-registered. Can I start again?**

Ans. Within the maximum permissible duration you can get yourself re-registered with the same enrolment number; otherwise you have to seek re-admission.

**Q 2.60 The maximum period of validity of my programme is going to expire and some of the courses are yet to be completed. What do you suggest me to do?**

Ans. If all the courses are not completed within the maximum permissible period, you will have to get yourself readmitted for the incomplete courses. You will have to complete these courses within six months in case of certificate courses, one year in case of diploma/PG diploma and two years in case of degree/PG courses.

**Q 2.61 I am a student doing Management Programme. I registered for four courses two years ago but could not complete the courses, what to do?**

Ans. For Management Programme, registration in a course is valid for two years, so you will have to get re-registered for incomplete courses.

**Q 2.62 I had submitted assignments, do I have to redo the assignments?**

Ans. If you have already earned the credit corresponding to the assignment you have submitted you need not do that again.

**Q 2.63 For the next semester how many courses can I register for along with the old courses?**

Ans. In a semester, you can register for maximum four courses.

**Q 2.64 What are the documents required for admission to various programmes?**

Ans. The document required for admission to various programmes are:

- 1) Attested copies of Mark-sheet and Certificate of relevant qualification as per eligibility criteria as mentioned in the Student Handbook & Prospectus.
- 2) Attested copy of proof of date of birth (10th/ Madhyamik / Secondary Certificate)
- 3) Experience Certificate (wherever applicable).
- 4) Caste Certificate (If the candidate belongs to SC / ST / OBC category).
- 5) Requisite fee in the form of a Demand Draft (DD) drawn in favour of IGNOU and payable at the city of the Regional Centre.
- 6) Duly filled-in Identity Card (available in the Student Handbook & Prospectus) with recent passport size photograph.
- 7) Duly filled-in Acknowledgement Card (available in the Student Handbook & Prospectus) with requisite postal stamp.
- 8) The hall-ticket in original in case of admission by way of qualification at an entrance test.

**Q 2.65 Are IGNOU admissions merit based?**

Ans. Before answering this question it is being mentioned that merit should not be confused with merit list.

IGNOU admissions are made strictly on the basis of merit. Only those students who satisfy the eligibility criteria fixed by the University will be granted admission. Students will not be admitted if they are not eligible. Therefore, the candidates should not be misled by the false promises of admission made by any individual or private institution.

For certain programmes in which the number of seats are limited merit lists are drawn as per criteria laid down by the University.

Those who are desirous of taking admission in IGNOU, should directly contact the Regional Centre or the Co-ordinator of any Study Centre.

**Q 2.66 Is provisional admission allowed in IGNOU?**

Ans. No.

**Q 2.67 Does the Programme Fee include Registration Fee?**

Ans. Yes. Programme fee includes Registration fee of Rs.100/-. For Programmes where admission is through an Entrance Test viz, MP, no Registration fee is charged. If admission gets rejected then the Programme Fee minus the Registration Fee is refunded.

**Q 2.68 In respect of experience requirement do you consider Voluntary or Honorary Service?**

Ans. Voluntary or Honorary Service are not treated as working experience/employment.

**Q 2.69 What is the duration considered for counting the valid period of experience?**

Ans. 'Experience' means experience of a person during or after acquiring the qualifications as specified.

**Q 2.70 What is meant by a 'Professional'?**

Ans. 'Professional' means a person holding a Degree in Engineering, Law, Medicine, Nursing, etc.

**Q 2.71 Specify the experience requirement for admission to PGJMC?**

Ans. For PGJMC, experience may be as Scriptwriter, Reporter, Editor, Photographer, Technical Assistant, PRO, etc.

**Q 2.72 Are teachers in colleges and institutions of higher learning eligible for admission to B.Ed.?**

Ans. No.

**Q 2.73 Is BPP equivalent to 10+2?**

Ans. **BPP is NOT equivalent to 10 +2.**

BPP is an enabling mechanism for non 10+2 (having minimum age of 18 years) towards getting admission into IGNOU and some State Open Universities to BA/BCom/BSW/BTS/DTS/DAFE and some Certificate Programmes for which 10+2 is the entry requirement.

**Q 2.74 Are admissions handled at the Study Centres?**

Ans. Admissions are handled at the Regional Centres only, not at Study Centres. Likewise every aspect of registration is handled only at the Regional Centres. Only for selected programmes admission is handled by the Schools concerned at the headquarters.

**Q 2.75 Is IGNOU accepting cash? If not then what is the mode to deposit the fees?**

Ans. Cash is not accepted. The students can deposit the fees through Demand Draft. The Demand Draft must be in favour of IGNOU and payable at the city concerned. Fees can also be deposited through bank challan and online through credit card.

**Q 2.76 Please elaborate on the difference between Re-registration and Re-admission by making reference to the relevant programmes.**

Ans. RE-REGISTRATION:

In order to **complete** the Programme **within** Minimum duration, existing learners must re-register themselves for 2nd / 3rd year / II SEM / III SEM etc, ( as the case may be) by **sending** Re-registration Form along with requisite fee to the **Regional Centre** as per the schedule specified by the University.

Re-registration schedule and Re-Registration Form are available in the **Programme Guide** which is generally sent to each and every student during First year.

- Students of MEG / MHD / MAH / MCOM / MPS / MPA / MSO / MEC / MTM / MARD Programmes should re-register for **2nd** year.
- Students of BA / BCOM / BSC / BTS / BSW Programmes should re-register for **2nd** and **3rd** year.
- Students of MCA / BCA / MBA / MBF / PGDFM / PGDHRM / PGDIM / PGDOM / PGDMM / DIM Programmes should register for II Semester / III Semester etc.

#### **RE-ADMISSION:**

The students who are **not** able to successfully complete their Programmes within the **maximum permissible** duration can **opt for** re-admission for **additional** six months for Certificate Programmes, **additional** one year for Diploma Programmes and **additional** 2 years for Master Degree (2 year duration) and Bachelor Degree (3 year duration) Programmes in continuation of the earlier duration in the said programmes, **e.g.** the maximum duration allowed to successfully complete BA is 6 years. If a student is unable to complete BA within 6 years, by taking re-admission he / she may get another 2 years to complete the Programme.

The student has to **make payment** per course on pro-rata basis. The detail of pro-rata fee and the Re-admission Form is **available** with the **Regional Centres** and the IGNOU website.

The student who fails to pay the prescribed full Programme fee during the maximum permissible duration of the Programme will have to pay full fee for the missed years in addition to pro-rata course fee for re-admission.