

Date of Submission of Examination Forms

For June Term End Examination	Late Fee	For December Term End Examination	Late Fee
1 st March to 31 st March	NIL	1 st Sept to 30 th Sept	NIL
1 st April to 30 th April	Rs.500/-	1 st Oct . to 31 th Oct	Rs.500/-
1 st May to 15 th May	Rs.1000/-	1 st Nov to 15 th Nov	Rs.1000/-

Please Note:

Examination fee per course --- Rs. 120/- (Examination fee once paid will not be refunded/adjusted in any case)

Examination form to be submitted at --- Regional Centre under which your examination centre falls.

Demand draft to be made in favour of --- IGNOU and payable at the city where submitting the exam form. Challan not accepted.

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

1. The examination form should be duly signed by the Coordinator/ Incharge of your Study Centre/PSC/SSC/PI etc.
2. Please ensure that the registration for the courses(s) for which you wish to appear for exam is **valid** and not **time-barred**.
3. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time.
4. Please write correct course code(s) as Indicated in your Programme Guide, otherwise the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).
5. 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**.
6. Please ensure you have completed the minimum time to pursue courses opted for examination as per the provision of your programme.
7. Please write your correct enrolment number, programme code and name at the back of the Demand Draft. The examination form received after due dates or without late fee, wherever applicable, shall be rejected.
8. Examination form should be submitted only once for each Term-end Examination. In case two exam forms are submitted the candidature will **cancelled**.
9. Please send the examination form by Registered/ Speed Post and retain the proof of its mailing till you receive the Hall Ticket.
10. Term-end Examination result is also available on the University website (www.ignou.ac.in). Please see the result status before filling examination form.
11. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee (registration/re-registration) forwarded with this form will result in rejection of the examination form.
12. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
13. Students of BA. B.com/ BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
14. Examination of the elective courses of B.A/B.COM will be conducted group wise i.e examination of courses in a group will conducted on same date and session.
15. For B.Sc. Students, if there is any clash in courses, it is advised to choose any out of the two courses and appear the second exam in next examination i.e June/ December as the case may be.
16. In Case you fail to receive Examination Intimation Slip/ Hall Ticket one week before the commencement of examination you may visit our website (www.ignou.ac.in) and download the Hall Ticket and report at the Examination centre with your Identity Card.
17. You can choose examination centre as per your convenience, however due to administrative reasons, you may/ may not get your desired examination centre.
18. Change of Examination Centre, once allotted, is not permissible under any circumstances.