

RE-ADMISSION FORM FOR ALL PROGRAMMES
 (other than MP & MPB - Details as shown in Table-A)

1. Name & Address of the student _____

E-mail: _____ Mob. No. _____

2. Programme Code:

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3. Enrol.No.:

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4. Regional Centre Code:

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5. Study Centre Code:

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6. Details of course(s) not completed for which re-admission is sought
 (Enclose a separate Annexure if the Table below is insufficient).

S.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 : _____

Mail this Re-admission Form along with DD to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110 068 on or before the last date mentioned above.
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Signature of the student

Note: **Please retain a copy of this form for any future reference.**

(P.T.O.)

RULES & GUIDELINES FOR RE-ADMISSION

1. Re-admission is permissible in the following cases:
 - (a) Student 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.** Change of course, if any, shall be allowed **under special circumstances** while seeking re-admission, which will be handled directly at Hqrs. Regional Centres are not permitted to entertain the application for change of course in Re-admission cases.
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, and collaborative programmes B.Com & M.Com of ICAI, ICWAI and ICSI)
 - 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 (SLMs) will be supplied on re-admission, including for the missed semester/year. If the earlier SLMs is replaced, the student will be required to buy changed course material. For that matter SLMs will not be provided for the courses re-registered as missed semester/year. Students will have to make their own arrangement for the SLMs.
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 and subject to the validity of the duration.
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 Intg. Prog.* 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.

P.S.:

1. **Students can check their Re-admission status from the website (www.ignou.ac.in> STUDENTS ZONE> Admission> Registration Status> CHECK READMISSION Status >).**

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