

Sub: Re-registration for the semester commencing January 2014 for MP, MCA & BCA(pre-revised).

Dear Student,

As per the provisions laid down in the Student Handbook & Prospectus, you are required to submit your Re-registration form for the semester commencing **January 2014** along with requisite fee at this **REGIONAL CENTRE**, as per schedule given below. A copy of the Re-registration form which you are required to fill-up and submit to the undersigned, as per below schedule, is enclosed.

S.No.	January Session	Late Fee
1.	1 st Aug. to 1 st October	Nil
2.	3 rd Oct. to 31 st Oct.	Rs.200/-
3	1 st Nov to 30 th Nov	Rs.500/-
4	1 st Dec. to 20 th Dec.	Rs.1000/-

The Programme fee is payable by means of Bank Draft drawn from any Scheduled Bank in favour of **IGNOU** payable at **HYDERABAD**. To ensure proper credit to your fee account, you should write your name, correct enrolment number and programme code on the back of your Bank draft. In case you have already paid the fee for the semester commencing January 2014, the details may please be indicated in the enclosed form.

The schedule of fee to be submitted with re-registration form is as under:

<u>Course</u>	<u>Fee</u>
BCA	Rs.5,000/- per semester (pre-revised syllabus*)
MCA	Rs.9,000/- per semester (for revised syllabus students only**)
MBA	Rs.1,500/- per course (a candidate can opt up to four courses in a semester). Fee for MS-100 is Rs.3000/- and for registration purpose MS-100 is treated as one course.

It may be noted that in case you fail to submit re-registration form within the due dates, you will not be allowed to pursue your studies for the semester commencing JAN 2014.

Students of MP may please note that the work pertaining to **change of course has been decentralized to the Regional Centres** (fee Rs.1500/- per course). Further, **a student can submit only one RR Form for a given session/semester.**

Consequent upon fixing of 'Maximum duration' of **8 years** in Management Programmes, the validity of re-registration of the courses being done for January 2014 session by the students of **July 2006, Jan.2007 & July 2007 batches** will be reduced to **ONE, TWO & THREE semesters** respectively, as against the normal four semesters.

Yours sincerely,

REGIONAL DIRECTOR

*BCA(revised syllabus) students registered in July 2011/ Jan.2012/ July 2012/ Jan.2013/ July 2013 batches are required to fill-up another RR Form devised for them. They should not fill this RR form, which is meant for the students of pre-revised sylb.(registered pre-July 2011).

**MCA (old sylb.) has been wound-up, hence no Re-registration permitted.

PS: Students are required to fill-up compulsorily the statistical information in the enclosed Annexure-I.

For BCA/MCA/MP- Session JANUARY 2014 and RE-ADMISSION FORM FOR MP

I opt for the following courses and enclose a Demand Draft towards the course fee as per details given below:
(For details of courses on offer, please see overleaf).

1.	Name of Student in block letters	:	_____	Draft No. : _____ Issuing Bank and Branch Payable at : _____ _____ Date : _____ Amount Rs. : _____																													
2.	Enrolment Number	:	<table border="1" style="display: inline-table; text-align: center;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																														
3.	Region Code	:	<table border="1" style="display: inline-table; text-align: center;"><tr><td> </td><td> </td></tr></table>																														
4.	Programme Code :	:	<table border="1" style="display: inline-table; text-align: center;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																														
5.	Specialisation Diploma Code for	:	<table border="1" style="display: inline-table; text-align: center;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																														
		MBA																															
6.	Semester for which re-regn. is sought (Please ✓):		<table border="1" style="display: inline-table; text-align: center;"> <tr><th colspan="5">MCA (for revised syllabus only)</th></tr> <tr><th>II</th><th>III</th><th>IV</th><th>V</th><th>VI</th></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> <table border="1" style="display: inline-table; text-align: center; margin-left: 20px;"> <tr><th colspan="5">BCA (for pre-revised sylb. only)</th></tr> <tr><th>II</th><th>III</th><th>IV</th><th>V</th><th>VI</th></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>	MCA (for revised syllabus only)					II	III	IV	V	VI						BCA (for pre-revised sylb. only)					II	III	IV	V	VI					
MCA (for revised syllabus only)																																	
II	III	IV	V	VI																													
BCA (for pre-revised sylb. only)																																	
II	III	IV	V	VI																													

7. Details of course(s) opted (for MP only)

S.No.	Course Title	Course Code	Course Fee
1.			Rs.
2.			Rs.
3.			Rs.
4.			Rs.
Late fee, if applicable			Rs.
Total fee			Rs.

- Note: 1. A student can remit the fee pertaining to one semester only at a time. Only one RR Form will be accepted for a given semester.
- For MP students only :**
- A student should opt for and indicate the **Specialisation Diploma** of his/her choice, if not already done, as soon as he/she registers for the first course of specialisation stream and should indicate the **Specialisation Diploma code** in item No. 5 above. **The option once exercised shall be final.** If no specialisation is indicated in item 5 above, University shall register you for specialisation area on the basis of first course opted from specialisation stream. **No change would be permissible at subsequent stage.**
 - A student can opt up to **four courses** in a given session. Courses already opted need not be repeated unless the validity of registration of such a course has already expired. Further, **a student can submit only one RR Form for a given session. For registration purposes, MS-100 is treated as one course.** The fee for MS-100 is Rs.3000/-.
 - A course once selected for study **must be successfully completed within 4 semesters.** In case of failure to do so, the student will be required to seek **RE-ADMISSION** by paying a fee of **Rs.1500/- per course**, as per schedule given below.
 - Request for **change of course** should be submitted to the RC, as per schedule (fee @Rs.1500/- per course).
 - MBA old students initially registered up to **JAN. 2006 cycle of admission are not eligible for Re-registration in JAN. 2014 session.**
 - The **validity** of registration of the courses being done in **JAN 2014 session** by the old students of **July 2006, Jan.2007 & July 2007 batches** will be reduced to **ONE, TWO & THREE semesters** respectively, as against the normal four semesters due to **fixing of Maximum duration of 8 (eight) years** in Management Programmes.

Signature of the Student with date _____
Address: _____
Mobile No. _____
Phone No.& E-mail Id : _____

* Schedule for submission of Re-registration form at the Regional Centre only:

S.No.	January Session	Late Fee
1.	1 st Aug. to 1 st October	Nil
2.	3 rd Oct. to 31 st October	Rs.200/-
3.	1 st Nov. to 30 th Nov.	Rs.500/-
4.	1 st Dec. to 20 th Dec.	Rs.1000/-

PS: Students are required to fill-up compulsorily the statistical information in the enclosed Annexure-I of the RR Form.

SCHEDULE OF COURSES ON OFFER FOR MBA - JANUARY-JUNE 2014 SEMESTER

Sl. No.	COURSE CODE	COURSE TITLE
COMPULSORY COURSES (offered in both the semesters)		
1.	MS1	Management Functions and Behaviour
2.	MS2	Management of Human Resources
3.	MS3	Economic and Social Environment
4.	MS4	Accounting and Finance for Managers
5.	MS5	Management of Machines and Materials
6.	MS6	Marketing for Managers
7.	MS7	Information Systems for Managers
8.	MS8	Quantitative Analysis for Managerial Applications
9.	MS9	Managerial Economics
10.	MS10	Organisational Design, Development and Change
11.	MS11	Strategic Management
12.	MS91	Advanced Strategic Management
13.	MS95	Research Methodology for Management Decisions
14.	MS100	Project Work (equivalent to two courses)
HUMAN RESOURCE MANAGEMENT (PGDHRM)		
15.	MS-21	Social Processes and Behavioural Issues
16.	MS-22	Human Resource Development
17.	MS-23	Human Resource Planning
18.	MS-24	Employment Relations
FINANCIAL MANAGEMENT (PGDFM)		
19.	MS-41	Working Capital Management
20.	MS-42	Capital Investment and Financing Decisions
21.	MS-43	Management Control Systems
OPERATIONS MANAGEMENT (PGDOM)		
22.	MS-51	Operations Research
23.	MS-52	Project Management
24.	MS-53	Production/Operations Management
25.	MS-54	Management Information Systems
MARKETING MANAGEMENT (PGDMM)		
26.	MS-61	Consumer Behaviour
27.	MS-62	Sales Management
28.	MS-63	Product Management
29.	MS-64	International Marketing
30.	MS-65	Marketing of Services
FINANCIAL MARKETS PRACTICE (PGDFMP)		
31	MFP1	Equity Markets
32	MFP2	Equity Derivatives
33	MFP3	Commodity Markets
INTEGRATIVE MODULE (Elective courses) (choose any one as per guidelines in the Prospectus)		
34	MS-92	Management of Public Enterprises
35	MS-93	Management of New and Small Enterprises

**INFORMATION FOR STATISTICAL PURPOSE. STUDENTS ARE REQUIRED TO
FILL-UP THIS ANNEXURE COMPULSORILY.**

1. Name of student: _____

1. Enrol.No.:

1. Programme Code:

1. Category: (Cross (X) the appropriate Box only)

General SC ST OBC

1. Whether Kashmiri Migrant: (Cross (X) if applicable)

1. Whether Physically handicapped: (Cross (X) if applicable)

1. Whether minority: (Cross (X) if applicable)

1. Social Status: (Cross (X) the appropriate Box only)

Ex-service man War-widow Not applicable

1. Employment Status: Cross (X) the appropriate Box only)

Unemployed Employed IGNOU Employee KVS Employee

10. Religion: Cross (X) the appropriate Box only

Hindu Muslim Christian Sikh Jain Buddhist Parsi Jews Others (please
Specify _____)

11. Details of Scholarship being received, if any.

(a) Amount (annually) (b) Govt./Deptt. (c) Family income (yearly)