

Revised Guidelines for Re-registration of the existing students (1st , 3rd and 5th Semester) under IGNOU-VIEP for Advanced Level Certificate Course / Diploma / Degree Programmes for the Next Semesters i.e. 2nd , 4th and 6th Semesters for the session January - June, 2012

- 1) All the existing registered students (**1st , 3rd and 5th Semester** for session July – December, 2011) are required to get themselves Re-registered by paying the Semester Fee as under:-

Programme	Fee to be paid Per Semester
Advanced Level Certificate Course in Engineering	Rs. 12500/-
Diploma	Rs. 12500/-
Degree	Rs. 25000/-

The Late Fee as prescribed by IGNOU is as follows

For January Session	Late Fee
1 st August to 1 st October	Nil
3 rd October to 31 st October	200.00
1 st November to 30 th November	500.00
1 st December to 10 th January 2012	1000.00

THE RE-REGISTRATION / SEMESTER FEE IS TO BE PAID IN FULL AND NO PART PAYMENT WILL BE ACCEPTED.

Demand drafts of semester fee need to be drawn in favor of "IGNOU VIEP STUDENTS FEE ACCOUNT" and payable at "New Delhi".

A separate Demand drafts of Late fee need to be drawn in favor of "IGNOU" and payable at "New Delhi".

Except the above mentioned fee no other payments are to be made apart from the examination fee, which will be notified later.

PLEASE NOTE : FEE ONCE PAID WILL NOT BE REFUNDED UNDER ANY CIRCUMSTANCES AND ALSO NO PARTIAL PAYMENT OF FEE WILL BE ACCEPTED AND SUCH STUDENTS WILL NOT BE ALLOWED TO RE-REGISTER.

- 2) Students are strictly required to get themselves Re-registered only at the Programme Study Centers (PSC) where they are registered now. No transfer of PSC is permitted under any circumstances

3) **The Re-registration procedure is to be completed on or before 10th January 2012.**

PSCS PLEASE NOTE:-

- The Re-registration procedure is to be completed on-line on the portal of IGNOU-VIEP-www.ignouviep.org.
- The on-line entries including D.D. details and Amount are to be completed.
- The print outs of the on-line re-registration form is to be taken and the student's signature should be affixed on it.
- **All these print-outs of on-line Re-registration forms (with original Signature of the student) along with the D.D. in Original are to be sent on or before 15th January, 2012 at the following address, failing which the Re-registration will not be considered and the PSC will be responsible to the students since, the forms will not be considered for Re-registration.** Please ensure that the form and D.D. belongs to your Centre only. Any form without the D.D. of the fee / part payment will not be accepted.

ADDRESS:-

VIEP DIRECTOR, New Academic Complex,
School of Engineering and Technology,
Block C, SOET HALL, IGNOU Campus,
INDIRA GANDHI NATIONAL OPEN
UNIVERSITY (IGNOU), Maidan Garhi,
New Delhi, 110068, INDIA
Phone: 09311394696(M), 011-32085173,
011-32085174,

- The forms should be accompanied with the list of the students with Enrollment nos., Semester, Programme (Advanced Certificate/Diploma/Degree) and Stream of Engg. (CE/ME/Electrical/CSE/ECE)