Sub. : To avail last and final chance for appearing in the papers for the academic session 2010-11 & 2011-12 for the RCI approved diploma/certificate level courses, examinations conducted by NCDS, IGNOU – reg.

Madam/Sir,

This is in continuation with the Council letter No. 7-19(1)/IGNOU/2015/RCI dated 16.3.2015 on the subject mentioned above.

2. This is to inform to all concerned that IG/NCDS/2784 dated 28/03/2016 has agreed to conduct the examination of unsuccessful students of the academic session 2010-11 and 2011-12 as a special case in June, 2016 (copy enclosed for ready reference).

3. All concerned are requested to note the same and inform the students accordingly and send the filled application form along with requisite fees by 15th April, 2016 (copy enclosed) to this Council for onward submission to IGNOU also under intimation to IGNOU.

4. The institute/organization will ensure that the students whosoever are appearing in the examination are within the pre-determined eligibility criteria.

5. This is further to inform to all that this is the last and one time opportunity provided by IGNOU on the request of the Council. Hence, it shall be the responsibility of the training centre concerned to ensure that no eligible student is left out.

Encl.: As above.

Yours faithfully,

(S.K. Srivastava) 
Member Secretary

Copy to:
1. Shri Awanish Kumar Awasthi, Joint Secretary (DEPwD), Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, 5th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003 – for information (with reference to DEPwD’s letter no. 29-10/2014-NIs dated 26/10/2015)
2. RCI Website
## Exam Form

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
STUDENT EVALUATION DIVISION  
MAIDAN GARHI, NEW DELHI-110 068  
TERM-END EXAM – JUNE / DECEMBER, 201__

**INSTRUCTIONS**
1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls.
2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below.

**0123456789ABCDEFGHIJKLMNOPQRSTUVWXYZ**

<table>
<thead>
<tr>
<th>Programme Code</th>
<th>Regional Centre Code</th>
<th>Study Centre Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enrolment No.</th>
<th>Exam Centre Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Where you wish to appear in Exam)</td>
</tr>
</tbody>
</table>

**Name of the Candidate:** (Leave one box empty between First Name, Middle Name and Surname)

<table>
<thead>
<tr>
<th>Address for Correspondence</th>
<th>City</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Do not give Post Box No. Address. Leave a blank box between each unit of address like House No., Street Name, PO, etc.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State</th>
<th>Pin Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MOBILE NO.**

<table>
<thead>
<tr>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Physical Handicapped**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Please tick the relevant box)

**Scribe/Amanuensis required by the student**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Please tick the relevant box)

---

**FOR SCRIBE/AMANUENSIS, THE STUDENT MAY APPROACH THE CONCERNED REGIONAL CENTRE (UNDER WHOM THE EXAMINATION CENTRE FALLS) ALONG WITH DISABILITY CERTIFICATE**

---

**COURSE OPTION:**

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA/PGDLAN/BLIS Programmes. FEE ₹120/- PER COURSE (Demand draft in favour of IGNOU and payable at City of Regional Centre under which your exam centre falls).

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Course Code</th>
<th>S.No.</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>9.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>10.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>11.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>12.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>13.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td>15.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td>16.</td>
<td></td>
</tr>
</tbody>
</table>

---

**FEE DETAILS (Please write your Name & Enrolment No. at the back of the Draft)**

<table>
<thead>
<tr>
<th>Total No. of Course</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory Courses</td>
<td>₹ × 120</td>
</tr>
<tr>
<td>Practical Courses</td>
<td>₹ × 120</td>
</tr>
</tbody>
</table>

**Late Fee**

**TOTAL**

**SIGNATURE OF THE STUDENT**  
(within the Box only)

**ISSUING BANK**

---

1. **Draft No.**
   - Amount

2. **Draft No.**
   - Amount

**Issuing Branch**

Payable at (Regional Centre under which your exam centre falls)
To,

Shri S. K. Srivastava
Member Secretary &
Secretary (NBER)
Rehabilitation Council of India (RCI)
B-22, Qutub Institutional Area,
New Delhi – 110 016

Sub: Examination for unsuccessful students of academic session 2010-11 and 2011-12 reg.

Sir,

Please refer your letter no.7-19/NBER(IGNOU)/2015/RCI/9298 dated 15th March, 2016, on the subject mentioned above alongwith the list of 129 unsuccessful students of session 2010-11 and 2011-12.

In this regard, I am directed to inform you that the examination for the unsuccessful students mentioned in the list provided by RCI will be conducted by IGNOU in June, 2016, as a special case with the following conditions:

1. This will be one time activity and no such examinations will be conducted in future.
2. The students have to submit the examination form through RCI alongwith a requisite fee of Rs.120/- for each paper per student.
3. IGNOU will only conduct the theory examinations, as practical examinations were conducted by the institutions themselves.

It is presumed that RCI must have taken care of the records related to registration/examination of the students mentioned in the list.

You are, therefore, requested to direct the Institutions to get the examination forms filled up by the students as mentioned in the list and submit the forms to IGNOU routed through RCI alongwith the requisite fee i.e. Rs.120/- per paper per student by 15th April 2016.

A copy of examination form is enclosed.

Yours sincerely,

(Dr. S. K. Prasad)
Director(I/c)

Encl.: as above
CC :- Registrar (SED) – for kind information.
Dates for Submission of Exam Forms (Examination fee is not accepted through challan)

<table>
<thead>
<tr>
<th>FOR JUNE TEE</th>
<th>LATE FEE</th>
<th>FOR DECEMBER TEE</th>
<th>LATE FEE</th>
<th>SUBMISSION OF EXAM FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 March to 31 March</td>
<td>NIL</td>
<td>1 Sept. to 30 Sept.</td>
<td>NIL</td>
<td>ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS</td>
</tr>
<tr>
<td>1 April to 30 April</td>
<td>₹ 500/-</td>
<td>1 Oct. to 31 Oct.</td>
<td>₹ 500/-</td>
<td></td>
</tr>
<tr>
<td>1 May to 15 May</td>
<td>₹ 1000/- *</td>
<td>1 Nov. to 15 Nov.</td>
<td>₹ 1000/- *</td>
<td></td>
</tr>
</tbody>
</table>

*Exam for these students will be conducted at Regional Centre city only.

Before submitting the examination form please ensure that:
- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI…etc.
- Registration for the course(s) is valid and not time-barred.
- Examination fee ₹ 120/- per course has been remitted and the relevant proof enclosed.
- In case examination fee is submitted through demand draft please ensure that the demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.
- The enrolment number, programme code, course code are correctly filled in the examination form.

In case of non-compliance of any of the above conditions candidature for appearing in the Term-end Examination will not be considered and no Hall Ticket will be issued.

PLEASE NOTE:
- Examination fee per course is - ₹ 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

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.
2. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).
3. 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.
4. Examination form should be submitted only once for each Term-end Examination. In case two exam forms are submitted the candidature will be cancelled.
5. Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hall Ticket.
6. Term-end Examination result is also available on the University website (www.ignou.ac.in). Please see the result status before filling examination form.
7. 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.
8. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
9. 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.
10. Examination of the elective courses of B.A./B.Com. will be conducted group wise i.e. examination of courses in a group will be conducted on same date and session.
11. 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.
12. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre the code of your chosen centre will be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated you will be allotted another Examination Centre under the same Region.
13. 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.
14. Change of Examination Centre, once allotted, is not permissible under any circumstances.
15. No student will be allowed two exam centres for a TEE.
16. Examination fee is not accepted through challan.

DECLARATION
I hereby declare that I have read and understood the instructions given above. I also affirm that I have submitted all the required number of assignments as applicable for the course(s) filled in the examination form and my registration for the course(s) is valid and not time-barred. If any of my statements is found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date ____________________________

(Signature of the student)

Phone No. (R) ___________________ Mobile No. ___________________ Email id ___________________

Phone No. (O) (with STD code) ___________________

AUTHENTICATION BY CO-ORDINATOR/INCHARGE OF STUDY CENTRE/PROGRAMME STUDY CENTRE/PARTNER INSTITUTION/COMMUNITY COLLEGE

It is to certify that the student has submitted all the assignment(s) for the course(s) filled in the examination form.

Centre Code ________________________

(Date) ____________________________

(Signature & Stamp of Co-ordinator/Incharge)

Study Centre/PSC/PI/Community College