Dear Sir / Madam,

All IHMs are requested to kindly send the examination forms of BHM & MHA programmes for TEE Dec’ 2016 along with requisite fee @ Rs. 120/- per course to IGNOU by 25th September 2016.

Further, it is requested to kindly send the only examination forms of the students not send the list of students.

The late fee is applicable as per the schedule given below:

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Dates</th>
<th>Late Fee</th>
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<tr>
<td>1.</td>
<td>25th August to 25th Sept. 2016</td>
<td>Nil</td>
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<tr>
<td>2.</td>
<td>26th Sept 2016 to 15th October 2016</td>
<td>500</td>
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<td>3.</td>
<td>16th October to 31st October 2016</td>
<td>1000</td>
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With regards,

Dr. Sonia Sharma  
Programme Coordinator,  
BHM & MHA Programme  
SOTHSSM, IGNOU,  
Room No. 10, Block-15 (I),  
Maidan Garhi,  
New Delhi-110068  
Website: www.ignou.ac.in
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.

Programme Code       Regional Centre Code       Study Centre Code

Enrolment No.         Exam Centre Code
(Where you wish to appear in Exam)

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

Address for Correspondence (Do not give Post Box No. address. Leave a blank box between each unit of address like House No., Street Name, P.O., etc.)

City
District
State
Pin Code

MOBILE NO.

COURSE OPTION:
Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT/ADIT/PGDLAN/BLIS Programme. FEE 60/- PER COURSE (Demand draft in favour of IGNOU and payable at 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>
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<td>2.</td>
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<td>5.</td>
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<td>7.</td>
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<td>15.</td>
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<td>8.</td>
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<td>16.</td>
<td></td>
</tr>
</tbody>
</table>

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

Total No. of Courses
Theory Courses                  X ₹ 60
Practical Courses              X ₹ 60
Late Fee

Total Amt.

|--------------|--------|--------------|--------|

Date

Issuing Branch

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

ISSUING BANK
Before submitting the examination form please ensure that:

1. The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
2. The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI…etc.
3. Registration for the course(s) is valid and not time-barred.
4. Examination fee ₹60/- per course has been remitted and the relevant proof enclosed.
5. 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.
6. The enrolment number, programme code, course code are correctly filled in the examination form.
7. Registration for the course(s) is valid and not barred.
8. The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
9. Examination form should be submitted only once for each Term-end Examination.
10. Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hall Ticket.
11. Exam-intimation Slip/Hall Ticket is also available on the University website (www.ignou.ac.in). Please see the result status before filing examination form.
12. 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.
13. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
14. 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.
15. 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 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.
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. Change of Examination Centre, once allotted, is not permissible under any circumstances.

Date _______________________________ (Signature of the student)

Phone No. (R) ___________ Mobile No. ___________ Email Id ___________
Phone No. (O) ___________ (with STD code)

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 & Stamp of Co-ordinator/Incharge)

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.