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>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>25th August to 25th Sept. 2016</td>
<td>Nil</td>
</tr>
<tr>
<td>2.</td>
<td>26th Sept 2016 to 15th October 2016</td>
<td>500</td>
</tr>
<tr>
<td>3.</td>
<td>16th October to 31st October 2016</td>
<td>1000</td>
</tr>
</tbody>
</table>

With regards,

Dr. Sonia Sharma
Programme Coordinator,
BHM & MHA Programme
SOTHISM, IGNOU,
Room No. 10, Block-15 (i),
Maidan Garhi,
New Delhi-110088
### INSTRUCTIONS
1. Please fill all the boxes of the Exam Form with the details as accurately as possible.
2. All data should be filled in CAPITAL LETTERS only.

### Programme Code
- [Term & Year]
- [Code]

### Regional Centre Code
- [Code]

### Study Centre Code
- [Code]

### Enrolment No.
- [Number]

### Exam Centre Code
- [Code]

### Name of the Candidate
- [First Name]
- [Middle Name]
- [Last Name]

### Address for Correspondence
- [House No.]
- [Street Name]
- [P.O., etc.]

### City
- [City Name]

### District
- [District Name]

### Mobile No.
- [Number]

### COURSE OPTION:

#### Course Codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, B.TECH/B.Tech Programme:

<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

#### Total No. of Courses

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory Courses</td>
<td>$X \times 60$</td>
</tr>
<tr>
<td>Practical Courses</td>
<td>$X \times 60$</td>
</tr>
<tr>
<td>Late Fee</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Signature of the Student
- [Signature]
- [Date]
- Payable at [Regional Centre under which your exam centre falls]

### ISSUING BANK
- [Bank Name]
<table>
<thead>
<tr>
<th>Dates for Submission of Exam Forms</th>
<th>FOR JUNE TEE</th>
<th>LATE FEE</th>
<th>FOR DEC 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 September to 30 September</td>
<td>NIL</td>
<td>ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS</td>
<td></td>
</tr>
<tr>
<td>1 April to 20 April</td>
<td>₹ 300/-</td>
<td>1 October to 20 October</td>
<td>₹ 500/-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 April to 30 April</td>
<td>₹ 500/-</td>
<td>21 October to 30 October</td>
<td>₹ 1000/-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 May to 15 May</td>
<td>₹ 1000/-</td>
<td>1 November to 15 November</td>
<td>₹ 1000/-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Before submitting the examination form please ensure that:
- The required number of assignments as applicable for the course(s) filed in the examination form have been submitted.
- The authentication certificate is duly signed by the Co-ordinator/charge of your Study Centre/PSOR/... etc.
- Registration for the course(s) is valid and not time-barred.
- Examination fee ₹10/- per course has been remitted and the relevant proof enclosed.

In case of examination form 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.

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 ₹10/- (Examination fee once paid will not be refunded/adjusted in any case).

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.
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.
5. Please send the examination form by Registered/Special 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 only the Examination Fee along with this form. Any other fee (registration/registration/registration) mentioned 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 B.A.S., Com., A.G.C.A/B.T.S Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 9 courses at a time.
10. 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 on Examination Centre Code. However, if Examination Centre chosen by you is not activated you will be allotted another Examination Centre under the same Region.
11. 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.
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.

**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) filed 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 ____________________________

Phone No. (R) __________ Mobile No. __________ Email Id __________

(Date & STD code)

**AUTHENTICATION BY CO-ORDINATOR/CHARGE 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) filed in the examination form.

Centre Code ____________________________

Date ____________________________

(Signature & Stamp of Co-ordinator/charge)

Study Centre/PSOR/Community College