



STUDENT REGISTRATION DIVISION  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MAIDAN GARHI NEW DELHI- 110 068

**SPECIAL RE-ADMISSION – (A). TERMS AND CONDITIONS, (B). PROFORMA, (C). TABLE FOR PRO-RATA FEE AND (D). LIST OF PSCs FOR BACHELOR OF TECHNOLOGY IN MECHANICAL ENGINEERING (BTME) OFFERED THROUGH ODL MODE**

**A. TERMS AND CONDITIONS:**

1. In order to facilitate the Learners who could not complete the Bachelor of Technology in Mechanical Engineering (BTME) through ODL mode, a provision for Special Re-admission is made permitting only those who are having 50% or less backlog of courses. In other words, students who have completed courses worth of atleast 64 credits are only eligible to take Special Re-admission. As the student with more than 50% backlog of courses is not eligible to take Special Re-admission, he/she is advised to check the grade card thoroughly before seeking Special Re-admission, as the special re-admission if applied by the in-eligible students and given inadvertently would be withdrawn and the result, if any, declared would be made invalid, without assigning any reasons thereof.
2. As it is the Special Re-admission, all those BTME students who have already taken Re-admission but could not complete the programme are also eligible to take Special Re-admission, subject to the condition that they have already completed the courses worth of 64 credits indicated above. This condition is mandatory to all the students who have taken admission upto January, 2009 session.
3. In respect of students who have taken admission in January 2010 session, they are not required to take Special Re-admission, since they are entitled to take Re-admission, as per the Re-admission rules.
4. Under the Special Re-admission, the Learners are permitted to complete the programme by December, 2019. Thus the student who takes Special Re-admission now for Term-end Examination, June, 2018 would get four chances, those who take Special Re-admission for TEE, December, 2018 would get three chances and so on. The last Term-end Examination would be December, 2019 and thereafter no further extension would be given.
5. The students of January, 2010 session are therefore required to note that they shall have to complete the programme by December, 2019 through normal Re-admission as there will be no Special Re-admission facility after December, 2019 since the last Term-end Examination for BTME Programme would be December, 2019.
6. Students may **apply for Special Re-admission (Extension of Registration Period) in the prescribed format as provided here. The Re-admission Form and the Pro-rata fee table are also available in the IGNOU web site [www.ignou.ac.in](http://www.ignou.ac.in)**>Home > Student Zone >Downloads> Re-admission Rules.
7. The fee shall be in accordance with the Pro-rata Fee table specified for these programmes as provided here or as per the table given in the IGNOU web site referred to above. **As the pro-rata fee is to be paid in accordance with the credits of a particular course**, students are advised to check the no. of credits of that particular incomplete course (whether theory or practical etc) and pay the fee accordingly for the total no. of credits of such incomplete courses **as per the Table of Pro-rata fee**. However, no course material would be provided.

8. The fee should be paid in the form of a demand draft drawn in favour of IGNOU and payable at New Delhi. **Fee paid shall neither be refunded nor the validity period can further be extended beyond December, 2019 under any circumstances. So, the students are advised to read the instructions carefully and apply only, if agrees to the terms and conditions laid down here.**
9. Students can check their status about the Special Re-admission from IGNOU web site [www.ignou.ac.in](http://www.ignou.ac.in) at student support > student zone > admission > registration status > check re-admission.
10. Regarding any doubts on the academic activities such as submission of assignments, attending to the practical sessions or practical examinations, projects, etc, the students are advised to contact their PSCs, as per the list enclosed herewith or the Programme Coordinator, BTME, School of Engineering and Technology, IGNOU, Maidangarhi, New Delhi – 110 068.
11. Those students who like to avail the opportunity of Special Re-admission now and intend to apply **for Term-end Examinations may submit their exam forms to the through on-line as prevalent now, after submitting their forms for Special Re-admission.**
12. However, **the Special Re-admission forms with the Pro-rata fee be submitted, before 31<sup>st</sup> October and 30<sup>th</sup> April for Term-end Examinations in December and June respectively, to IGNOU HQs to:**

**Prof. Gayatri Kansal**  
**Programme Co-ordinator, BTME**  
**School of Engineering and Technology**  
**Indira Gandhi National Open University**  
**Maidangarhi**  
**New Delhi - 110 068**  
**Ph No.: 011 2957 2924**

**B. Proforma**



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**SPECIAL RE-ADMISSION FORM FOR BACHELOR OF TECHNOLOGY IN MECHANICAL  
ENGINEERING PROGRAMME (BTME) OFFERED THROUGH ODL MODE**

1. Name & Address of the student \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-mail: \_\_\_\_\_ Mob.No. \_\_\_\_\_

2. Programme Code : 

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3. Enrolment No. : 

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4. Study Centre Code : 

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5. Details of course(s) not completed for which the Special Re-admission is sought: **(Enclose a separate Annexure if the Table below is insufficient).**

S.No.	Course Code	Title of the Course	Credits	Course Fee (Rs.)
Total Rs.				

6. Enclosed the Demand Draft No. \_\_\_\_\_ for Total Fee (col no.5) Rs. ....  
Date \_\_\_\_\_ of \_\_\_\_\_ (Name of Bank)  
(DD should be drawn in favour of "IGNOU" payable at New Delhi.

Dated : \_\_\_\_\_ Signature of the student \_\_\_\_\_

**Mail this form along with DD towards Pro-rata Fee to:**  
**Prof. Gayatri Kansal**  
**Programme Coordinator, BTME**  
**School of Engineering and Technology**  
**Indira Gandhi National Open University, Maidangarhi**  
**New Delhi – 110 068**  
**Ph No. 011 2957 2924**

Note: **Please retain a copy of this form for any future reference.**

**C. Table for Pro-rata Fee:****Table for Pro-rata fee of Bachelor of Technology in Mechanical Engineering (BTME)****1. BTME – 1<sup>st</sup> Year**

S.No	Course Code	No. of Credits	Pro-rata Fee
1.	BME-001	4	Rs. 1,600
2.	BME-002	2	Rs. 800
3.	BME-003	4	Rs. 1,600
4.	BME-004	4	Rs. 1,600
5.	BME-005	4	Rs. 1,600
6.	BME-006	4	Rs. 1,600
7.	BME-007	4	Rs. 1,600
8.	BMEL-001	4	Rs. 5,600
9.	BMEL-002	2	Rs. 2,800

**2. BTME – 2<sup>nd</sup> Year**

S.No	Course Code	No. of Credits	Pro-rata Fee
1.	BME-008	4	Rs. 1,600
2.	BME-009	4	Rs. 1,600
3.	BME-010	4	Rs. 1,600
4.	BME-011	4	Rs. 1,600
5.	BME-012	4	Rs. 1,600
6.	BME-013	4	Rs. 1,600
7.	BME-014	2	Rs. 800
8.	BMEL-003	4	Rs. 5,600
9.	BMEL-004	2	Rs. 2,800

**3. BTME – 3<sup>rd</sup> Year**

S.No	Course Code	No. of Credits	Pro-rata Fee
1.	BME-015	4	Rs. 1,600
2.	BME-016	2	Rs. 800
3.	BME-017	2	Rs. 800
4.	BME-018	2	Rs. 800
5.	BME-019	2	Rs. 800
6.	BME-020	4	Rs. 1,600
7.	BME-021	2	Rs. 800
8.	BME-022	4	Rs. 1,600
9.	BMEP-001	12	Rs. 4,800

**4. BTME-4<sup>th</sup> Year**

S.No	Course Code	No. of Credits	Pro-rata Fee
1.	BME-023	4	Rs. 1,600
2.	BME-024	4	Rs. 1,600
3.	BME-025	2	Rs. 800
4.	BME-027	4	Rs. 1,600
5.	BME-028	2	Rs. 800
6.	BME-029	4	Rs. 1,600
7.	BME-030	4	Rs. 1,600
8.	BME-031	2	Rs. 800
9.	BME-035	4	Rs. 1,600
10.	BMEL-005	4	Rs. 5,600

**D. LIST OF THE FIVE PROGRAMME STUDY CENTRES FOR LAB COURSES/ PRACTICAL SESSIONS/PRACTICAL EXAMS/ASSIGNMENT SUBMISSION ETC.**

<b>S.No</b>	<b>Regional Centre</b>	<b><u>RC Code</u></b>	<b>PSC Code</b>	<b>Address of the Regional Centre</b>
<b>1.</b>	<b>Noida</b>	<b>39</b>	<b>07101 P</b>	Programme Incharge IGNOU Programme Study Centre NOIDA Institute of Engineering and Technology 19, Knowledge Park – II, Institutional Area <u>Greater Noida – 201 306</u> (Uttar Pradesh) Ph No. : 0120-2320062, 2320132
<b>2.</b>	<b>Bhubaneswar</b>	<b>21</b>	<b>2101</b>	Programme Incharge IGNOU Programme Study Centre KIIT, Campus 2, Patia, Bhubanewsar – 751024 Odisha Ph no. : 0674-275092 E-mail: ignousc2101@gmail.com
<b>3.</b>	<b>Chennai</b>	<b>25</b>	<b>2519 P</b>	Programme Incharge IGNOU Programme Study Centre Crescent Engineering College Vandalur <u>Chennai– 600 048.</u> (Tamilnadu) Ph No. : 044-22751375
<b>4.</b>	<b>Ahmedabad</b>	<b>09</b>	<b>0921 P</b>	Programme Incharge IGNOU Programme Incharge L.D. College of Engineering Civil Engineering Department <u>Ahmedabad – 380 015</u> (Gujarat) Ph No. : 079-26306752 079-26304118
<b>5.</b>	<b>Bangalore</b>	<b>13</b>	<b>1367 P</b>	Programme Incharge IGNOU Programme Incharge JSS Academy of Technical Education JSS Campus, Uttarahalli Kengeri Main Road <u>Bangalore – 560 078</u> Ph No. : 080-22718832