



## INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre, ITI Building, Bulepur, Khanna

District: Ludhiana (Punjab) 141401

Ph. - 01628-229993, 237361

[www.ignourckhanna.org.in](http://www.ignourckhanna.org.in)

IG/RCKN/27-CONV/2014/.....

Dated 5<sup>th</sup> February, 2014

Dear Learner,

Heartiest congratulations to you for completing University Programme in December-2012/June-2013 term-end examination, thus becoming eligible for award of original Certificate at 27<sup>th</sup> Convocation of the University likely to be held in March, 2014.

You are required to register yourself for obtaining the degree/diploma certificate by submitting the **enclosed prescribed application form**. You may attend the convocation and collect the certificate **in person** or **in absentia** through the Regional Centre.

The fee to obtain the original Degree/diploma certificate is Rs.400/- per certificate to be paid by means of demand draft drawn in favour of **IGNOU** and payable at **Khanna**.

Students of MBA, MCA, M.COM, BTCM, BNS, etc. are required to remit registration fee @ Rs.400/- per certificate (like Diplomas, PG-Diplomas/Degrees as prescribed in the programme). Students have to take all the certificates if they have qualified for more than one module of the programme.

The exact date of Convocation and other details in this regard will be communicated to you shortly.

Wish you all the best for bright future.

Yours sincerely,

Sd/-

(Dr. Santosh Kumari)  
Regional Director

Encl: As above

**IMPORTANT: Your feedback is important to us, therefore please fill the enclosed feedback form also and send to us along with the form for obtaining degree/diploma.**



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## FORM FOR OBTAINING DEGREE/DIPLOMA CERTIFICATE IN 27<sup>TH</sup> CONVOCATION

1. PROGRAMME CODE :

2. ENROLMENT NO. : 

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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3. NAME IN FULL : \_\_\_\_\_  
(In English) (IN CAPITAL LETTERS)

4. NAME IN HINDI : \_\_\_\_\_

5. ADDRESS : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pin code: \_\_\_\_\_

6. E-mail ID : \_\_\_\_\_

7. MOBILE/TELEPHONE No. : \_\_\_\_\_

8. REGIONAL CENTRE CODE:

9. DETAILS OF PAYMENT OF: Amount: \_\_\_\_\_ Draft No. \_\_\_\_\_  
REGISTRATION FEE Date: \_\_\_\_\_ Issuing Bank: \_\_\_\_\_  
Place of issue: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of student: \_\_\_\_\_

The form duly filled along with bank draft of the requisite amount is required to be sent at the following address:-

The Regional Director,  
IGNOU Regional Centre,  
I.T.I. Building, Bulepur  
Khanna, Distt. – Ludhiana  
Punjab – 141401

PS: Students of MBA, MCA, M.COM, BTCM, BNS, etc. are required to remit registration fee @ Rs.400/- per certificate (like Diplomas, PG-Diplomas/Degrees as prescribed in the programme). Students have to take all the certificates if they have qualified for more than one module of the programme.