

Date:

The Director, Student Services
Dr.B.R.Ambedkar Open University
Road No.46, Jubilee Hills
Hyderabad 500033.

Sir,

Sub: Change of MIL/Medium/Optional Subjects/Study Centre.

Ref: My Admission No _____.

Name:

Course: UG/PG/Diploma/MBA

I request you kindly to change my –

a) Study Centre from _____ to _____

b) Modern Indian Language (MIL) from _____ to _____

c) Optionals from _____ to _____

d) Medium from _____ to _____

e) D.D./Challan No. _____, dated _____ for Rs. _____

f) Earlier Address:

New Address:

Yours faithfully,

Signature

Certain Guidelines for Students:

1. In the First year, if the student desires to change his/her Modern Language OR Medium from one to another, the student has to pay Rs. 100/- within two months from the date of 1st contact-cum-Contact-cum-Counseling Class and to return the course material supplied to him/her without spoiling and writing on the books beyond two months, the students has to pay Rs 350/- for MIL Rs 500/- for change of Medium.
2. **Change of Optional Subject:**
 - I. For change of optional subject in 2nd year, within two months after the commencement of 1st contact-cum-counseling class, the student has to pay Rs. 100/- within two months per subject by returning the course material already received. Beyond two months, he/she has to pay Rs.500/- per each subject.
 - II. If student desires to change the optional subject in IInd year, he/she has to pay Rs.500/- each subject (including II year).
 - III. The student before changing the Optional subject is to be carefully without deferring the Guidelines to award Degree. The student has to pass all the four paper of the changed subject (II & III year with same Subject code Nos.)
3. The fee for issuing of Duplicate Identify Card is Rs 50/-
4. All payments should be made in the form of Demand Draft only drawn in favour of “**REGISTRAR, DR.B.R.AMBEDKAR OPEN UNIVERSITY**”, payable at Hyderabad.
5. The name & Admission Number of the Student should be written on the reverse side of the Demand Draft.
6. Enclose Xerox Copy of your University Identity Card.
7. CHOOSING OF OPTIONALS FOR II & III YEAR.

<u>Code</u>	<u>Subject</u>	<u>Code</u>	<u>Subject</u>	<u>Code</u>	<u>Subject</u>
01	Economics	07	English Litt.	11	Mathematic
02	History	17	Urdu Litt.	12	Physics
03	Political Science	18	Hindi Litt.	13	Chemistry
04	Public Administration	08	Group-I	14	Geology
05	Sociology	09	Group-II	16	Botony
06	Telugu Litt.	10	Group-III	27	Psychology
31	Mass communication and public relations				

8. The Science students are advised to attend the Science Practicals sessions without fail. If a student fails to attend the practical sessions the laboratory fee Rs.800/- (per Science Subject) paid by him/her will lapse for that academic year, and he/she has to pay once again. Practical training classes of this University are conducted during February / March of every year.