

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT REGISTRATION DIVISION Maidan Garhi, New Delhi – 110 068

Application for Internal Credit Transfer (CT) in Master's Degree Programme (MEG/MHD/MEC/MAH/MPS/MPA/MSO/MSW/MARD/M.Com./.......] for those who have sought <u>'fresh admission'</u>

1. Enrolment No. (Old)	(New)		Prog	RC Code:		
2. Credit Transfer fee paid: DD No Date Amount Bank (fee @ Rs.500/- per course)						
3. Name & address of student						
Phone/Mobile (with STD Code)		E-mail				
4. Credit transfer sought for (only for courses successfully completed under old Enrolment Number).						

Sl. No.	Course Code	Title of the course	Credit	Overall Marks obtained
1.	2.	3.	4.	5.

(for Office use only)						
CT granted	CT rejected	Remarks				
6.	7.	8.				

Sl. No.	Course Code	Title of the course	Credit	Overall Marks obtained	CT granted	CT rejected	Remarks
1.	2.	3.	4.	5.	6.	7.	8.
					_		
				<u>UNDERTA</u>	AKING		
·		, a student of l	Master's De	gree of IGNOU,	request for Interna	l Credit Transfer	of the courses successfully completed by m
	old Enro	olment No, as det	tailed above	. I undertake	not to revive the	registration of th	nese courses for credit transfer to any other
_		* <u>*</u>			•	et/Grade Card are	e enclosed. I understand that credit transfe
will not be granted for the course(s) wherein the syllabus has been revised by the university.							

Signature of Student _____

Date : _____

The Registrar, **Student Registration Division,** Indira Gandhi National Open University, Block 3, Maidan Garhi, New Delhi – 110 068.

Mail this Credit Transfer form along with **Demand Draft** to:

Rules & Regulations

- (i) Credits earned only under the old Enrol.No. would be considered for transfer to the new Enrolment.
- (ii) Full credit transfer would be allowed if the syllabus and methodology now in vogue are similar to that governing the student under the old enrolment.
- (iii) Credit transfer fee @Rs.500/- per course, is to be paid by way of a Demand Draft drawn in favour of 'IGNOU' payable at New Delhi.
- (iv) Students would be allowed to change the courses registered for the 1st year under new Enrol.No., against the left over courses of Ist / 2nd year under new enrolment, subject to the maximum credits permissible for a given academic year, by remitting the prescribed fee. For this, they will have to apply separately in the prescribed Form (enclosed as Annexure-I). A separate Demand Draft be submitted for change of course (fee (@Rs.600/per course for 2 or 4 credit and @Rs.1200/- per course for courses above 4 credits).
- (v) Change of course is accepted in 'one go' only.
- (vi) Under no circumstances students will be allowed to opt more than the maximum permissible credits for a given academic year in the respective programme under new Enrol.No.
- (vii) A student is required to complete the prescribed courses as per Programme structure of the respective Programme under new Enrolment, including the credit transfer allowed courses, for the award of Master's degree [MEG/MHD/ MEC/MAH/ MPS/MPA /MSO/ MSW/ MARD/M.Com./...../......].
- (viii) If the dates of Counselling and/or Practical classes clash by way of merging the left over courses of 1st/2nd year, students are required to apply for repeat/missed practical(s) to the Regional Centre concerned, in the next cycle/ session, as per University rules.
- (ix) Students are required to spend at least a <u>minimum of ONE YEAR duration</u> to complete the left over courses in the new Enrolment Number, provided the courses do not exceed as per Programme structure for a given academic year. If the left over courses exceed the permissible limit, then the duration for completion of the programme would be extended further depending upon the no. of credits for the left over course(s).
- (x) For issue of self-instructional material of changed course(s), if any, students may contact the respective Regional Centre.
- (xi) All Credit transfer cases of Master's Degree Programme would be directly handled by Student Registration Division (SRD) at Headquarters. If required, SRD will forward to the School concerned to examine the admissibility of credit transfer or otherwise.

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INDIRA GANDHI NATIONAL OPEN UNIVERSITY

ANNEXURE-I

STUDENT REGISTRATION DIVISION Maidan Garhi, New Delhi – 110 068

Application for Change of Course for Master Degree Programme students who have sought admission 'afresh' in order to complete the left over course(s).

1. Enrolment No. (Old) (New	v)	Prog. Code:	RC Code:
2. Fee paid for change of course(s): DD No	redits Course)	Bank	
3. Name & address of student			
Phone/Mobile (with STD Code)	E-mail		
4. Change of course applied for:			
Courses registered in the 1 st year under new Enrol.#	Change of course requ	Remarks	
2	3	4	
	nt with date		
NOTE:			

- 1. Under no circumstances student will be allowed to opt more than the maximum credits permissible for a given academic year.
- 2. **Separate Demand Draft** be **prepared** for change of course(s) favouring 'IGNOU' payable at New Delhi.
- 3. If the dates of counselling and/or practical classes clash by way of merging the left over courses of 1st/2nd year, students are required to apply for repeat/missed practical(s) to the Regional Centre concerned, in the next cycle/session, as per University rules.
- 4. Please mail this Form along with Demand Draft to Registrar, SRD, Block 3, IGNOU, Maidan Garhi, New Delhi 110068