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UNDERTAKING

I, _____, a student of B.Com Programme of IGNOU, request for Internal Credit Transfer of the courses successfully completed by me under old Enrolment No. _____ of B.Com (A&F), B.Com (F&CA), B.Com (CA&A) (Please tick the relevant programme code), as detailed above. I undertake **not to revive** the registration of these courses for credit transfer to any other programme of the university. Option exercised herein is firm and final. Self-attested copies of Marksheet/Grade Card are enclosed. I understand that **credit transfer will not be granted for the course(s) wherein the syllabus has been revised** by the university.

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

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

Signature of Student _____

Date _____

Rules & Regulations

[Internal Credit Transfer (CT) for BDP (B.A/B.Com/B.Sc./BTS/BSW)]

- (i) **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.**
- (ii) **Credit transfer fee @Rs.250/- per course**, is to be paid by way of a Demand Draft drawn in favour of 'IGNOU' payable at New Delhi.
- (iii) Students would be allowed to change the courses registered for the 1st year under new Enrol.No., against the left over courses of 2nd and/or 3rd year, **subject to maximum of 32 credits** in 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.350/- per course for 2 or 4 credit** and @**Rs.700/- per course for above 4 credits**).
- (iv) Change of course is permitted in the 1st year; provided the **left-over courses do not exceed 32 credits**. If the left-over courses exceed 32 credits, then the students can apply for change of course when they re-register for the 2nd year courses in the new Enrol.No.
- (v) Change of course is accepted in '**one go**' only.
- (vi) Under no circumstances students will be allowed to opt more than **32 credits in a year** under new Enrol.No.
- (vii) A student is required to complete courses worth **96 credits only**, including the credit transfer allowed courses, for the award of Bachelor's degree (B.A/B.Com/B.Sc./BTS/BSW) under New Enrolment Number.
- (viii) If the dates of counselling and/or practical classes clash by way of merging the left over courses of 1st/2nd/3rd year, students are required to **apply for repeat/missed practical(s)** to the Regional Director concerned, **in the next cycle/ session**, as per University rules.
- (ix) Students are required to spend at least a **minimum of one year duration** to complete the left over courses in the new Enrolment Number, provided the courses do not exceed 32 credits. If the left over courses exceed 32 credits, 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) As usual, all Credit transfer cases of BDP 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
STUDENT REGISTRATION DIVISION
Maidan Garhi, New Delhi – 110 068

ANNEXURE-I

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

1. Enrolment No. (Old) (New) RC Code: _____

2. Fee paid for change of course(s): Prog. _____ DD No. _____ Date _____ Amount _____ Bank _____
(fee @ **Rs.350/-** for 2/ 4 Credits Course, @ **Rs.700/-** for 6/ 8 Credits Course)

3. Name & address of student _____

Mobile No. _____ E-mail _____

4. Change of course applied for: _____

Courses registered in the 1 st / 2 nd year under New Enrol.#	Change of course required	Remarks
1.	2.	3.
<u>1st year</u> <u>2nd year</u>		

Signature of student with date _____

NOTE:

1. Under no circumstances student will be allowed to opt more than **32 credits in a 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/3rd year, students are required to **apply for repeat/missed practical(s)** to the Regional Director, **in the next session**, as per University rules.
4. Application for change of course of **BDP students who have sought 'fresh admission' in order to complete the left over course(s)** would be directly handled by Student Registration Division (SRD).
5. Please mail this Form along with DD to Registrar, SRD, Indira Gandhi National Open University, Block 3, Maidan Garhi, New Delhi – 110068.