

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>admission 'afresh'</u>

1. Enrolment No. (Old)	(New)		Prog	RC Code:
2. Credit Transfer fee paid: DD No (fee @ Rs.200/- per course)	Date	Amount	_ Bank	
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).

					(for Office use only)		
Course Code	Title of the course	Credit	Overall Marks obtained		CT granted	CT rejected	Remarks
2.	3.	4.	5.		6.	7.	8.
	Code	Code	Code Title of the course Credit	CodeTitle of the courseCreditMarksobtained	CodeTitle of the courseCreditMarksobtained	CodeTitle of the courseCreditMarks obtainedCI granted	Course CodeTitle of the courseCreditOverall Marks obtainedCT rejected

Course Code	Title of the course	Credit	Overall Marks obtained		CT granted	CT rejected	Remarks
2.	3.	4.	5.		6.	7.	8.
				-			
				-			
				-			
				-			
	Code	Code	Code The of the course Credit	CourseTitle of the courseCreditMarksCode0btained	CourseTitle of the courseCreditMarksCode0btained	Course CodeTitle of the courseCreditMarks obtainedCI granted	Course CodeTitle of the courseCreditMarks obtainedC1C1CodeTitle of the courseCreditMarks obtainedrejected

UNDERTAKING

I, ______, a student of Master's Degree of IGNOU, request for Internal Credit Transfer of the courses successfully completed by me under old Enrolment No.______, 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 Studen	t
Signature of Studen	l

Date

Rules & Regulations

Internal Credit Transfer (CT) for Master's Degree Programmes (MEG/MHD/MEC/MAH/MPS/MPA/MSO/MSW/MARD/M.Com.)

- (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.200/- 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.400/- per course for 2 or 4 credit and @Rs.800/- per course for courses above 4 credits).
- (v) 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.
- (vi) 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.].
- (vii) 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.
- (viii) 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).
- (ix) 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 <u>Change of Course</u> for Master Degree Programme students who have sought <u>admission 'afresh'</u> in order to complete the left over course(s).

1. Enrolment No. (Old)	(New)		Prog. Code:	RC Code:				
 2. Fee paid for change of course(s): DD No Date Amount Bank (fee @ Rs.400/- for 2/ 4 Credits Course, @ Rs.800/- for 6/ 8 Credits Course) 3. Name & address of student 								
Phone/Mobile (with STD Code) E-mail								
Course offered as per Programme Structure	Course(s) registered	Chang	Change required					
1	2		3					
Core / Compulsory								
Elective Courses								

Signature of student 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 from along with DD to Registrar, SRD, IGNOU, Block 3, Maidan Garhi, New Delhi 110068