

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 1st / 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 minimum of ONE YEAR duration 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
STUDENT REGISTRATION DIVISION
Maidan Garhi, New Delhi – 110 068

ANNEXURE-I

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) 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 _____

4. Change of course applied for:

Course offered as per Programme Structure	Course(s) registered	Change required	Remarks
1	2	3	4
Core / Compulsory			
Elective Courses			

Signature of student with date _____

NOTE:

- Under no circumstances student will be allowed to opt more than the maximum credits permissible for a given academic year.
- Separate Demand Draft** be **prepared** for change of course(s) favouring 'IGNOU' payable at New Delhi.
- 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.
- Please mail this from along with DD to Registrar, SRD, IGNOU, Block 3, Maidan Garhi, New Delhi - 110068