

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).

NOTE:	Courses registered in the 1 st year under new Enrol.#	Phone/Mobile (with STD Code) 4. Change of course applied for:	1. Enrolment No. (Old) (New) (New) 2. Fee paid for change of course(s): DD No. Date (fee @ Rs.600/- for 2/ 4 Credits Course, @ Rs.1200/- for 6/8 Credits Course) 3. Name & address of student
Signature of student with date	Change of course required	E-mail	Amount Bank Bank
	Remarks		RC Code:

- 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 Form along with Demand Draft to Registrar, SRD, Block 3, IGNOU, Maidan Garhi, New Delhi 110068

Rules & Regulations

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

- Credits earned only under the old Enrol.No. would be considered for transfer to the new Enrolment.
- Full credit transfer would be allowed if the syllabus and methodology now in vogue are similar to that governing the student under the old enro
- 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.
- (Ty) apply separately in the prescribed Form (enclosed as Annexure-I). A separate Demand Draft be submitted for change of course (fee (@R per course for 2 or 4 credit and @Rs.1200/- per course for courses above 4 credits). new enrolment, subject to the maximum credits permissible for a given academic year, by remitting the prescribed fee. For this, they will h 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
- 3 Change of course is accepted in 'one go' only.
- (YI) programme under new Enrol.No. Under no circumstances students will be allowed to opt more than the maximum permissible credits for a given academic year in the resp
- (VII) MARD/M.Com./......J. A student is required to complete the prescribed courses as per Programme structure of the respective Programme under new Enrolment, inc the credit transfer allowed courses, for the award of Master's degree [MEG/MHD/ MEC/MAH/ MPS/MPA
- (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 app repeat/missed practical(s) to the Regional Centre concerned, in the next cycle/ session, as per University rules.
- (x)provided the courses do not exceed as per Programme structure for a given academic year. If the left over courses exceed the permissible limi Students are required to spend at least a minimum of ONE YEAR duration to complete the left over courses in the new Enrolment Nu the duration for completion of the programme would be extended further depending upon the no. of credits for the left over course(s).
- $\overline{\mathbf{x}}$ For issue of self-instructional material of changed course(s), if any, students may contact the respective Regional Centre.
- (xi)required, SRD will forward to the School concerned to examine the admissibility of credit transfer or otherwise. All Credit transfer cases of Master's Degree Programme would be directly handled by Student Registration Division (SRD) at Headquarte



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/M MPA/MSO/MSW/MARD/M.Com.// for those who have sought 'fresh admission'	Programme (MEG/MHD/MEC/MAH/MPS/se who have sought 'fresh admission'
1. Enrolment No. (Old) (New) (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).	

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	No.	-	2.					-			
	SI. Course No. Code	2.									
	Title of the course	3.									
	Credit	4.		e]				5	-		
	Overall Marks obtained	5.				×					
							1				
	CT granted	6.									
<u>(f</u>	CT rejected	7.									
(for Office use only)	Remarks	8.	Ship								

The Registrar, Student Regist Indira Gandhi Block 3, Maida	Mail this Credit	I, under old Enrolment No. programme of the universiwill not be granted for the							1. 2.	Sl. Course No. Code
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:	I,, a student of Master's Degree of IGNOU, request fo under old Enrolment No, as detailed above. I undertake not to rev programme of the university. Option exercised herein is firm and final. Self-attested copies of N will not be granted for the course(s) wherein the syllabus has been revised by the university.							3.	Title of the course
		of Master's Deg detailed above. is firm and final						:	4	Credit
		ree of IGNOU, I undertake n Self-attested orevised by the 1	UNDERTAKING						٧.	Overall Marks obtained
		request not to 1 copies o	KING							
		t for Internal revive the re of Marksheet ity.							6	CT granted
Date:_	Signatı	Credit Trans egistration of t/Grade Card						7.	7	CT rejected
	Signature of Student	I,, a student of Master's Degree of IGNOU, request for Internal Credit Transfer of the courses successfully completed by under old Enrolment No, as detailed above. I undertake not to revive the registration of these courses for credit transfer to any ot programme of the university. Option exercised herein is firm and final. Self-attested copies of Marksheet/Grade Card are enclosed. I understand that credit trans will not be granted for the course(s) wherein the syllabus has been revised by the university.						×	0	Remarks