

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Maidan Garhi, New Delhi – 110 068**

Application for Internal Credit Transfer from **BCA (revised syllabus)** to **BCA (revised syllabus)**

1. Enrolment No. 

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 (Old)      2. Enrol. No. 

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 (New)

3. Name & Address

4. Details of Credit Transfer fee paid:

DD No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_  
 Drawn on (Bank & Branch) \_\_\_\_\_  
 Payable in favour of IGNOU, New Delhi  
 (fee @ **Rs.250/- per course**)

Email ID: \_\_\_\_\_

Mob No: \_\_\_\_\_

5. Details of **courses successfully completed** in **BCA (revised syllabus)** under old Enrol. No.

Course Code	TMA	TEE	Practical	Over all marks	Credits	Remarks
1.	2	3	4	5	6	7

6. Left over courses to be studied in BCA (revised syllabus) under New Enrol.No:

1 <sup>st</sup> Semester			2 <sup>nd</sup> Semester			3 <sup>rd</sup> Semester		
Course Code	Credits	Please(√)	Course Code	Credits	Please(√)	Course Code	Credits	Please(√)

4 <sup>th</sup> Semester			5 <sup>th</sup> Semester			6 <sup>th</sup> Semester		
Course Code	Credits	Please(√)	Course Code	Credits	Please(√)	Course Code	Credits	Please(√)

7. DD particulars of *pro-rata fee* for the left over course (separate DD to be drawn)

DD No. \_\_\_\_\_ date \_\_\_\_\_ Amount \_\_\_\_\_ Bank \_\_\_\_\_

**UNDERTAKING**

I, \_\_\_\_\_, a student of BCA (revised syllabus) of IGNOU request for Credit Transfer of the **courses successfully completed** by me in old Enrol.No. \_\_\_\_\_, as detailed above. I undertake not to revive the registration of these courses for credit transfer to any other programme(s). The registration of courses surrendered in Column No.5 above shall not be revived at any later date. Option exercised herein is firm and final. Certified copies of Marksheet/Grade Card is enclosed. Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_.

Signature of Student

Name \_\_\_\_\_

Mail this Credit Transfer form along with separate Demand Drafts pertaining to: (i) credit transfer fee, and (ii) Pro-rata fee for the left over courses. To,  
**The Registrar,**  
**Student Registration Division**  
 Indira Gandhi National Open University,  
 Maidan Garhi, New Delhi – 110 068

**Rules & Regulations (credit transfer from BCA (revised syllabus) to BCA (revised syllabus))**

- (i) Students would be allowed to **re-register simultaneously** for **left over courses, subject to maximum of 18 credits**, in a given semester, by remitting the **pro-rata fee** only as per details given in the Table below.
- (ii) Under no circumstances student will be allowed to opt more than **18 credits in a given semester**.
- (iii) Students are required to pay *pro-rata fee* of the **left over courses only** after confirmation of the **admission afresh** and a **new Enrol.No. is allotted** by the Regional Director, subject to the condition that the left-over courses should not exceed 36 credits in two consecutive semesters.
- (iv) Besides, students are also required to pay **credit transfer fee @ Rs.250/- per course**, by way of a separate Demand Draft drawn in favour of 'IGNOU' **payable at New Delhi**.
- (v) Demands Drafts be prepared separately for pro-rata fee and credit transfer fee.
- (vi) If the dates of counselling and/or practical classes clash by way of merging the left over courses at (i) above, students are required to **apply for repeat/missed practicals** to the Regional Director, **in the next session/cycle**, as per University rules subject to remittance of fee, if applicable.
- (vii) Students are required to spend **at least a minimum of one year duration** to complete the left over courses in the new Enrol.No., provided the courses do not exceed 36 credits. If the left over courses exceed 36 credits, the duration for completion of the programme would be extended further.
- (viii) As usual, all Credit transfer cases would be directly handled by SRD along with cases for registration of left-over courses indicated at (i) above.
- (ix) A student is required to complete courses worth 99 Credits only, including credit transfer allowed courses, for the award of BCA degree under new Enrol. No.

<b><i>Pro-rata fee for BCA(Revised syllabus)</i></b>
<b>450/- per 1 credit course</b>
<b>850/- per 2 credit course</b>
<b>1250/- per 3 credit course</b>
<b>1650/- per 4 credit course</b>
<b>3250/- per 8 credit course (BCSP-64)</b>