



**Application for Internal Credit Transfer (ICT) in Management Programme  
for those who have sought Fresh Admission  
(to be submitted when the new Enrol.# is allotted)**

1. Enrolment No. (Old)         (New)
2. Specialisation stream to be reflected in the MBA degree \_\_\_\_\_
3. Credit Transfer fee paid: Prog. \_\_\_\_\_ DD No. \_\_\_\_\_  
(fee @ **Rs.500/- per course**) Date \_\_\_\_\_ Amount \_\_\_\_\_ Bank \_\_\_\_\_
4. Name & address of student \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone/Mobile (with STD Code) \_\_\_\_\_ E-mail \_\_\_\_\_

5. Credit transfer sought for (only for **courses successfully completed under old Enrolment Number**).

<u>Details of credits transfer applied for</u>					<u>(for Office use only)</u>		
Sl. No.	Course Code	Title of the course	Cre- dit	Overall Grade obtained	CT granted	CT rejected	Remarks
1.	2.	3.	4.	5.	6.	7.	8.
1.							
2.							
3.							
4.							
5.							
6.							
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8.							
9.							
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15.							
16.							
17.							
18.							
19.							

## UNDERTAKING

I, \_\_\_\_\_, a student of Management Programme of IGNOU, request for Internal Credit Transfer (ICT) 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 copy(ies) of Marksheet/Grade Card is/are enclosed. I understand that **credit transfer will not be granted for the course(s) wherein the syllabus has been revised** by the university. I also understand that **credit transfer will not be granted for the courses that are not part of the programme curriculum in which I sought fresh admission** and is governed by the Programme structure now in vogue for the award of MBA degree/Diploma.

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

### Rules & Regulations

#### **Internal Credit Transfer (ICT) in Management Programmes**

- (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 and as per credit transfer rules framed by the School of Management Studies.**
- (ii) Once a student takes fresh admission into Management Programme, it will be valid for another 8 years. The student is required to complete all the requirements for the award of Degree/Diploma during this time period, as **no further fresh admission will be granted after expiry of the second term**. In case such a student wishes to pursue the programme further, s/he will have to **appear in OPENMAT entrance and seek admission afresh. The candidate thereafter will not be provided the facility of credit transfer and thus pursue all the courses afresh.**
- (iii) **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.
- (iv) Registration/Re-registration rules as given in the Student Handbook & Prospectus of Management Programmes would remain unchanged even for completing the left-over courses under new Enrolment. Under no circumstances students would be allowed to opt more than four courses in a semester, as per '**schedule of courses on offer**'. As usual the Registration/Re-registration Form is to be submitted at the Regional Centre concerned.
- (v) 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 Diploma/Degree under Management Programme.
- (vi) Students are required to spend at least a **minimum of ONE YEAR duration** to complete the left over course(s) in the new Enrolment Number.
- (vii) All Credit transfer cases of Management Programme would be directly handled by **Student Registration Division (SRD)** at IGNOU Headquarters.

\* \* \* \* \*

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.**