

## Maidan Garhi, New Delhi-110068

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## UNDERTAKING

I, \_\_\_\_\_, a student of BBARIL IGNOU, request for Internal Credit Tranfer of the course(s) successfully completed by me under the old Enrollment 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 final. Self-attested copies of the Grade Card is 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 required fee to:

**The Registrar,  
Student Registration Division  
Indira Gandhi National Open University,  
Block 3, Maidan Garhi, New -110068**

Signature of the student\_\_\_\_\_

Date: \_\_\_\_\_

INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
STUDENT REGISTRATION DIVISION  
Maidan Garhi, New Delhi-110068

**Application for change of course for BBARL (Pre-revised Syllabus) to BBARIL Revised Syllabus for those who have sought Fresh admission from JULY 2022 onwards**

1. Enrollment 

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 No.(OLD) (New)
2. Fee paid for change of courses(s); Prog. \_\_\_\_\_ DD.No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_ Bank \_\_\_\_\_  
(fee @ Rs.350/- for 2/4 Credits Course, and RS 700/-for 6/8 Credits Course)
3. Name & address of student \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Mobile No. \_\_\_\_\_ E-mail \_\_\_\_\_

4. Change of course applied for:

Course(s) registered in the 1 <sup>st</sup> /2 <sup>nd</sup> year under New Enrollment Number	Change of course required	Remarks
1.	2.	3.
<b>1<sup>st</sup> year</b>		
<b>2<sup>nd</sup> year</b>		

Signature of student with date \_\_\_\_\_

Note:

1. Separate Demand Draft be Prepared for change of course(s) favoring IGNOU payable at New Delhi.
2. If the dates of counselling or practical classes clash by way of merging the left over course(s) of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year, students are required to apply for repeat/missed Practical(s) to the Regional Director, in the next session as per University rules.
3. Application for change of course of BBARL students who have sought 'fresh admission in order to complete the left over course(s) would be directly handled by student registration Division (SRD)
4. Please mail this Form along with fee receipt or DD to The Registrar, SRD, Indira Gandhi National Open University, Block -3, Maidan Garhi, New Delhi-110068

**Internal Credit Transfer Scheme of BBA in Retailing (BBARIL) with the  
Courses of Pre-revised BBA (Retailing)- BBARL**

**Diploma in Retailing (DIRIL) / BBARIL**

<b>BBA in Retailing (BBARIL), Revised Programme</b>			<b>BBA (Retailing) (BBARL), Old Programme</b>		
<b>Semester I</b>					
<b>Course code</b>	<b>Course Title</b>	<b>Credits</b>	<b>Course code</b>	<b>Course Title</b>	<b>Credits</b>
BRL-101	Overview of Retailing	4	BRL-001	Overview of Retailing	4
BRL-102	Introduction to Retail Marketing	4	BRL-002	Retail Marketing and Communication	4
BRL-103	Store Operations	4	BRL-007	Store Operations-I	4
<b>Semester II</b>					
BRLP-101	Internships, WorkBook and Viva-Voce	16	BRLT-005	Internship and Viva-Voce	16

**Advanced Diploma in Retailing (ADIR) / BBARIL**

<b>BBA in Retailing (BBARIL), Revised Programme</b>			<b>BBA (Retailing) (BBARL), Old Programme</b>		
<b>Semester III</b>					
<b>Course code</b>	<b>Course Title</b>	<b>Credits</b>	<b>Course code</b>	<b>Course Title</b>	<b>Credits</b>
BRL-106	Managing Human Resources	4	BRL-008	Human Resources	4
BRL-107	Buying and Merchandising-I	4	BRL-006	Buying and Merchandising-I	4
BRL-108	Retail Operations and Store Management	4	BRL-011	Retail Operations and Store Management II	4
<b>Semester IV</b>					
BRL-110	IT Application in Retail	4	BRL-015	IT Application in Retail	4

**BBA in Retailing (BBARIL) / BBARIL**

<b>BBA in Retailing (BBARIL), Revised Programme</b>			<b>BBA (Retailing) (BBARL), Old Programme</b>		
<b>Semester V</b>					
<b>Course code</b>	<b>Course Title</b>	<b>Credits</b>	<b>Course code</b>	<b>Course Title</b>	<b>Credits</b>
BRL-112	Buying and Merchandising-II	4	BRL-010	Buying and Merchandising II	4
BRL-114	Visual Merchandising & Store Planning	4	BRL-012	Visual Merchandising and Store Management	4
<b>Semester VI</b>					
BRLP-103	On the Job Training, Workbook and Viva-Voce	12	BRLT-016	On the Job Training and Viva-Voce	12

**Note:** BBA in Retailing (BBARIL), Revised Programme (as listed in the left side of the table)  
BBA (Retailing) (BBARL) Pre-revised Programme (as listed in the right side of the table).

### **Rules & Regulations**

#### **Internal Credit Transfer (CT) FOR BBA in Retailing (BBARIL)**

- (i) Credits earned only under the old Enrollment Number. no would be considered for transfer to the new Enrollment number.
- (ii) Credit transfer fee @250/- per course, is to be paid through online mode **via SBI Collect miscellaneous fee**, the link available on website (A receipt of payment is also to be attached with the form or by way of a Demand Draft drawn in favour of 'IGNOU' **payable at New Delhi**.
- (iii) Students would be allowed to change the courses registered for the 1st year under new Enrol.No., against the left over courses of I st / 2 nd 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.230/-per credit.**
- (iv) Change of course is accepted in 'one go' only.
- (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 the New Enrolment Number.
- (vi) A student is required to complete the prescribed courses as per Programme structure of the respective Programme under the new Enrolment, including the credit transfer allowed courses, for the award of BBARIL Degree.
- (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 under 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) For issue of self-instructional material of changed course(s), if any, students may contact the respective Regional Centre.
- (x) All Credit transfer cases of BBARIL 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 credits or otherwise.