Please see the enclosed Annexure 2 for course details.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT REGISTRATION DIVISION
MaidanGarhi, NewDelhi – 110 068

Application for **Internal Credit Transfer** from Master of Business Administration/PG Diploma of Management (MP/MPB/PGDFM/PGDMM/PGDHRM/PGDOM/PGDFMP) (Old syllabus) to *Master of Business Administration* ***(Banking and Finance)(MBF)(Revised Syllabus)***

1. Enrolment No. | | | | | | | | | | (MP/MPB/ PG Diploma)

2. Enrol. No. | | | | | | | | | | | (MBF)

3. Name & Address

_____
_____
_____

Email Id: _____

Mobile No: _____

4.Details of Credit Transfer fee paid:

Amount of Fees ……..Mode of Payment: SBI COLLECT/DD, Payable in favour of IGNOU, New Delhi / Payment made at SRD, IGNOU,HQ

Payment Reference No.……. Date…….

(fee Rs.500/ upto 16 credits
Rs. 1000/- more than 16 credits)

5. Details of courses successfully completed in **(MP/MPB/PGDFM/PGDMM/PGDHRM/PGDOM/ PGDFMP) (Old syllabus)** under Enrol. No. at sl.no.1 above (enclose attested copy of grade card):

Sl. No.	Course Code	Title of the course	Over all Marks	Credit	CREDIT TRANSFER SOUGHT FOR IN MBF		Remarks
					Course code	Course credit	
01	02	03	04	05	06	07	08

Contd..p/2..

6. After taking Internal Credit Transfer from the old syllabus. The student has to study the required number of courses from the revised syllabus. Please refer to Page No- 4 & 5 for the course selection.

UNDERTAKING

I,_____,a student of Master of Business Administration**) (Banking and Finance) (MBF)** of IGNOU request for Credit Transfer of the courses of **MP/MPB/PGDFM/PGDMM/PGDHRM/ PGDOM/PGDFMP) (Old syllabus)**, as detailed above. I undertake not to revive the registration of these courses for credit transfer to any other programme. 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 **i s** enclosed.

Signature of Student

Post this Credit Transfer form along with Demand Draft/Online payment receipt pertaining to credit transfer fee to:
The Registrar,
Student Registration Division,
Block 3
Indira Gandhi National Open University,
MaidanGarhi, New Delhi–110 068

Name_____
Address:_____
_____
_____
Pin Code: _____

Rules & Regulations

Internal Credit Transfer from MP/MPB/PGDFM/PGDMM/PGDHRM/PGDOM/PGDFMP)(Old syllabus) to *Master of Business Administration (Banking and Finance) (MBF)(Revised Syllabus)*

(i) Credit transfer would be granted for courses under revised syllabus as per Credit transfer scheme enclosed as page no. 4 & 5

(ii) Under no circumstances students will be allowed to opt more than the permissible credits in a given semester**.**

(iii) Students are required to pay **credit transfer through on-line mode via miscellaneous fee account available at IGNOU website (a receipt of payment is to be attached with credit transfer form) or** by way of a Demand Draft drawn in favour of **'IGNOU' payable at New Delhi**.

(iv) The students have to pay the prescribed fee of Internal Credit Transfer and Change of Course separately.

(v) Although credit transfer for all the eligible courses (against successfully completed courses in **MP/MPB/PGDFM/PGDMM/PGDHRM/PGDOM/PGDFMP)(Old syllabus)**), irrespective of the semester(s) in which these are offered, would be granted as per credit transfer scheme referred to in clause (i) above, yet the **students will pursue the left-over courses in the revised syllabus.**

Annexure – 2

Mapping of courses for Internal Credit Transfer/ exemption scheme for MBA/MBAOL/MBAFM/MBAHR/MBAOM/MBAMM/MBF/ 5 PG Diploma in specialisation programmes against the courses in old MP/MPB/PGDFM/PGDMM/PGDHRM/PGDOM/PGDFMP

Old-MP/MPB/PGDFM/PGDMM/PGDHRM/PGDOM/PGDFMP		New-MBA/MBAHM/MBAFM/MBAOM/MBAMM /MBAOL/MBF/5 PG Diploma in specialisations (code to be provided)	
Title of old course	**Course code**	**Title of new course**	**Course code**
Management Functions and Behaviour	MS-01	Management Functions and Organizational Processes	MMPC-001
Management of Human Resource	MS-02	Human Resource Management	MMPC-002
Economic and Social Environment	MS-03	Business Environment	MMPC-003
Accounting and Finance for Managers	MS-04	Accounting for Managers	MMPC-004
Quantitative Analysis for Managerial Applications	MS-08	Quantitative Analysis for Managerial Applications	MMPC-005
Marketing for Managers	MS-06	Marketing Management	MMPC-006
Information Systems for Managers	MS-07	Information Systems for Managers	MMPC-008
Management of Machines and Materials	MS-05	Management of Machines and Materials	MMPC-009
Managerial Economics	MS-09	Managerial Economics	MMPC-010
Social Processes and Behavioural Issues	MS-21	Social Processes and Behavioural Issues	MMPC-011
Strategic Management	MS-11	Strategic Management	MMPC-012
Research Methodology for Management Decisions	MS-95	Research Methodology for Management Decisions	MMPC-015
International Business Management	MS-97	International Business Management	MMPC-016
Advanced Strategic Management	MS-91	Advanced Strategic Management	MMPC-017
Total Quality Management	MS-96	Total Quality Management	MMPC-019
Organisational Design, Development and Change	MS-10	Organisational Theory and Design	MMPH-001
Human Resource Development	MS-22	Human Resource Development	MMPH-002
Human Resource Planning	MS-23	Human Resource Planning	MMPH-003
Industrial Relations	MS-24	Industrial and Employment Relations	MMPH-004
Managing Change in Organisations	MS-25	Organisational Development and Change	MMPH-005
Organisational Dynamics	MS-26	Organisational Dynamics	MMPH-006
Compensation and Reward Management	MS-27	Compensation and Reward Management	MMPH-007
International Human Resource Management	MS-29	International Human Resource Management	MMPH-009
Working Capital Management	MS-41	Working Capital Management	MMPF-001
Capital Investment and Financing Decisions	MS-42	Capital Investment and Financing Decisions	MMPF-002
Management Control Systems	MS-43	Management Control Systems	MMPF-003
Security Analysis and Portfolio Management	MS-44	Security Analysis and Portfolio Management	MMPF-004
International Financial Management	MS-45	International Financial Management	MMPF-005
Management of Financial Services	MS-46	Management of Financial Services	MMPF-006
Operations Research	MS-51	Operations Research	MMPO-001
Project Management	MS-52	Project Management	MMPO-002
Production/ Operations Management	MS-53	Operations Management	MMPO-003

Old-MP/MPB/PGDFM/PGDMM/PGDHRM/PGDOM/PGDFMP		New-MBA/MBAHM/MBAFM/MBAOM/MBAMM /MBAOL/MBF/5 PG Diploma in specialisations (code to be provided)	
Title of old course	**Course code**	**Title of new course**	**Course code**
Management Information Systems	MS-54	Management Information Systems	MMPO-004
Logistics Management	MS-55	Logistics and Supply Chain Management	MMPO-005
Materials Management	MS-56	Materials Management	MMPO-006
Maintenance Management	MS-57	Maintenance Management	MMPO-007
Consumer Behaviour	MS-61	Consumer Behaviour	MMPM-001
Sales Management	MS-62	Sales Management	MMPM-002
Product Management	MS-63	Product and Brand Management	MMPM-003
International Marketing	MS-64	International Marketing	MMPM-004
Marketing of Services	MS-65	Marketing of Services	MMPM-005
Marketing Research	MS-66	Marketing Research	MMPM-006
Management of Marketing Communication and Advertising	MS-68	Integrated Marketing Communication	MMPM-007
Rural Marketing	MS-611	Rural Marketing	MMPM-008
Retail and Distribution Management	MS-612	Retail Management	MMPM-009
Project Course (Equivalent to 2 Courses)	***MS-100***	***Project Course (Equivalent to 2 Courses)***	***MMPP-001***
MPB		**MBF**	
Title of old course	**Course code**	**Title of new course**	**Course code**
Bank Financial Management	MS-422	Bank Financial Management	MMPB-001
International Banking Management	MS-424	International Banking Management	MMPB-002
Electronic Banking and *IT* in Banks	MS-425	Information Technology and Digital Banking	MMPB-003
Risk Management in Banks	MS-494	Risk Management in Banks	MMPB-004
Marketing of Financial Services	MS-423	Marketing of Financial Services	MMPB-005
Ethics and Corporate Governance in Banks	MS-495	Corporate Governance in Banking and Financial Sector	MMPB-006

ANNEXURE-3

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT REGISTRATION DIVISION
Maidan Garhi, New Delhi — 110 068

Application for Change of Course for *Master of Business Administration (Banking and Finance),MBF programme* against the courses in **old MP/MPB students who have sought admission 'afresh' in order to complete the left over course(s).**

2. Enrolment No.**(Old)** _____**(New)** _____ **Programme Code** _____**RC Code**_____

3. Fee paid for change of course(s): DD No. Payable at IGNOU, New Delhi /Online payment Ref. No. ___ Date_____ Amount_____ Bank___(**Fees to be paid as per current University norms)**

4. Name & Address of the student _____

_____Email Id _____Mobile No._____

5. Change of Course applied for:

Courses registered in the 1st /2nd/3rd/4th semester (under **new Enrollment number**)	Change of Course required	Remarks

Signature of student with date _____

Rules & Regulations

Change of Course from MP/MPB Old syllabus) to *Master of Business Administration (Banking and Finance) (MBF)(Revised Syllabus)*

1. Under no circumstances student will be allowed to opt more than the maximum credits permissible for a given semester.
2. If the dates of counseling and/or practical classes clash by way of merging the left over courses of first/second/third/fourth semester, students are required to **apply for repeat/missed practical(s)**to the Regional Centre concerned ,**in the next cycle/session,** as per University rules.
3. Students are required to pay the change of course fee @ Rs.2000/- for 4 Credits through on-line mode via miscellaneous fee account available at IGNOU website (a receipt of payment is to be attached with change of course form) or by way of a Demand Draft drawn in favour of 'IGNOU' payable at New Delhi.
4. Please post this filled up Change of Course Form along with Demand Draft/Online payment Ref. No.: To: Registrar, SRD, Block 3, IGNOU, Maidan Garhi, New Delhi 110068.
5. The students have to pay the prescribed fee of Internal Credit Transfer and Change of Course separately.
6. Students would be allowed to change the courses registered for the 1st semester under new Enrolment No., against the left over courses of 2nd and/or 3rd semester/or 4th Semester, **subject to maximum of 28 credits** in a given semester, by remitting the prescribed fee as per current University norms.
7. Change of course is permitted in the 1st year; provided the **left-over courses do not exceed 28 credits**. If the left-over courses exceed 28 credits, then the students can apply for change of course when they re-register for the 2nd semester courses in their New Enrollment Number.