



**Application for Internal Credit Transfer (ICT) in MBA (Banking & Finance)
for those who have sought Fresh Admission to complete the degree
(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.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							

UNDERTAKING

I, _____, a student of MBA(Banking & Finance) 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 I am governed by the Programme structure now in vogue and that credit transfer will not be granted for the courses which do not form part of the revised Curriculum of MBA(Banking & Finance).**

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 MBA(Banking & Finance), it will be valid for another 8 years. The student is required to complete all the requirements for the award of Degree of MBA(B&F) 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 **do all the courses afresh as no credit transfer facility will be applicable beyond the second term**.
- (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 Degree of MBA(Banking & Finance).
- (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 MBA(Banking & Finance) 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.**