

						(for Office use only)		
Sl. No.	Course Code	Title of the Course	Credit	Overall Marks Obtained		CT granted	CT rejected	Remarks
1.	2.	3.	4.	5.		6.	7.	8.

UNDERTAKING

I, _____, a student of Bachelor/Master’s Degree of _____ University from _____ College/Department, request for Internal Credit Transfer of the courses successfully completed by me. My 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 copies of Marksheet/Grade Card are 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 Demand Draft to :
 The Registrar,
 ‘Jyotirmay’ Parisar,
 Dr. Babasaheb Ambedkar Open University Marg,
 S.G. Highway, Chharodi, Ahmedabad-382481

Signature of Student _____

Date : _____

Rules & Regulations

Internal Credit Transfer (CT) for Bachelor & Master's Degree Programmes (MEG/MHD/MSO/MGT/MSW/B.A./B.Com./BBA/BCA //...../...../.....)

- i) Credits earned only under the old Enrol.no. would be considered for transfer to the new Enrolment.
- ii) Full credit transfer would be allowed in the syllabus and methodology are similar in pattern that governing the student under old enrolment.
- iii) **Credit transfer fee @ Rs.500/-per course**, is to be paid by way of a Demand Draft drawn in favor of **'Dr. Babasaheb Ambedkar Open Univeristy' payable at Ahmedabad.**
- iv) Students would be allowed to change the courses registered for the 1st year under new Enrol.no., against the left over courses of 1st /2nd 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.600/-per course for 2 or 4 credit and @ Rs.1200/- per course for courses above 4 credits).**
- v) Change of course is accepted in **'one go'** only.
- vi) 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 new Enrol. No.
 - Dr. Babasaheb Ambedkar Open University will allow a maximum of 64 credits for a Graduation Programme and 32 credits for Post-Graduation Programme. Programme must be academic in nature and be similar in scope and content to the Programme offered at Dr. Babasaheb Ambedkar Open University.
- vii) 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 Bachelor & Master's degree (MEG/MHD/MSO/MGT/MSW/B.A./B.Com./BBA/BCA/...../...../.....)
- viii) If the dates of counseling and/or Practical classes clash by way of merging the left over 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.
- ix) Students are required to spend at least a **minimum of one Year duration** to complete the left over courses in the new Enrolment Number, provided the courses do not exceed as per Programme would be extended further depending upon the no. of credits for the left over course(s).
- x) **For issue of self-instructional material of changed course(s), if any, students may contact the respective Regional Centre. Student has to pay required fees for Self Learning Material of New Courses"**
- xi) All credit transfer cases of Master's Degree Programme would be directly handled by **Learner Admission Division (LAD)** at Headquarters. If required, LAD will forward to the school concerned to examine the admissibility of credit transfer or otherwise.



Dr. BABASAHEB AMBEDKAR OPEN UNIVERSITY

(Established by Government of Gujarat)

ANNEXURE-I

“Jyotirmay” Parisar, Dr. Babasaheb Ambedkar Open University Marg
S.G. Highway, Chharodi, Ahmedabad-382481

E-mail : info@baou.edu.in ; Website : www.baou.edu.in

Application for Change of Course for Bachelor & Master Degree Programme students who have sought admission ‘afresh’ in order to complete the left over course(s).

1. Enrolment No. (Old) New Prg. _____ RC Code _____

2. Fee paid for change of course(s): DD No. _____ Date _____ Amount _____ Bank _____
(fee @ **Rs.600/-for 2 / 4 Credits Course, @Rs.1200/- for 6 / 8 Credits Course**)

3. Name & Address of Student _____

Phone/Mobile (with STD Code) _____ E-mail _____

4. Change of course applied for : _____

Courses registered in the 1 st year under new Enrol.#	Change of course required	Remarks
2	3	4

Signature of student with date _____

NOTE :

1. Under no circumstances student will be allowed to opt more than the maximum credits permissible for a given academic year.
2. Separate Demand Draft be prepared for change of course(s) favouring “BAOU” payable at Ahmedabad.
3. 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.
4. Please mail this Form along with Demand Draft to Registrar, Dr. Babasaheb Ambedkar Open University, ‘Jyotirmay’ Parisar, S.G. Highway, Chharodi, Ahmedabad-382481