

# Credit Transfer Policy



**Guru Ghasidas Vishwavidyalaya,  
Koni, Bilaspur- 459009**

## **Credit Transfer Policy of GGV**

Credit Transfer Policy is aimed at providing a framework for promoting and facilitating inward /outward transfer of credits earned from GGV and/or other Universities including online courses passed as per the UGC guidelines, and to promote the inter-university transfer and mobility of students across different Universities of India and abroad. A fully evolved credit transfer scheme involves transfer of credits by students of the University to other Universities/ educational institutions; and acceptance of credits earned by a student from other Universities through Academic Bank of Credit. Guru Ghasidas Vishwavidyalaya provides transfer of credits on application through scrutiny and assessment by an appointed committee. This Policy shall be known as Credit Transfer Policy of Guru Ghasidas Vishwavidyalaya.

### **PREAMBLE**

To promote flexibility in the curriculum framework and interdisciplinary/ multidisciplinary academic mobility of the students across the Higher Education Institutes in the country with appropriate Credit Transfer mechanism in compliance with NEP 2020, GGV is adopting Credit transfer policy. The Credit Transfer of GGV applies to all the registered learners to facilitate the transferability of academic credits earned between programmes and educational institutions and to gain admission into GGV for the purpose of completing their degree programmes that are comparable to or disciplinary related to those programmes offered by GGV.

### **PURPOSE**

- This Policy seeks to provide a broad procedure and outline for recognition, certification of prior learning and credit transfer for all the courses offered by Guru Ghasidas Vishwavidyalaya.
- The Policy seeks to ensure that the students have the required academic preparedness for further studies without hindering their progression and completion of course they have been pursuing.
- To ease the process of obtaining the intended learning outcomes for the courses of study or certification.
- To safeguard the integrity of the course of study and the qualification awarded.

### **OBJECTIVES**

- The credit transfer and articulation policy goals are to:
- Give students credit for documented previous learning and outcomes in accordance with each course criteria.
- Ease the transition of eligible students between programs and departments within the University.
- Establish explicit criteria and protocols for determining credit transfer and Certification to and from courses without harming the integrity of the courses.
- Manage the transfer credit procedures, criteria and integrity.
- Allow the learners to study what they prefer as per their choice/ interest.
- Reduce the wastage of time and academic stagnation at the higher education level.
- Increase the academic flexibility among the learners at the higher education level.
- Help to the establishment of global standard higher education system by incorporating inter-disciplinary, intra-disciplinary courses, skill-oriented courses.
- Utilize the credits already earned by the learners and motivate them to move of the University successfully with degrees.

## POLICY COVERAGE

Following are the categories of Transfer of Credits

- I. For Courses on SWAYAM/MOOC and other Online platform etc. while a student of Guru Ghasidas Vishwavidyalaya
- II. For courses in other institutes/universities while pursuing a programme at Guru Ghasidas Vishwavidyalaya
- III. Interruption caused by unpreventable conditions during studies at Guru Ghasidas Vishwavidyalaya
- IV. For Courses completed/done at institutions/Universities accredited/approved by UGC and other reputed institutions/universities of the country
- V. For Courses completed/done from overseas Institutes/ Universities abroad
- VI. For Courses under CDOE of Guru Ghasidas Vishwavidyalaya
- VII. Maximum credits allowed to be transferred

### **I. For Courses on SWAYAM/MOOC and other Online platform etc while a student of Guru Ghasidas Vishwavidyalaya**

- i. A student, if so wishes can pursue a course on SWAYAM/MOOCs/Another online platform, while being a student of the University. This permission is granted to the students by the University on par with the University Grants Commission (Credit Framework for Online Learning courses through SWAYAM) Regulations, 2016 which allows up to twenty percent (20%) of the total courses offered in a particular Programme in a semester/year through the Online Learning courses through SWAYAM/Massive Open Online Courses (MOOCs)/etc.
- ii. The Academic Council of the University will decide the list of courses available on SWAYAM/MOOCs for transfer of credits, which has to be approved by the Deans Syndicate of the University.
- iii. The list of available courses is to be made available to the students on the website and the notice boards of the university and other social media platforms of the university.
- iv. There shall be a University Coordinator for online courses, assisted by dedicated departmental coordinators to guide the students through the courses.
- v. The University shall give equivalent credit weightage up to 20% for the credits earned through online courses.
- vi. Provisions shall be made to incorporate the marks/grades of SWAYAM/MOOCs secured by the students which count for the award of degree. However, the practical/lab component therein shall be evaluated by the University before the incorporation.
- vii. Policy and Procedure for accepting Credit Transfer from other Universities and for Online Courses Credits

The University shall have a policy of accepting transfer of credits earned by a student from the following Universities/educational institutions/research institutions:

- Universities recognized under Section 2(f) of the UGC Act.
- Universities that are members of the Association of Indian Universities.
- Such foreign University, the Courses/Programs of which are recognized as equivalent to those of Indian Universities by the Association of Indian Universities.
- Indian Institutes of Technology (IIT)

- Indian Institutes of Management (IIM)
- National Institutes of Technology (NIT)
- Indian Institutes of Science Education and Research (IISER)
- Indian Institutes of Information Technology (IIIT)
- Schools of Planning and Architecture (SPA)
- All India Institute of Medical Sciences (AIIMS)
- Such Indian or Foreign University/educational institution/research institution with which the University has signed an MOU for students and faculty exchange.
- Any other University/ educational institution/ research institution that have been recognized and approved for the purpose of credit transfer by the Academic Council of the University.

## **II. For courses in other institutes/universities while pursuing a course at Guru Ghasidas Vishwavidyalaya.**

- Students of Guru Ghasidas Vishwavidyalaya while pursuing a course in Guru Ghasidas Vishwavidyalaya desirous of taking a course at another institute/university can do so after obtaining prior permission from the Academic Council for the student is pursuing a Bachelor's or Master's Programmes and the Guide, Doctoral Research Committee for the students pursuing Doctorate degrees. In all these the permission is subject to the approval of the Vice Chancellor.
- Doctorate degrees matters (for Pre Ph.D. coursework related only), the credit units of the course to be calculated for the degree shall be decided by the Guide, Doctoral Research Committee with due approval from the Academic Council. Any discrepancy arising in the matter will be addressed by the guide in consultation with the DRC and approval of the Academic Council.

## **III. In a break caused by inevitable conditions during studies at Guru Ghasidas Vishwavidyalaya**

If a student has to take a break from his studies due to some unavoidable situations and wishes to complete his/her studies at Guru Ghasidas Vishwavidyalaya is eligible to get the benefit of transfer of credits earlier earned subject to the following conditions:

- A Ph.D. student should take prior permission for the break and the course from the guide, the DRC, and the Academic Council.
- A PG/UG student shall take prior permission for the break and the course from the Head / Dean of School and the Academic Council.

In such cases, the student has to route the application through the guide/Head of the Department, Dean of the school, and the Academic Council. After the approval of the same, the matter will be placed before the Controller of Examination for necessary action.

## **IV. For Courses completed/done at institutions/Universities accredited/approved by UGC and other reputed institutions/universities of the country**

A student can get the benefit of transfer of credits for graduate-level courses completed/done at institutions/Universities accredited/approved by UGC and other reputed institutions/universities of the country, provided that

- A grade obtained by the candidate is at least equivalent or above 6.0 GP.
- The course in which the transfer of credit is requested has similar content to the course offered by Guru Ghasidas Vishwavidyalaya.
- The candidate must apply in the prescribed format with the self-attested copy of the grade card and documents related to the course description, and other relevant documents for the transfer of credits to the Head which will be forwarded to the

Controller of Examinations with recommendations from the Dean.

**V. For Courses completed/done from overseas Institutes/ Universities abroad**

- The University also facilitates the transfer of credits earned from university/institution abroad.
- The university/institution from where the credits have been earned should be reputed and recognized by AIU (Association of Indian Universities).
- Credit transfer in these matters shall be based on the comparability with the equivalent courses at Guru Ghasidas Vishwavidyalaya (verified by the equivalence committee of GGV).
- In such cases, a professional translator must translate all grade cards/transcripts and course syllabi into English and issue a certificate to the effect.

**VI. For Courses under CDOE (Centre for Distance and Online Education) of Guru Ghasidas Vishwavidyalaya**

**i. For PG Courses**

Having completed the first year of Post Graduate Programme at a recognized/ accredited institution of reputation outside India, if a student wishes to complete his degree under CDOE of Guru Ghasidas Vishwavidyalaya he may get the benefit of transfer of credits earlier earned to get admission in the Second year of equivalent Post Graduation Programme offered by the CDOE of the University provided:

- The University/institution the candidate should apply to with a grade-card, and equivalence certificate of Degrees awarded by the Foreign Universities recognized by the Association of Indian Universities (AIU).
- The course in which the credit of transfer is requested should be similar in nature and content to the intended course of courses under CDOE and Private Cell of the University.
- In such cases, all grade cards/transcripts and course syllabi should be translated into English and certified by a professional translator.
  - a) Such students may submit the prescribed application with a grade card and detailed syllabus of the Programme studied, for admission under courses offered by the CDOE of the University.
  - b) Once the CDOE of the University have received the application it will be scrutinized by the Director, CDOE, and placed before the Academic Council for approval.

**ii. For UG Courses**

Having completed the first/second year of the Graduate Programme at a recognized/accredited institution of reputation outside India, if a student wishes to complete his degree under CDOE of Guru Ghasidas Vishwavidyalaya he may get the benefit of transfer of credits earlier earned to get admission in Second/Third year of equivalent Post Graduation Programme offered by the CDOE of the University provided:

- The University/institution the candidate should apply to with a grade-card, and equivalence certificate of Degrees awarded by the Foreign Universities recognized by the Association of Indian Universities (AIU).
- The course in which the credit of transfer is requested should be similar in nature and content to the intended course of courses under CDOE of the University.
- In such cases, all grade cards/transcripts and course syllabi should be translated into

English and certified by a professional translator.

- a) Such students may submit the prescribed application with a grade card and detailed syllabus of the Programme studied, for admission under courses offered by the CDOE of the University.
  - b) Once the CDOE of the University have received the application it will be scrutinized by the Director, CDOE and placed before the Academic Council for approval.
- iii. For Ph.D. programme, only a candidate with any National Fellowship will be allowed to get transfer of credit for their Pre.Ph.D. course work, or he she may get admission only in the professional category, subject to approval by the committee.

## **VII. Maximum credits allowed to be transferred**

### **a) Maximum Credits allowed to be transferred under Regular Courses**

- i. A maximum of 44 credits for after One year (Two semester), a maximum of 84 credits for after two year (Four semester) for UG courses Under NEP 2020. No Transfer of Credit will be allowed in third year in four year degree programme. 12-16 credits of Pre Ph.D. Course Work, for the doctoral degree programme shall be allowed by Guru Ghasidas Vishwavidyalaya for Doctoral candidates.
- ii. Only Courses of academic nature whose content will be similar to the courses offered by the university will be considered for transfer of credits after verification by equivalence committee.

### **b) Maximum Credits allowed to be transferred for courses under CDOE**

- i. Guru Ghasidas Vishwavidyalaya shall allow a maximum of 72-80 credits for a Graduation Programme and 32 credits for the Post-Graduation Programme.
- ii. Only Courses of academic nature whose content will be similar to the courses offered by the university will be considered for transfer of credits.

21

## **THE CREDIT TRANSFER COMMITTEE**

- a) The Credit Transfer Committee shall be comprised of the following members
  - Registrar
  - Controller of Examinations
  - Dean of the stream of concerned department (Convenor)
  - Head of the Department (Concerned department)
- b) The Registrar, in consultation with the Committee, shall assess and approve all applications for credit transfer.
- c) The Hard copy of applications shall be addressed to the Registrar and shall be routed through the Head of the Department.
- d) Candidate may also submit online application to the concerned Head of the department through mail. Mandatory documents attached (Scanned) with online application: -
  - Migration certificate from previous University (Original) – after Admission confirmation from GGV.
  - Original Mark sheets (Marks Transcript) or all semesters/years of previous college/university
  - Self-attested photocopy of class 10th Mark sheet for proof of Date of Birth.
  - Self-attested Photocopy of class 12th Mark Sheet / Mark Sheet of Qualifying

- Examination Valid ID Proof & photos
- Candidates should submit Photocopy of the Teaching Scheme and Syllabus of all the studied subjects and semesters of the parent University.
- Grade, Grade point and corresponding marks chart should be submitted with online application form
- Copy of the fee receipt for processing application
- Training/Internship Certificate (if any)
- ABC ID as mentioned in the online application.
- An affidavit (on a Rs. 50 stamp paper) indicating the genuineness of all the documents submitted.

## **APPLICATION AND PROCESSING FEES**

- The University will take the necessary steps for the transfer of credits only when the candidates apply for it.
- The applications should be forwarded through proper channel to the concerned authorities.
- All expenses and fees related to the transfer of credits have to be borne by the candidate.
- Application fees for an application for transfer of credit will be as decided by the University from time to time.)
- Applications for credit transfer are to be disposed of within 21 working days.
- Approval or rejection of an application, and grant and refusal of credit is the responsibility of the committee.
- Any appeal or grievance in this matter should be addressed to the Vice Chancellor, Guru Ghasidas Vishwavidyalaya.