



## **TRANSFER OF CREDIT POLICY**

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## **Transfer of Credit Policy**

### **1. Introduction**

Transfer of Credit Policy is aimed at providing a framework for promoting and facilitating transfer of credits earned from other Universities as well as 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 (a) transfer of credits by students of the University to other Universities/ educational institutions; and (b) acceptance of credits earned by a students from other Universities.

In the absence of a national qualification framework and credit transfer scheme, Jagan Nath University, Jaipur has created a facilitative mechanism for transfer of credit to other Universities/educational institution by prescribing a procedure for the issue of transcript to students seeking transfer of credit.

As regards acceptance of credit transfer from other Universities, an individual University can, even in the absence of a national policy, put in place a framework and procedure for accepting transfer of credits earned by their students from other Universities. However, due safeguards will have to be put in place to ensure that the credit transfer does not lead to dilution in the quality.

### **2. Objectives of Policy**

- (a) Procedure for facilitating and promoting transfer of credits earned by the students of the University to other Universities/educational institutions; and
- (b) Policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities/educational institutions and through online courses, MOOCs, etc.

### **3. Facilitation for Transfer of Credits to other Universities/educational institutions**

- 1) The University shall facilitate transfer of credits earned by its students to other Universities/educational institutions.
- 2) A student of the University seeking transfer of credit to other Universities/educational institutions shall submit a written request, along with the fee as prescribed by the Academic Council from time to time, to the Controller of Examination.
- 3) The Controller of Examination, upon receipt of such request, shall issue a complete transcript of the Courses taken by the student in the University and shall forward the transcript of the students to the University/educational institution concerned.

### **4. Policy and Procedure for accepting Credit Transfer from other Universities and for Online Courses Credits**

- 4.1 The University shall have a policy of accepting transfer of credits earned by a student from the following Universities/educational institutions/research institutions:
  - a) Universities recognized under Section 2(f) of the UGC Act.
  - b) Universities that are members of the Association of Indian Universities.
  - c) Such foreign University, the Courses/Programs of which are recognized as equivalent

to those of Indian Universities by the Association of Indian Universities.

- d) Indian Institutes of Technology (IIT)
  - e) Indian Institutes of Management (IIM)
  - i) National Institutes of Technology (NIT)
  - f) Indian Institutes of Science Education and Research (IISER)
  - g) Indian Institutes of Information Technology (IIIT)
  - h) Schools of Planning and Architecture (SPA)
  - i) All India Institute of Medical Sciences (AIIMS)
  - j) Such Indian or Foreign University/educational institution/research institution with which the University has signed an MOU for students and faculty exchange.
  - k) 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.
- 4.2 As per the policy of the UGC, a student can earn credits through online courses, MOOCs, Coursera, etc. The University shall accept credits for such courses on request of the student provided proper process has been followed by the student as per UGC guidelines.
- 5) Request for acceptance of transfer of credits shall:**
- a) Be entertained only if received from such candidates who have been duly selected for admission in a Program of study, as per the Rules and regulations governing admission in a the University;
  - b) Have to be made by the student concerned within 10 days from the date of his/her admission in the University.
  - c) Have to made in the prescribed format and along with the fees as prescribed by the Academic Council of the University from time to time.
  - d) Have to be supported by such documents as may be prescribed by the Academic Council.
- 6) Dean/HoD of the Faculty concerned shall be the Nodal Office for receiving and processing the request for accepting the transfer of credits. To facilitate and expedite the process, the Dean/Hod may constitute committee a comprising a senior faculty as chairman and two to three faculty members to process and finalize the request for acceptance of credit. While mapping the courses for allowing transfer of credits, if a student is pass in all the courses of a semester will be allowed full semester courses transfer of credit. However, if a student has reappear in some courses, credit transfer will be allowed only for those courses in which he/she is pass and they match with our University syllabi.
- 7) The maximum credits that can be accepted for transfer shall not exceed 50% of the total credits required for the completion of the program of study in which a student has been admitted. Only such Courses may be considered for acceptance of credit transfer, in which the student has secured at least 40% marks and declared pass by that institution as per their

rules. In case if a student has earned more credits from other Universities/educational institutions/research institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the Faculty concerned in this regard shall be considered as final.

- 8) The credit equivalence for accepting credit transfer shall be determined as under**
- a) For credit earned by students from Universities that have the credit system in place, a Course work requiring 10 hours of contact hours shall be considered as equivalent to 1 credit of the University; and
  - b) For Courses completed from Universities/educational institutions/research institutions that do not follow credit system but have semester system in place, a course work requiring a minimum 30 lecture hours per semester shall be considered as equivalent to 3 credits of the University; and
  - c) For Courses completed from Universities/educational institutions/research institutions that neither follow the credit system nor have the semester system, a Course work requiring formal classroom instruction/lab work of at least 3 hours per week it shall be considered as equivalent to 3 credits of the University.
- 9) The University may also permit its students to accumulate certain credits from other Universities/educational institutions/research institutions in full or partial fulfillment of the required Course work. In such cases:**
- a the student shall be required to obtain prior approval of the Dean of the Faculty;
  - b the Courses can be undertaken only in the institutions specified in para 4 and 5 above; and the maximum number of credits that can be accumulated by a student from other institutions shall not exceed 50% of the total credits prescribed for the successful completion of the program of study.
- 10) The provisions of this policy are subject to change as per the guidelines of the UGC and other regulatory bodies in this regard from time to time.**