

ORDINANCE NO. 24
TRANSFER OF CREDIT

[Section 6(2) (iv), 28(1)(o) of the Central Universities Act 2009]

1. This Ordinance is aimed at providing a framework for promoting and facilitating Inter-university transfer and mobility of students with transfer of credit across different Universities of India and abroad.
2. This Ordinance is aimed at prescribing:
 - 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.

Facilitation for Transfer of Credits to Other Universities/Educational institutions:

3. The University shall facilitate the transfer of credits earned by its students to other Universities/Educational Institutions.
4. A student of the other 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 Examinations.
5. The Controller of Examinations, upon receipt of such request, shall issue a complete transcript of the Courses taken by the student in the University and shall forward the application of the students to the University/Educational Institution concerned.

Policy and Procedure for accepting Credit Transfer from other Universities:

6. 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 recognised under Section 12(b) of the UGC Act;
 - b) Universities that are members of the Association of Indian Universities;
 - c) Such foreign University, the Courses/Programmes of which are recognised 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);
 - f) National Institutes of Technology (NIT);
 - g) Indian Institutes of Science Education and Research (IISER);
 - h) Indian Institutes of Information Technology (IIIT);
 - i) Schools of Planning and Architecture (SPA);
 - j) All India Institute of Medical Sciences (AIIMS);
 - k) Such Indian or Foreign Universities/Educational Institutions/ Research Institutions with which the University has signed an MOU for students and faculty exchange;
 - l) Any other University/Educational Institution/Research Institution that has been recognised and approved for the purpose of credit transfer by the Academic Council of the University.

7. Request for acceptance of transfer of credits shall be:
 - a) entertained only if received from such candidates who have been duly selected for admission in a Programme of Study, as per the Rules and regulations governing admission in the University;
 - b) made by the student concerned within 10 days from the date of his/her admission in the University;
 - c) made in the prescribed format and along with the fees as prescribed by the Academic Council of the University from time to time; and
 - d) supported by such documents as may be prescribed by the Academic Council.
8. Dean of the School concerned shall be the Nodal Officer for receiving and processing the request for accepting the transfer of credits. To facilitate and expedite the process, the Dean may constitute a Committee comprising of a senior faculty as chairman, two faculty members and finalise the request for acceptance of credit.
9. The maximum credits that can be accepted for transfer shall not exceed 25% of the total credits required for the completion of the Programme of Study in which a student has been admitted.
10. Only such Courses may be considered for acceptance of credit transfer, in which the student has secured at least B grade/GPA of 2 or above/a minimum of 50% marks, as the case may be. In case a student has earned more credits from other Universities/Educational Institutions/Research Institutions, the student may indicate his/her preference of courses for credit transfer. However, the decision of the Dean of the School concerned in this regard shall be treated as final.
11. The credit equivalence for accepting credit transfer shall be determined as under:
 - a) for credit(s) earned by students from Universities that have the credit system in place, a Course work requiring 15 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 2 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 requiring formal classroom instruction/lab work of at least 2 hours per week shall be considered as equivalent to 2 credits of the University.
12. The University may also allow its students to accumulate certain credits from other Universities/Educational Institutions/Research Institutions in full or partial fulfilment of the required Course work. In such cases:
 - a) The student shall be required to obtain prior approval of the Dean of the School;
 - b) The Courses can be undertaken only in the institutions specified in para 6 above; and
 - c) The maximum number of credits that can be accumulated by a student from other institutions shall not exceed 25% of the total credits prescribed for the successful completion of the Programme of Study.
