CREDIT TRANSFER POLICY

(Applicable for Undergraduate and Postgraduate Programs)

Sai Tirupati University

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1. Introduction

This policy outlines the framework and procedures for the transfer of academic credits at Sai Tirupati University, Udaipur. It ensures transparency and compliance with the University Grants Commission (UGC) regulations, facilitating academic mobility and learner-centric flexibility, in line with the National Education Policy (NEP) 2020.

2. Scope and Applicability

This policy applies to:

- Students transferring into Sai Tirupati University from other recognized institutions (National/International).
- STU students undertaking credit-earning programs at external institutions (India or abroad).
- Lateral entry students joining in advanced semesters.
- Courses completed through SWAYAM, NPTEL, MOOCs (approved by UGC).

3. Types of Credit Transfer

A. Credit Transfer During Admission (First-Year Entry with Prior Credits)

a. Students who have earned academic credits at a UGC-recognized or equivalent institution may apply for transfer of credits at the time of first-year admission.
b. Credit transfer shall not exceed 25% of the total program credits.
c. Only courses completed with a minimum grade equivalent to a C or 5/10 CGPA will be considered.
d. Application must include:
   o Official transcripts with course titles and grades.
   o Course outlines/syllabi.
   o Accreditation status of the previous institution.
e. The concerned Committee for Credit Transfer (CCT) will evaluate credit equivalence within 15 working days.
f. Core and compulsory courses must be completed at SAI TIRUPATI unless deemed equivalent.
g. Credit once transferred shall not be repeated at SAI TIRUPATI.
h. The decision of the committee will be final and binding.
i. Admission and scholarship eligibility are independent of credit transfer approval.

B. Lateral Entry / Migration (Entry to 2nd or 3rd Year)

a. Students who have completed one or more years of a diploma/degree program at another recognized institution may seek lateral admission.
b. Eligibility:
   o Completion of the previous year(s) in the same or equivalent program.
   o Minimum performance: 50% aggregate and a CGPA of at least 5/10.
   o Fulfilment of STU's admission criteria, including Class XII eligibility/diploma courses as applicable.
c. Transferable credit must not exceed 25% of the total program requirement.
d. The application must include:
   o Transcripts and course details.
   o Recommendation/No Objection Certificate (if required).
e. There should be no active backlogs in the previously attended institution at the time of applying for lateral entry.
f. In case of credit mismatch with STU program requirements, the student will be mandated to complete additional credits through approved MOOCs (e.g., SWAYAM/NPTEL) or Bridge Courses as prescribed by the respective School/Department.
g. The School/Department Curriculum Committee will assess academic equivalence, seat availability, and program alignment.
h. No credit will be granted for non-academic, remedial, or audit courses.
i. Such students shall pay fees applicable to the batch they are admitted to.
j. Scholarships will apply as per the university's retention/continuation policy.

C. External Credits Earned by STU Students

Students enrolled at STU may earn credits from other institutions under the following mechanisms:

a. **Exchange Programs / Visiting Students**: Credit transfer permitted for approved academic visits to other Indian or foreign institutions.

b. **MOOCs/SWAYAM/NPTEL Courses:**
   o Only UGC/AICTE approved platforms (SWAYAM).
   o Maximum 20% of total program credits as per UGC norms.

c. **Process:**
   o Pre-approval from Committee for Credit Transfer (CCT) with course syllabus and credit details.
   o Minimum performance: Grade C or 5/10.
   o Only equivalent-level courses will be accepted.

d. **Restrictions:**
   o Repetition of equivalent SAI TIRUPATI courses not allowed.
   o Non-credit courses, workshops, bridge courses, and certificate programs without evaluations will not be considered.

e. Grades from external sources will be recorded as "TR" (Transfer) unless an equivalency agreement exists, in which case grades may be transferred.

4. Composition of Committee for Credit Transfer (CCT)

(i) Controller of Examinations (Chairperson)
   • Responsible for ensuring compliance with academic regulations and credit norms.
   • Coordinates the implementation of approved credit transfers.

(ii) Dean / Head of the Respective School or Department (Convener)
   • Leads the academic evaluation process at the School level.
   • Facilitates internal coordination and reviews recommendations from subject experts.

(iii) Subject Expert (Nominated by Dean/HoD)
   • A senior faculty member with domain expertise.
   • Responsible for course-to-course content mapping and academic equivalence assessment.

5. Evaluation and Approval Procedure

• All applications for credit transfer must be submitted to the Registrar Office with necessary supporting documents.
• The Committee for Credit Transfer (CCT) will evaluate course mapping and credit equivalence.
• Final approval shall be issued by the Dean of the School and communicated by the Registrar.
• Decisions will be entered in the academic record, and "Transferred" will be mentioned in the Transcript Status Column with the name of the credit-awarding institution.

6. Academic and Grading Considerations

• Transferred credits are excluded from CGPA unless grade transfer is approved via MoU.
• In case of transfer without grades, "TR" will be recorded and such courses will not impact GPA calculations.
• Credits must align with the level and learning outcomes of the program at SAI TIRUPATI University.

7. Limitations and Compliance

• Credit transfer is permissible only from recognized institutions (UGC/AIU/AICTE/NBA/NMC/BCI etc.).
• The total transferred credits (including those earned from MOOCs or external visits) must not exceed 25% of the total program requirements, except in dual degree programs or under specific MoUs.
• Violations, misrepresentation, or submission of false documents will lead to immediate cancellation of admission or credits.

8. Review and Amendment

This policy shall be periodically reviewed by the Academic Council and updated in accordance with latest UGC regulations or institutional requirements.

9. Annexures

• **Annexure I:** Credit Transfer Application Form
• **Annexure II:** Course Equivalence Format
• **Annexure III:** Approval/Recommendation Format by Department