SOP FOR CREDIT TRANSFER POLICY AS PER NEP 2020

1.0 Background:

Many students seek transfer from one college to another under the Manipal group and also from colleges with whom Sikkim Manipal Institute of Technology (SMIT) / Sikkim Manipal University (SMU) may or may not have an MOU. Such transfers may be sought in different semesters/branches. To admit any students on transfer from other colleges/universities, a uniform policy needs to be followed uniformly for all such cases. Accordingly, a Credit transfer policy for students admitted on transfer to SMIT was formulated and approval for the same was taken from the Academic sensate for implementation from the academic year 2016-17. The same is being revised to align with the Academic Bank of Credit (ABC) guidelines of NEP 2020.

2.0 Departmental Standing Committee:

A Standing Academic Committee shall be constituted in every department to map the syllabi of both the institute to ensure a smooth transition of the credits and grades of the student to SMIT.

The Standing Committee shall be comprised of the following members.

HOD of the Department to which the transfer is sought	- Chairperson
HOD of other Department, if needed	- Member
DCE (Tech)	- Ex-Officio member
Two members of the internal Board of Studies (BOS)	- Members

3.0 Credit Transfer Policy:

As different types of transfers may take place in Academic institutions, each type is to be addressed on the merit of the case. Various types of transfer cases and their corresponding credit transfer policies are detailed below:

4.0 Credit Transfer policy for transfer from other colleges/universities:

(a) If the candidate is admitted to a particular semester at SMIT from any other University for the same program, and if there is an MOU between SMIT/SMU and the said University, then the credits earned by the candidate in the erstwhile University shall be transferred to SMU according to the MOU.

(b) In case of no MOU, the following procedures shall be followed.

The committee shall ensure that the students meet the following eligibility criteria.

(i) The students seeking transfer to SMIT and have preferably cleared all the subjects of the preceding year(s) of the previous University and have been promoted to the current year.

(ii) However, in case of a student seeking transfer must have completed 80% of the credits required at their previous university. Furthermore, the student must have completed at least 60% of the total credits as per the SMU credit scheme.

Compliance with both these conditions is a prerequisite for admission to the next academic year at SMIT, and deficient credits will have to be completed at SMIT as per the recommendation of the committee.

(iii) The students have NOC, TC, Character certificate, Migration certificate, and all the Grade sheets from the previous University. Student shall submit the grading system and conversion formula of the CGPA followed at the previous university.

(iv) A valid reason for seeking transfer to SMIT.

4.1 The Terms of Reference (TOR) of the committee:

(a) The student is not burdened to repeat the subjects of SMIT curriculum which were already studied/equivalent of such subjects in his/her previous university.

(b) Recommend the subjects of SMIT not taught by the previous university by rejoining in the parallel semester along with the current semester or such subjects that are more relevant to his future course of study, which may be on a MOOC basis, if possible.

(c) Recommend adjusting the grades and credits of any cleared subjects of previous university, even in higher semesters, if they match more than 70%, and alternate relevant subjects can be suggested in lieu as per approved schema.

(d) The candidate should be permitted to rejoin in a parallel semester up to 35 credits (including the credits of the current semester) without dropping lab subjects to the extent possible. Moreover, there should not be a clash in the timetable.

(e) Minimum credit criteria of SMIT for promotion to higher semesters/years shall be applicable on admission and then onwards.

(f) Based on his SGPA and the equivalent percentage calculated as per previous university rules, that percentage is to be converted as per SMU rules, and the same CGPA should be awarded to him.

Example:

Student's SGPA at Previous University: Suppose the student had an SGPA of 8.0 at their previous university.

Conversion to Percentage (as per previous university rules): The previous university uses the formula: Percentage = (SGPA−0.75) ×10
Applying the formula: Percentage = (8.0−0.75) ×10=7.25×10=72.5%

Awarding CGPA (as per SMU Rules)
Convert this percentage back into CGPA using SMU's scale. CGPA = Percentage/10

Then the final CGPA awarded by SMU would be: CGPA = 72.5/10 = 7.25

(g) If additional subjects are recommended by the committee, while allocation, the first preference is to be given to the Core Subject, then Program Elective (PE), then Lab based on SMIT schema and then open electives (OE).

(h) The additional subjects recommended by the committee are to be forwarded to the Director through AD(A) for approval.

(i) The B.Tech degree is awarded based on the total credits earned by the student: B.Tech degree is granted for earning 160 credits, while a B.Tech (Hons) degree is awarded for earning 180 credits as per CGPA regulations of SMU out of which 50% credits should be comprising of core subjects including lab and relevant project work including theory subjects on MOOC basis.

(j) The subjects not matching with the SMIT syllabus may be considered as open electives for credit purpose.

(k) A student will be allowed to enter/re-enter only at the Odd semester and can only exit after the even semester.

5.0 Recommendation & Approval:

The Departmental Standing Committee shall forward their findings with recommendations of HOD through the Associate Director (A) to the Director, SMIT, for his approval. The director will decide on the acceptance/ rejection of the application for credit transfer on recommendations of the committee, and Associate Director (A) shall notify the same to all concerned.

On admission to SMU, the academics of the student shall be governed by the prevailing syllabus and the CGPA Regulations of SMU.

6.0 Award of Degree:

The student will be awarded a degree from SMU provided, if she/he has earned 50% of the credits from SMU and has spent half the duration of his programme duration in SMU.

7.0 This supersedes the earlier SOP No. 3229/AD(A)/SOP/07/2016 dated 21 Sep 2016.

3229/AD (A)/SOP/ 10 /2024
12 Sep 2024

(Prof (Dr) G.L. Sharma)
Director, SMIT

To,

1. All Associate Directors
2. HODs/HOOs