

UNIVERSITY OF JAMMU

NOTIFICATION

(17/Dec/GEN/38)

It is hereby notified for the information of all concerned that the Vice-Chancellor, in anticipation of the approval of the Competent Bodies, is pleased to authorize the adoption of the Statutes/Scheme regarding Transfer of Credits.

The Statutes are available on the University website: jammuuniversity.in

Sd/-

DEAN ACADEMIC AFFAIRS

No. F. Acd/1/3810-13909

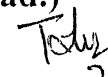
Dated: 27-12-2017

Copy to:-

1. Special Secy. to the Vice-Chancellor for the information of the Worthy Vice-Chancellor please.
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies
3. All Deans of the Faculties
4. All Heads of the University Teaching Departments
5. All Rectors/Directors of the Offsite Campuses of the University
6. Sr. P.A. to the Registrar/Controller of Examinations/Director, CDC
7. Convener, Website Monitoring and Updation Committee
8. All Principals of the Affiliated Colleges of the University of Jammu
9. I/c University Website **with a copy of Statutes for uploading on the website.**
10. G.F.


26/12/17
Assistant Registrar (Acad.)


26/12/17


26/12/17

UNIVERSITY OF JAMMU

STATUTES/SCHEME REGARDING TRANSFER OF CREDITS

1. PREAMBLE: The Government of India has set a goal of increasing the enrollment ratio GER to about 30% by 2020 and to 32% by 2021. The 12th Plan adopted a holistic approach to the issues of expansion, equity and excellence so that expansion was not just about accommodating ever larger numbers of students, but in also providing diverse choices of subjects, levels and institutions while ensuring minimum standards of academic quality and providing the opportunity to pursue higher education to all sections of society, particularly the disadvantaged. The Choice-based Credit System (CBCS) has several unique features: Enhanced learning opportunities, ability to match students' scholastic needs and aspirations, inter-institution transferability of students (following the completion of a semester), part-completion of an academic programme in the institution of enrolment and part-completion in a specialized (and recognized) institution, improvement in educational quality and excellence, flexibility for working students to complete the programme over an extended period of time, standardization and comparability of educational programme across the country, etc (RUSA, 2013).

The proposed Transfer of Credit Policy as would be applicable for the University of Jammu is as follows:

2. DEFINITION

1. **The University:** University of Jammu.
2. **Recognized/Accredited Institution:** Institutions that the University will consider routinely for transfer of credit.
3. **Transferable Courses:** Courses in respect of which credits are earned at any recognized /accredited institution, including the Directorate of Distance Education(DDE)/off site campuses and affiliated colleges of University of Jammu.
4. **Transfer of Credit:** "Transfer" as used here refers to the movement of students from one college, university or recognized educational institution to another and to the process by which credits representing educational experiences, courses, degrees or credentials that are awarded by an education provider are accepted or not accepted by a receiving institution.

3. POLICY

The University shall grant credit for courses that are equivalent to its courses completed during the course of the programme at the University of Jammu or at any institution that is recognized/ accredited.

4. REGULATIONS

4.1 For all Programmes(UG and PG Level)

1. **Institutional Recognition:** The University or the College in India should be recognized by a recognizing body (like the AICTE or the University Grants Commission (UGC) or as applicable).
2. **General Education Requirements** - The courses that are transferred from one University/ College should be compulsory to complete the degree and similar in nature.
3. **Specializations-** The specializations being offered by the transferring and receiving institutions should be similar.



4. Case to Case basis: All such application for transfer of credits shall be taken up on case to case basis.


5. Parity Determining Authority: For the University of Jammu, The Dean Academic Affairs will be Parity Determining Authority and for the Colleges the Convener/s concerned will be the authority for determination of parity and grant of permission thereto.

4.2 Specifications for the PG Programs: Transfer of credits will only be considered in case

- 1. Basic Eligibility Conditions are Fulfilled:** The admission in the programmes of the University of Jammu takes place through JUET/CAT/MAT/any other recognized entrance test as applicable. There are some basic eligibility conditions for earning a degree in any of the subjects. There needs to be parity in such conditions among the transferring and receiving institution.
- 2. Seats are Available :** All the Departments of the University are offering a fixed number of seats in a particular session. Transfer will only be possible if any seat is vacant/available at the time of receipt of application.
- 3. Parity of Credits is Ensured:** As CBCS/Credit System is applicable in the University and affiliated colleges of the University of Jammu, the parity of credits has to be worked out between the transferring institutions for the Core, Foundation, Elective and Open Elective Courses etc.
- 4. There is Uniformity in Syllabi:** The syllabi of the two transferring and receiving institutions should be uniform to the extent of at least 75%. This uniformity will be determined by the Departmental Affairs Committee, on the receipt of Application along with syllabi through the transferring institution. The final decision shall lie with the Dean Academic Affairs, University of Jammu.
- 5. Courses being offered by the Offsite Campuses/DDE/Affiliated Colleges have parity in terms of Syllabi, Credits and Marks i.e., the syllabi being offered and the parity of credits and marks have to be there, if the transfer is required.**

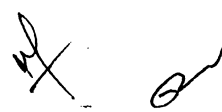
4.3 Specifications for the UG Programs: Transfer of credits will only be considered in case

- 1. Basic Eligibility Conditions are fulfilled:** There are some basic eligibility conditions for earning a degree in any of the subjects. There needs to be parity in such conditions among the transferring and receiving institution.
- 2. Seats are Available:** All the affiliated colleges/DDE of the University are offering a fixed number of seats in a particular stream/session. Transfer will only be possible if any seat is vacant at the time of receipt of application.
- 3. Parity of Credits is Ensured:** As the CBCS/Credit System is applicable in the affiliated colleges/DDE of the University of Jammu, the parity of credits has to be worked out between the transferring institutions for Core, Foundation, Elective and Open Elective Courses etc.
- 4. There is Uniformity in Syllabi:** The syllabi of the two transferring and receiving institutions should be uniform to the extent of at least 75%. This uniformity will be determined by the concerned committee on the receipt of Application along with syllabi through the transferring institution. The final decision shall lie with the Convener/s concerned.

4.4 General Specifications: The University shall allow students who wish to take a course either, core or elective or as applicable, at another institution or to the University of Jammu and its affiliated Colleges, to apply for credits in those courses provided that following conditions are met.

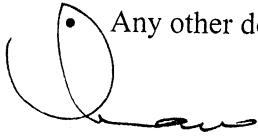
- An official transcript and description of the course(s) must be submitted with the written request.
- Transfer of Credits can only be awarded once an official transcript is submitted to the University from the institution that originally granted the course credit. This evaluation shall be incomplete if the student is in the process of completing his/her coursework elsewhere. The final evaluation shall be made upon the receipt of official transcript showing grades and credits.
- On the submission of his/her application to the University, a student should submit the syllabi (including other relevant documents related to the course, if available) of all the transferable courses that she/he completed in other institutions along with the transcript form the host institution, to the Dean Academic Affairs for final approval of credits earned.
- In case of core courses, the transferable course will be equated with an existing course of the University through an evaluation process wherein the subject matter of the transferable course shall be submitted to the Departmental/Admission Committee of the concerned Department/college through the concerned Dean/Convener/s concerned for expert opinion. If the opinion of the Committee is not favorable, the course shall not be transferred.
- Transferable courses shall have to be completed at UGC/AICTE recognized/accredited institutions and shall have to be similar in nomenclature (title/syllabi of the course), Weightage (Number of Credits) and subject content to the courses taught at this University.
- No credit will be granted towards a degree for distance programmes or for the courses offered by the offsite campuses of another institution unless those credits are approved as equivalent by the institution where he/she is seeking admission.
- A minimum of fifty percent credits of the total required to earn a degree must be completed at this University or an affiliated college to satisfy residency requirements for the degree programme.
- A maximum of fifty percent credits of the total (as required to earn a degree of this University) from UGC/AICTE recognized/accredited institutions may be transferred to a student's program.
- The MOOC/ONLINE courses completed elsewhere from any recognized agency during the course of the programme at the University of Jammu, shall be considered for transfer. Credits earned by a student from any institution prior to the admission to the programme at the University shall not be accepted for transfer.
- The student's entire transfer record, from all institutions, will be posted on the transcript and reflected in the transfer GPA or as the case may be.
- Any students found violating the University's transfer credit policy with respect to any transferable course shall lose credits of all transferable courses.
- A student who wishes to repeat a course at the University, where transfer of credits has been allowed; the credit and grade for the courses completed at the University will be reflected in the University grade point average, and any credit previously accepted in transfer for the course will then be revoked.
- All requirements for transfer of credits for the courses shall have to be completed within the stipulated time period of the degree programme.



- The students who intend to join any other institution for obtaining credits, shall seek prior permission from the HoD/Principal of the concerned Department/College for the same.
- For the students who wish to transfer credits earned from the University of Jammu to other Universities/Institutes shall be facilitated by the University of Jammu by being provided relevant Transcript(s)/Performance Cards as desired by receiving University/Institute.

4.5 The Documents to be submitted through the University/College for applicants seeking transfer are:

- Class 10th, 12th and BA/B.Sc/B.Com/etc(if and as applicable) Mark sheets and Migration certificate duly attested/self attested.
- Mark sheet of the Class last attended duly authenticated by the Competent Authority.
- Any other certification course undertaken, with the number of hours required in that, and the laboratory work if any alongwith credits earned information.
- Reason for transfer of credit , the performance during the course of study and other personal details.
- Application alongwith requisite Fee amounting to Rs.3000/- (Rupees Three Thousand only) or as notified by the University from time to time in addition to other applicable fees.
- Any other document as the University may like to seek from the concerned candidate.




Dean Academic Affairs

Prof Neeru Sharma

Dean, Faculty of Science

Prof Alka Sharma



Dean, Faculty of Education



Prof Rahul Gupta