



CREDIT TRANSFER POLICY

(as recommended by the Academic Council & Board of Management vide Resolution No. 11 dated 30-12-2024 and approved by the Governing Body vide Resolution No. 04 dated 30-12-2024)

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Credit Transfer Policy

Baba Mastnath University provides transfer of credits on application along with processing fee through scrutiny and assessment by an appointed committee. This Policy shall be known as Credit Transfer Policy of Baba Mastnath University.

I PURPOSE

- (i) This Policy seeks to provide a broad procedure and outline for recognition, certification of prior learning and credit transfer for all the courses offered by Baba Mastnath University.
- (ii) The Policy seeks to ensure that the students have the required academic preparedness for a career without hindering their progression and completion of course they have been pursuing.
- (iii) To ease the process of obtaining the intended learning outcomes for the courses of study or certification.
- (iv) To safeguard the integrity of the course of study and the qualification awarded.

II. OBJECTIVES

The credit transfer and articulation policy's goals are to:

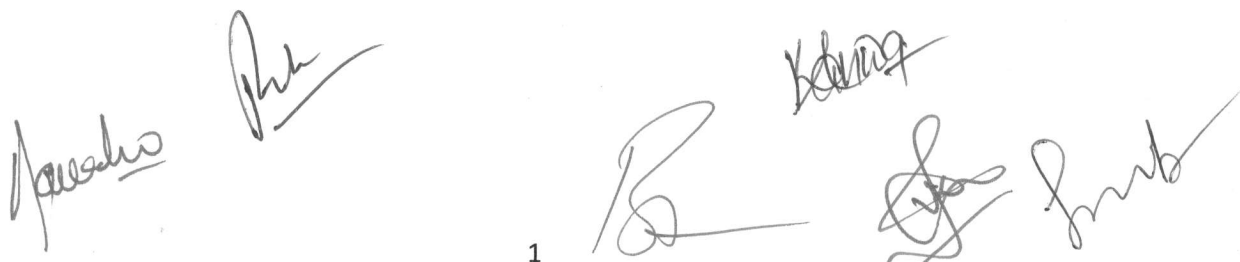
- (i) Give students credit for documented past learning and outcomes in accordance with each course's criteria.
- (ii) Help the transition of eligible students between courses and departments/ colleges of the University.
- (iii) Establish explicit criteria and protocols for determining credit transfer and Certification to and from courses without harming the integrity of the courses.
- (iv) Manage the transfer credit procedures, criteria and integrity.

III. POLICY COVERAGE

Following are the categories of Transfer of Credits

- A. For Courses on SWAYAM/MOOC while a student of Baba Mastnath University
- B. For courses in other institutes/universities while pursuing a course at Baba Mastnath University

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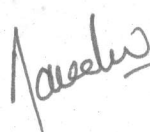

- C. In a break caused by unpreventable conditions during studies at Baba Mastnath University
- D. For Courses completed/done at institutions/Universities accredited/approved by UGC and other reputed institutions/universities of the country
- E. For Courses completed/done from overseas Institutes/ Universities abroad
- F. Maximum credits allowed to be transferred
- G. The Credit Transfer Committee
- H. Application and Processing Fee




A. For Courses on SWAYAM/MOOC while a student of Baba Mastnath University

1. A student, if so wishes can pursue a course on SWAYAM/MOOCs while being a student of the University. This permission is granted to the students by the University at par with the University Grants Commission (Credit Framework for Online Learning Courses through SWAYAM) Regulations, 2016 which allows up to forty percent of the total courses offered in a particular Programme in a semester/year through the Online Learning courses through SWAYAM/Massive Open Online Courses (MOOCs).
2. The Academic Council of the University will decide the list of courses available on SWAYAM/MOOCs for transfer of credits.
3. The list of available courses is to be made available to the students on the website and the notice boards of the university and other social media platforms of the university.
4. There shall be a University SWAYAM Coordinator, assisted by dedicated staff to guide the students through the courses.
5. The University shall give equivalent credit weightage up to 40% for the credits earned through SWAYAM.
6. Provisions shall be made to incorporate the marks/grades of SWAYAM/MOOCs secured by the students which count for the award of degree. However, the practical/lab component therein shall be evaluated by the University before the incorporation.

B. For courses in other institutes/universities while pursuing a course at Baba Mastnath University

1. Students of Baba Mastnath University while pursuing a course in Baba Mastnath University desirous of taking a course at another institute/university can do so after obtaining prior permission from

- a. the Academic Council for the student is pursuing a Bachelor's or Master's Programmes and
- b. the Guide, Doctoral Advisory Committee for the students pursuing Doctorate degrees.

In all these the permission is subject to the approval of the Vice Chancellor.

2. In these matters, the credit units of the course to be calculated for the degree shall be decided by the Guide, Doctoral Advisory Committee with due approval from the Academic Council.
3. Any discrepancy arising in the matter will be addressed by the guide in consultation with the DAC and approval of the Academic Council.

C. In a break caused by unpreventable conditions during studies at Baba Mastnath University

1. If a student has to take a break from his studies due to some unavoidable situations and wishes to complete his/her studies at Baba Mastnath University is eligible to get the benefit of transfer of credits earlier earned subject to the following conditions:
 - a. A Ph.D. student should take prior permission for the break and the course from the guide, the DAC, and the Academic Council.
 - b. A PG/UG student shall take prior permission for the break and the course from the Head of the department and the Academic Council.
2. In such cases, the student has to route the application through the guide/Head of the Department and the Academic Council. After the approval of the same, the matter will be placed before the Controller of Examination for necessary action.

D. For Courses completed/done at institutions/Universities accredited/approved by UGC and other reputed institutions/universities of the country

1. A student can get the benefit of transfer of credits for graduate-level courses completed/done at institutions/Universities accredited/approved by UGC and other reputed institutions/universities of the country, provided that
2. A grade obtained by the candidate is at least C+ of Baba Mastnath University (equivalent or above 6.0 GP).



3. The course in which the transfer of credit is requested has similar content to the course offered by Baba Mastnath University.
4. The candidate must apply in the prescribed format with the self-attested copy of the grade card and documents related to the course description, and other relevant documents for the transfer of credits to the Head which will be forwarded to the Controller of Examinations with recommendations from the Head of the Department and Academic Council.

E. For Courses completed/done from overseas Institutes/ Universities abroad

1. The University also facilitates the transfer of credits earned from university/institution abroad.
2. The university/institution from where the credits have been earned should be reputed and recognized by AIU (Association of Indian Universities).
3. Credit transfer in these matters shall be based on the comparability with the equivalent courses at Baba Mastnath University.
4. In such cases, a professional translator must translate all grade cards/transcripts and course syllabi into English and issue a certificate to the effect.
5. The fees of the translator which shall not be more than Rs. 1000/- (Rupees One Thousand Only) has to be paid by the candidate.

F. Maximum credits allowed to be transferred:

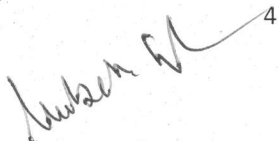
1. A maximum of 12 credits for a two-year programme or 16 credits for an integrated programme of 2+3 years or 4 credits for the doctoral degree programme shall be allowed by Baba Mastnath University.
2. Only Courses of academic nature whose content will be similar to the courses offered by the university will be considered for transfer of credits.

G. The Credit Transfer Committee

1. The Credit Transfer Committee shall be comprised of the following members
 - I. Dean Academic Affairs (Convenor)
 - II. Registrar
 - III. Dean of the Concerned Faculty
 - IV. Controller of Examinations
 - V. Head of the Concerned Department
2. The Registrar, in consultation with the Committee, shall assess and approve

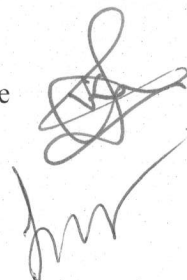




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all applications for credit transfer.

3. The applications shall be addressed to the Registrar and shall be routed through the Head of the Department.

H. Application and Processing Fees

1. The University will take the necessary steps for the transfer of credits only when the candidate apply for it.
2. The applications should be forwarded through proper channel to the concerned authorities.
3. All expenses and fees related to the transfer of credits have to be borne by the candidate.
4. Application fees for transfer of credit will be as per BMU norms time to time.
5. Applications for credit transfer are to be disposed of within 21 working days.
6. Approval or rejection of an application, and grant and refusal of credit is the responsibility of the committee.
7. Any appeal or grievance in this matter should be addressed to the Vice Chancellor, Baba Mastnath University.

Prasanna

Mahesh Syle

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