

Directorate of Academic Affairs
GITAM Deemed to be University

Document No:	DOAA/ P/002	Document Name:	Policy on Credit and Grade transfer from SWAYAM courses	
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Credit and Grade transfer from SWAYAM courses

Policy Document

Outline

In the Academic Regulations R21UG (versions 1.4 & 1.5) and R23UG (version 2.0), provisions have been given to UG students under “7.3 MOOCs” to avail of the credit transfer facility as follows

1. Students studying UG programmes may register for various courses on the Massive open online course (MOOC) platform SWAYAM, up to a maximum of 40% of the programme's total credits in place of University Core (UC), Programme and Open elective courses.
2. Programme Core courses can only be replaced with MOOCs if explicitly approved by the BoS.

The policy applies to all subsequent regulations and is subject to revision in alignment with the regulatory notifications.

Expected Outcomes

1. Up to 40% of the credits for the programmes in R21UG V1.5 and R23UG V2.0 and up to 15 credits for the programmes in R21UG V1.4 are offered through the SWAYAM portal.
2. Students acquire knowledge and skills from experts across the Country.

Policy

The Policy for credit transfer from SWAYAM courses shall be as follows:

Eligibility

1. Any regular student or a student on Academic break or Probation is eligible to take a course through SWAYAM.
2. Students can register for SWAYAM courses in any semester except the first and final semesters. However, if a student opts for a delayed graduation, the student is permitted to register during the final semester and later.



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3. Students can register and earn credits up to 40% of the minimum required credit for their chosen programme of study in place of University Core and elective courses (R21UG V1.5 and R23UG V2.0).
4. Students can register and earn up to 15 credits in their chosen programme of study in place of University Core and elective courses (R21UG V1.4).
5. Core courses in the programme cannot be replaced with SWAYAM courses unless explicitly approved by the Board of Studies (BoS).
6. Courses listed under SWAYAM and results shared with the local chapter alone shall be allowed for credit and grade transfer. While registering for courses in the SWAYAM portal, the option should be enabled for sharing the results with the institute's local chapter for verification purposes.
7. Each BoS shall come up with a list of approved courses from the SWAYAM platform for credit & grade transfer along with the list of GITAM courses against which these online courses are mapped, and the same shall be available on the website.
 - 7.1. Course equivalency needs to be established through a committee constituted by the BoS. The recommendation of the committee is final. This list can be updated every time the SWAYAM platform introduces new courses.
 - 7.2. Students shall be allowed to enroll in SWAYAM courses approved by the respective BoS. However, courses outside this list of mapped courses may also be approved, with justification, on request.
 - 7.3. If a course is recommended in SWAYAM in place of a course in a particular programme curriculum, 60% of the course content and their delivery levels shall match each other.
8. Students must get prior/provisional approval from the respective BoS by applying through the online G-portal before registering for the SWAYAM courses. The Directorate of Academic Affairs (DoAA) shall coordinate the approval process with the concerned BoS.
9. Upon receiving provisional approval, students can register for the approved courses on the SWAYAM portal.
10. These courses can be counted as over and above the maximum permissible academic load in a semester (refer: 8.4. Minimum and Maximum Load of Regulations)
11. Courses of 4/8/12 & above weeks duration shall alone be considered, and the credit equivalence of the courses are 1/2/3 & 3 credits, respectively.



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12. Grade equivalency shall be established by considering the scores obtained by the student and the absolute grading method of GITAM University.
13. Students must pay the course examination fee by themselves on notification by the SWAYAM portal.
14. After successful completion of the SWAYAM course, the student shall upload the certificate in the G Portal within one week of publication of the result.
15. These result claims will be validated by the GITAM SWAYAM Local Chapter single point of contact (SPOC) and forwarded to the respective BoS for recommending credit and grade transfer.
16. The recommended credit & grade transfers shall be communicated to the Directorate of Evaluation through DoAA. The subsequent semester grade card will reflect the transferred grade and credits.
17. If a student registers for a course in the regular mode at GITAM and an equivalent online course offered by SWAYAM during the same semester, then the course registered with a better grade shall be considered for grading.
18. If a student registers for a course in the regular mode at GITAM and an online course offered by SWAYAM during the same semester and clears the SWAYAM course but not the course in regular mode, then the grade obtained in the SWAYAM course shall be substituted for the failed course registered in the regular mode.
19. The credits transferred shall be accounted for the eligibility for the award of the degree and the grades transferred shall be included in the SGPA / CGPA calculations.

Process Flow

1. Sensitizing the students about the policy and the contact person / Nodal officer during the induction programme
2. Preparation of a list of approved courses for credit transfer, by the respective BoS. If a course is recommended in SWAYAM in place of a course in a particular programme curriculum, 60% of the course content and their delivery levels shall match each other.
3. Sharing the BoS chairperson's approved list of courses, with the SPOC for SWAYAM to place on the website.
4. Sharing the list of approved courses by the SPOC with the CATs to populate in the G Portal



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5. Registration by the Students in the interested courses through the portal using the drop-down menu.
6. A new course (not included in the approved list) could also be registered provided the course is currently in offering, and the enrolment date is still open. The student should also provide the details regarding the course to locate the course. The student should personally approach the SPOC desk after registering through the G portal.
7. Sending the consolidated list of courses to the respective BoS for approval.
8. BoS Approving the courses based on the course equivalency committee's (CEC) Report. Approval of courses by BoS is based on the committee's recommendation. The committee constituted for establishing equivalency shall include Two members from the School / Department of which at least one is a subject expert, preferably a non-BoS member.
9. Receiving the approved list from Bos, at the local chapter.
10. Communicating the approval decisions to the student through the G-portal within 4 working days by LC.
11. Registering for the course with the SWAYAM platform, by the student
12. Completion of the course by the student. The students shall complete all assignments, pay the exam fee, and take the examination.
13. Uploading the online certificate in PDF in the G portal within 5 days of availability of the results and the online certificates, by the student (Not a photo converted to pdf)
14. Verification of the uploaded results by the SPOC of the Local Chapter
15. Sharing the list of consolidated student claims for credit and grade transfer to the respective Bos.
16. BoS seeking credit and grade recommendations from the CEC, based on the student claims.
17. Approval of the recommendation
18. Sharing the recommended Credit and Grade to DoE through SPOC and DoAA.
19. Raising credit notes against the respective student fees for reimbursement of exam fees for those who have completed the course with pass and above grades by LC
20. Credit and grade transfer recommendations are given effect and reflected in the subsequent transcripts.

