

Standard Operating Procedures (SOP) on 'Course Mapping & Credit Transfer for Migration'

The students studying at other university/ institution can migrate to Sharda University with terms and conditions as laid down in the Admission & Migration Policy of Sharda University (SU). This SOP is regarding the process to map the already earned credits and the requisite credits to become eligible for the award of degree in the programme, opted by student, while seeking admission in Sharda University via migration.

Procedure:

- Course credits shall be transferred to SU if more than 70% of syllabus is common. The syllabi of already studied courses of previous university/ institution shall be provided by the Admission Cell.
- In the appended Course Mapping and Credit Transfer Form, Part-1A is related to the courses running in respective programme of Sharda University, Part-2A is for credit transfer and Part-3A is for action plan to complete deficit courses. The same sheet needs to be filled for each required semester.
- Course mapping certificate will be a consolidate summary of courses mapped for credit transfer (as per Part-2A of Course mapping and credit transfer template of each semester) and will be shared with the Controller of Examination.
- Student will sign the declaration form regarding the action plan for completion of remaining credits. The copy of the same will be shared with student and his/her parents/guardians.
- Application received in the office of the Director, Admission will be forwarded to the office of the concerned Dean for course mapping and specific recommendations with timeline.

- Dean of the School concerned will submit the recommendations to the Office of Dean Academic Affairs, who in turn will convene the meeting of the Equivalence Committee, provided as under:

1. Dean Academic Affairs	: Chairman
2. Controller of Examination	: Member
3. Director, Admission	: Member
4. Dean/HoD of concerned School/Department	: Member
5. Two Senior/Experienced Professors	: Vice-Chancellor's Nominees (For a tenure of two year)

- The decisions of the Equivalence Committee will be based on the consensus.
- The recommendations of the Equivalence Committee will be submitted to the Director, Admissions.
- In case the migration is allowed, the concerned candidate will be directed to pay the fee and allowed for registration.

Enclosures:

- Annexure-1A (Course Mapping & Credit Transfer Form)
- Annexure-2A (Course Mapping Certificate)
- Annexure-3A (Student Declaration)

COURSE MAPPING & CREDIT TRANSFER FORM
(in alignment with ABC-Academic Bank of Credit as per NEP)

Semester No. -											
Part -I (Course Structure)				Part -II (Course Mapping Table)				Part-III (Action Plan to complete differential courses)			
Courses in Sharda University				Courses mapped with other University (including Sharda University) & shall be used for the Credit Transfer				Recommended list of courses to be completed by the Candidate for the fulfillment of Semester-I		Planning and Action to be taken	
Sl No	Course Code	Course Name	Credits	Course Code	Course Name	Passed in Semester	Credits	Course Code	Course Name	Credits	In which Semester course to be completed by the student
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
Total Credits				Total Credits Transferred to SU				Total Credits to be earned by the student in SU			

* Course credits shall be transferred to SU if more than 70% of syllabus is common.

Name & Signature of Course Mapping Faculty

Name & Signature of HoD

Dean of the School

Name & Signature of Vice Chancellor's Nominee(s)

Director Admissions

Controller of Examinations

(1)

(2)

Dean, Academic Affairs

Course Mapping Certificate

(Copy to be shared with Controller of Examination)

This is to certify that Mr. / Ms. Son/ Daughter of (Father's name) and (Mother's name), System ID..... is allowed to be migrated to..... (Programme), (Plan), (Year), (Term/ Semester) in School ofSharda University.

Following are the Courses mapped with other University (including Sharda University) & shall be used for the Credit Transfer.

Extracts of Part-II of each mapped semester...

SI No	Course Code	Course Name	Mapped in Semester of SU	Credits
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total Credits Transferred to Sharda University for _____ Semester				

Name & Signature of Course Mapping Faculty : _____

Head of the Department: _____

Dean of School : _____

Dean, Academic Affairs : _____

Student Declaration

(Copy to be shared with Student/Parents)

I Son/ Daughter of (Father's name) and (Mother's name), a student of (program) at.....(Institution) is interested to take migration admission in (Program) (Plan) (Year) (Term/ Semester) in School of of Sharda University.

I hereby understand that I need to clear the following listed courses as per given action plan, in order to be entitled to avail degree from Sharda University.

Extracts of Part-III of each mapped semester...

Sl No	Course Code	Course Name	Credits	In which Semester course to be completed by the student
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total Credits to be earned by the student in Sharda University				

Date : _____

Name & Signature of Course Mapping Faculty: _____

Dean of School : _____

Head of Department: _____

Name & Signature of Student _____
 (Copy of course mapping is received)

Name & Signature of Parent _____
 (Copy of course mapping is received)