

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

Students who are currently studying at other universities or institutions may migrate to Sharda University (SU), subject to the terms and conditions outlined in Sharda University's migration policy. This Standard Operating Procedure (SOP) outlines the process for mapping previously completed courses, earned credits, grades, and necessary credits to meet the requirements for the degree programme selected by the student during their admission process to Sharda University through migration.

Procedure

1. One Coordinator for migration and lateral entry cases must be appointed by each Department/School, and their contact information should be shared with the Director, Admission, Dean Academic Affairs, and Controller of Examinations.
2. Upon receiving the application in the office of Director Admission, it will be forwarded to the relevant Department coordinator to carry out a thorough mapping of courses, credits, and grade points.
3. The completion of all migration process templates, including course mapping, credit transfer, grade and grade point mapping, as well as course mapping certificate and student declaration, is the responsibility of the Department/School Coordinator.
4. For course credits to be transferred to SU, the syllabus of the previous University/Institution must have at least a 70% overlap with SU's syllabus. The Director of Admissions' office shall be responsible to provide both the syllabi and grade card(s) of previously completed courses.
5. For migration, at least 70% of the total credits earned in the previous semester(s) of the programme must map and transferable to SU.
6. One credit may be made equivalent to 15 hours' lecture.
7. The Course Mapping and Credit Transfer form includes three parts. Part-1 pertains to courses offered within the programme at Sharda University, while Part-2 is designated for credit transfers. Part-3 is reserved for devising an action plan to complete any outstanding courses. This form must be completed for each semester for which it is required.
8. The Dean of the relevant school is required to provide their recommendations on the migration case(s) to the Convener of the Equivalence committee within two days of

receiving them. Upon receipt of the recommendations, the Convener will convene a meeting of the Equivalence Committee as outlined below:

- i. Dean, Academic Affairs : Chairman
- ii. Controller of Examinations : Member
- iii. Director, Admission : Member
- iv. Dean/HoD of concerned School/ Department : Convener
- v. Two Senior/ Experienced Professors : Vice Chancellor's Nominees
(For tenure of two year)

9. For the specified duration, Prof. Arun Prakash Agrawal from SSET and Prof. Manmohan Rahul from SSBS will serve as the nominees of the Vice Chancellor.
10. The decisions of the Equivalence Committee will be based on the consensus.
11. Following the decision of the Equivalence Committee, students will be required to sign a declaration form outlining their action plan for completing any remaining credits. This document will be shared with the relevant Department/School coordinator, the student, and their parents/guardians, and a copy will also be filed in the student's record.
12. The convener of the equivalence committee shall also be responsible for proposing necessary bridge courses (if any) for migrating students. If such courses are required, the convener shall also provide information on how they will be conducted by providing adequate syllabus, teaching scheme, examination schedule, etc.
13. Students who pay their tuition fee in rupees are required to pay Rs. 10,000/- as the fee for each bridge course, whereas all other students must pay \$200. The responsibility of collecting the fee from the students lies with the Director of Admission's office.
14. Within two days of receiving complete details from the relevant HoD/Dean of the Department/School, the Equivalence Committee will forward their recommendations to the Controller of Examination and the Director of Admission.
15. If migration is permitted, the candidate in question will be instructed to make the necessary payment and will then be permitted to register in the programme.
16. The individual responsible for convening the equivalence committee shall be the Head of Department (HoD). In the event that the Department is not present within the School, the Dean of the School shall assume the role of convener.

Enclosures:

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

COURSE MAPPING & CREDIT TRANSFER TEMPLATE

Name of the Student:														
From Institute/University:								To Sharda University						
From Programme :								To Programme :						
Semester -														
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	Grade	Grade Point earned	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			

NOTE: 1. Course credits shall be transferred to SU if more than 70% of syllabus is common.

2. For migration, a minimum of 70% of total credits of the previous semester(s) of the programme should map and transferable to the Department/School where migration is sought.

Name & Signature of Faculty Coordinator

Name & Signature of HoD

Dean of the School

Director Admissions

Controller of Examinations

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

(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 migrated to _____ (Programme), _____ (Plan), _____ (Year), _____ (Term/ Semester) in School of _____, Sharda University.

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

Extract of Part-II of each mapped semester

Sl No	Course Code	Course Name	Passed in Semester	Adopted in SU			
				Credits	Grades from Previous University	Grade Points earned	Maximum grade points
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Total Credits Transferred to Sharda University							

** For migration, a minimum of 70% of total credits of the previous semester(s) of the programme should map and transferable to the Department/ School where migration is sought.*

Name & Signature of Faculty Coordinator

Head of the Department

Dean of the School:

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

Dean, Academic Affairs

Student Declaration

(Copy to be shared with Students and Parents)

I _____ Son/ Daughter of _____ (Father's name) and _____ (Mother's name), System ID _____ is interested to take migration admission in _____ (Programme), _____ (Plan), _____ (Year), _____ (Term/Semester) in School 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. Extract 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 Faculty Coordinator

Head of the Department

Dean of the School

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

Name & Signature of Parents
(Copy of course mapping is received)

BRIDGE COURSE MAPPING TEMPLATE

I _____ Son/ Daughter of _____ (Father's name) and _____ (Mother's name), System ID _____ (Program) _____ (Plan), _____ (Year), _____ (Term/ Semester) in Department/School of _____ is hereby understand that I need to clear the following listed **bridge courses** as per given action plan, in order to be entitled to avail degree from Sharda University.

S. No.	Course Code	Bridge Course Name	Time line for completion	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

NOTE: 1. All Bridge Courses shall be the audit course only & will not be added in the Award sheet but completion certificate will be given separately.
 2. The fee for each bridge course is Rs. 10,000/- for students who pay their tuition fee in rupees, while it is USD \$200 for all other students.

Date:

Dean of the School

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

Name & Signature of Course Mapping Faculty

Head of the Department

Name & Signature of Parents
(Copy of course mapping is received)