

Circular No.: SOU/CIR/2023/100

Date: 1/11/2023

Circular

Credit Transfer Rules and Regulations for students

Introduction:

In line with the circular number **SOU/CIR/2023/21** dated **04/05/2023**, The following document outlines the rules and regulations for credit transfers through Massive Open Online Courses (MOOCs). Credit transfers allow students to earn credits for courses taken through online learning platforms. This document provides information on eligibility criteria, guidelines for credit transfers, and the grading system used for NPTEL SWAYAM examinations.

Eligibility Criteria for Credit Transfers through MOOCs:

1. Credit transfer through MOOCs is available to all students of current semester
2. Credit transfer is **not allowed for final semester/year** students
3. Credit transfer is **not allowed for backlog subjects.**
4. Students can take credit transfer for subjects that have a **mapping of at least 60%**
5. The list of subjects eligible for credit transfer will be **displayed / shared every semester by concerned departments.**
6. A maximum of **2 courses per semester** can be taken for credit transfer.
7. Students **cannot opt for credit transfer from platforms or courses other than the ones specified** since various criterias are considered while selecting appropriate courses.
8. Students must indicate their willingness to opt for credit transfer through the Google form provided at the start of the semester.
9. Students should give willingness in the prescribed form before the last date mentioned in it.
10. Students can not change from MOOC mode to regular mode during the mentioned semester once opted for credit transfer.
11. Supplementary exam shall be conducted for those who have not cleared Proctored examination once the results of the same are published

Note: Students need to select "YES" for the question "Share grades with college?" while registering for the exam.

Standard Operating Procedure:

1. **Last date of Exam registration** - Last date to fill & submit the hardcopy of "FORM FOR REQUEST TO ALLOW CREDIT TRANSFER THROUGH SWAYAM PLATFORM" & Register for exam before the last date
2. **Every week whenever assignment is published** - Attend the assignment before last date
3. **Every week after the score of assignment is published** - Submit Assignment scores to Institute MOOCs coordinator every week through a suitable mechanism defined during the concerned term.
4. **Hall ticket publication by MOOC authority** - Whenever hall tickets are released by relevant authority, students must submit the HALL TICKET of examination through a suitable mechanism defined during the concerned term.
5. **After the publication of the result from MOOCs website** - Submit final result to MOOCs coordinator along with certificate.

Calculation of various components

- Assignment scores shall be converted into marks out of 10.
- Calculation of average score:
 - For a 12 week course - Average assignment score = A = Average of best 8 assignments out of the total 12 assignments given in the course.
 - For a 8 week course - Average assignment score = A = Average of best 6 assignments out of the total 8 assignments given in the course
 - For a 4 week course - Average assignment score = A = Average of best 3 assignments out of the total 4 assignments given in the course.
- CIE(TH) - 40 Calculation
 - $CIE(TH) = (A * 40) / 10$
- CIE(PR) - 20 Calculation
 - $CIE(PR) = (A * 20) / 10$
- ESE(PR) - 30 Calculation
 - $ESE(PR) = (A * 30) / 10$
- ESE(TH) - 60 Calculation
 - Marks obtained by the student in the proctored exam of SWAYAM shall be **converted into 100** & relevant grades shall be awarded as per table mentioned below.
 - **NPTEL SWAYAM Examination and Grades Equivalency for UG & Diploma Courses**
 - The grading system used for NPTEL SWAYAM examinations and the equivalent grades in the university are as follows:

Letter Grade	Number Grade	Mark Range
O	10	80-100
A+	9	70-79
A	8	60-69
B+	7	55-59
B	6	50-54
C	5	45-49
P	4	40-44
F	-	0-39

Supplementary Examination:

The university shall offer a supplementary examination for students who are unable to clear the NPTEL SWAYAM examination. Students can avail themselves of this option to successfully complete the course.

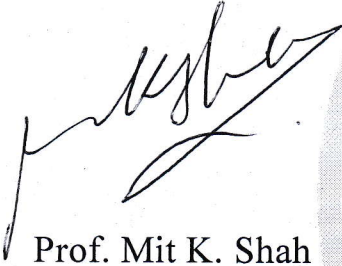
Appearing in the Proctored exam organized by SWAYAM is essential for getting considered for the Supplementary exam. So, those who stay ABSENT in the Proctored Exam shall be considered ABSENT in the result of the ESE(TH) component.

For any further inquiries or clarifications, please contact the concerned department or MOOCs Coordinator.

Attached:

1. Annexure I FORM FOR REQUEST TO ALLOW CREDIT TRANSFER THROUGH SWAYAM PLATFORM

Disclaimer: The rules and regulations outlined in this document are subject to change. Students are advised to refer to the latest guidelines provided by the university for accurate and updated information.



Prof. Mit K. Shah
Registrar

- | | |
|---------------------------|----------------------|
| (01) Director, SOU | (13) PA to VC |
| (02) Advisor, SOU | (14) P.G Coordinator |
| (03) Provost, SOU | (15) NSS / NCC / BSG |
| (04) Vice Provost, SOU | (16) Admission Cell |
| (05) All Dean's | (17) IQAC |
| (06) All HOI's | (18) IGNITE |
| (07) Chief of Examination | (19) Library |
| (08) Placement Cell | (20) SOIBM |
| (09) CAO, SOU | (21) H.R. |
| (10) Academic Section | (22) Security Office |
| (11) A.O of SOCET | |
| (12) A.O of ASOIT | |



**SILVER OAK
UNIVERSITY**
EDUCATION TO INNOVATION

SILVER OAK UNIVERSITY

FORM FOR REQUEST TO ALLOW CREDIT TRANSFER THROUGH SWAYAM PLATFORM

Date: ____/____/20____

Enrollment No.: _____

Email: _____

Student Mobile No.: _____

Parent Mobile No.: _____

Name of the student: _____

Institute: (Tick appropriate):

☐ ASOIT

☐ SOCHS

☐ SOCET

☐ SOCP

☐ SOCOP

☐ SOCCA

☐ SOCC

☐ SOCN

☐ SOIM

☐ SOCAT

☐ SOIS

☐ SOLC

Program Name: (Tick appropriate)

☐ BTech

☐ MBA

☐ BSW

☐ Diploma

☐ IMBA

☐ MSW

☐ BPharm

☐ BSc

☐ BPT

☐ BCom

☐ MSc

☐ MCA

☐ MCom

☐ BA

☐ IMSc

☐ BBA

☐ MA

☐ PGD

☐ BCA

☐ BBA Avi

☐ AME

☐ MBA Avi

Branch Name: _____

Tick appropriate system of study

☐ Semester

☐ Year

Tick appropriate Semester / Year

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6

☐ 7

☐ 8

Subject 1:

Enter the subject 1 code (SOU)

Enter subject 1 name (SOU)

Enter the subject 1 code (MOOC)

Enter the subject 1 name (MOOC)

Subject 2:

Enter the subject 2 code (SOU)

Enter subject 2 name (SOU)

Enter the subject 2 code (MOOC)

Enter the subject 2 name (MOOC)

- ☐ I agree that I am willing to take the above mentioned subjects for credit transfer for the mentioned term. I have read and understood the terms and conditions mentioned in the circulars related to the same and I am willing to abide by them. I also understand that I will learn the whole subject through the mentioned MOOC and shall not be attending the classes of the same. I will also submit my assignment scores and submit my final result regularly to the relevant authority from time to time. I also declare that if I am not able to clear the said MOOC, Decisions taken by the university authorities shall be acceptable to me.

Student Signature

Approved by:

Institute MOOC Coordinator Name & Signature with date

Head of Department / Institute Name & Signature with date

Attachments: 1. Student I Card, 2. Enrolment mail received from SWAYAM