



CREDIT TRANSFER POLICY

(Applicable for Undergraduate and Postgraduate Programs)

IILM UNIVERSITY

Plot No.16-18, Knowledge Park II, Greater Noida, Uttar Pradesh 201306

Website: www.iilm.ac.in

		Issued for Implementation
Rev.	Date	Description
IILM UNIVERSITY GREATER NOIDA		Credit Transfer Policy

1. Introduction

This policy outlines the framework and procedures for the transfer of academic credits at IILM University, Greater Noida. It ensures transparency and compliance with the University Grants Commission (UGC) regulations, facilitating academic mobility and learner-centric flexibility, in line with the National Education Policy (NEP) 2020.

2. Scope and Applicability

This policy applies to:

- Students transferring into IILM University from other recognized institutions (National/International).
- IILM students undertaking credit-earning programs at external institutions (India or abroad).
- Lateral entry students joining in advanced semesters.
- Courses completed through SWAYAM, NPTEL, MOOCs (approved by UGC).

3. Types of Credit Transfer

A. Credit Transfer During Admission (First-Year Entry with Prior Credits)

- a. Students who have earned academic credits at a UGC-recognized or equivalent institution may apply for transfer of credits at the time of first-year admission.
- b. Credit transfer shall not exceed 25% of the total program credits.
- c. Only courses completed with a minimum grade equivalent to a C or 5/10 CGPA will be considered.
- d. Application must include:
 - o Official transcripts with course titles and grades.
 - o Course outlines/syllabi.
 - o Accreditation status of the previous institution.
- e. The concerned Committee for Credit Transfer (CCT) will evaluate credit equivalence within 15 working days.
- f. Core and compulsory courses must be completed at IILM unless deemed equivalent.
- g. Credit once transferred shall not be repeated at IILM.
- h. The decision of the committee will be final and binding.
- i. Admission and scholarship eligibility are independent of credit transfer approval.

B. Lateral Entry / Migration (Entry to 2nd or 3rd Year)

- a. Students who have completed one or more years of a diploma/degree program at another recognized institution may seek lateral admission.
- b. Eligibility:
 - o Completion of the previous year(s) in the same or equivalent program.
 - o Minimum performance: 50% aggregate and a CGPA of at least 5/10.
 - o Fulfilment of IILM's admission criteria, including Class XII eligibility/diploma courses as applicable.
- c. Transferable credit must not exceed 25% of the total program requirement.
- d. The application must include:
 - o Transcripts and course details.
 - o Recommendation/No Objection Certificate (if required).
- e. There should be no active backlogs in the previously attended institution at the time of applying for lateral entry.
- f. In case of credit mismatch with IILM program requirements, the student will be mandated to complete additional credits through approved MOOCs (e.g., SWAYAM/NPTEL) or Bridge Courses as prescribed by the respective School/Department.
- g. The School/Department Curriculum Committee will assess academic equivalence, seat availability, and program alignment.
- h. No credit will be granted for non-academic, remedial, or audit courses.
- i. Such students shall pay fees applicable to the batch they are admitted to.
- j. Scholarships will apply as per the university's retention/continuation policy.

C. External Credits Earned by IILM Students

Students enrolled at IILM may earn credits from other institutions under the following mechanisms:

- a. **Exchange Programs / Visiting Students:** Credit transfer permitted for approved academic visits to other Indian or foreign institutions.

b. MOOCs/SWAYAM/NPTEL Courses:

- Only UGC/AICTE approved platforms (SWAYAM).
- Maximum 20% of total program credits as per UGC norms.

c. Process:

- Pre-approval from Committee for Credit Transfer (CCT) with course syllabus and credit details.
- Minimum performance: Grade C or 5/10.
- Only equivalent-level courses will be accepted.

d. Restrictions:

- Repetition of equivalent ILM courses not allowed.
- Non-credit courses, workshops, bridge courses, and certificate programs without evaluations will not be considered.

e. Grades from external sources will be recorded as "TR" (Transfer) unless an equivalency agreement exists, in which case grades may be transferred.

4. Composition of Committee for Credit Transfer (CCT)

(i) Controller of Examinations (Chairperson)

- Responsible for ensuring compliance with academic regulations and credit norms.
- Coordinates the implementation of approved credit transfers.

(ii) Dean / Head of the Respective School or Department (Convener)

- Leads the academic evaluation process at the School level.
- Facilitates internal coordination and reviews recommendations from subject experts.

(iii) Subject Expert (Nominated by Dean/HoD)

- A senior faculty member with domain expertise.
- Responsible for course-to-course content mapping and academic equivalence assessment.

5. Evaluation and Approval Procedure

- All applications for credit transfer must be submitted to the Registrar Office with necessary supporting documents.
- The Committee for Credit Transfer (CCT) will evaluate course mapping and credit equivalence.
- Final approval shall be issued by the Dean of the School and communicated by the Registrar.
- Decisions will be entered in the academic record, and "Transferred" will be mentioned in the Transcript Status Column with the name of the credit-awarding institution.

6. Academic and Grading Considerations

- Transferred credits are excluded from CGPA unless grade transfer is approved via MoU.
- In case of transfer without grades, "TR" will be recorded and such courses will not impact GPA calculations.
- Credits must align with the level and learning outcomes of the program at IILM University.

7. Limitations and Compliance

- Credit transfer is permissible only from recognized institutions (UGC/AIU/AICTE/NBA/NMC/BCI etc.).
- The total transferred credits (including those earned from MOOCs or external visits) must not exceed 25% of the total program requirements, except in dual degree programs or under specific MoUs.
- Violations, misrepresentation, or submission of false documents will lead to immediate cancellation of admission or credits.

8. Review and Amendment

This policy shall be periodically reviewed by the Academic Council and updated in accordance with latest UGC regulations or institutional requirements.

9. Annexures

- **Annexure I:** Credit Transfer Application Form
- **Annexure II:** Course Equivalence Format
- **Annexure III:** Approval/Recommendation Format by Department



CREDIT TRANSFER APPLICATION FORM

(For Students Seeking Credit Transfer at Admission / Lateral Entry / External Courses)
Please fill in all required fields in BLOCK LETTERS.

SECTION A: Applicant Details

Field	Information
Name of the Student	
Date of Birth	DD/MM/YYYY
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Contact Number	ABC ID:
Email ID	
Aadhar Number (for Indian nationals)	
Program Applied at IILM	
School / Department	
Academic Year of Admission	
Admission Category	<input type="checkbox"/> First-Year Entry <input type="checkbox"/> Lateral Entry <input type="checkbox"/> External Credit during IILM studies

SECTION B: Previous Institution Details (if applicable)

Field	Information
Name of the Previous Institution	
Type of Institution	<input type="checkbox"/> University <input type="checkbox"/> College <input type="checkbox"/> Foreign Institution <input type="checkbox"/> MOOC Platform (SWAYAM/NPTEL)
Address	
Duration of Study	From: _____ To: _____
Program / Course Name	
Total Credits Earned	
CGPA / Percentage	
Institution Recognized by	<input type="checkbox"/> UGC <input type="checkbox"/> AICTE <input type="checkbox"/> AIU <input type="checkbox"/> Internationally Accredited <input type="checkbox"/> Other: _____

SECTION C: Credit Transfer Request Details

S. No.	Course Title (as per previous institution)	Credit Hours	Grade Obtained	Equivalent Course at IILM	Core / Elective	Requested for Transfer (Yes/No)
1.					<input type="checkbox"/> Core <input type="checkbox"/> Elective	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.					<input type="checkbox"/> Core <input type="checkbox"/> Elective	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.					<input type="checkbox"/> Core <input type="checkbox"/> Elective	<input type="checkbox"/> Yes <input type="checkbox"/> No
...						

(Attach separate sheets if needed)

SECTION D: List of Supporting Documents (Self-attested copies)

- ☐ Marksheet / Grade Card of Completed Semesters
- ☐ Course Syllabus / Outline of Each Course
- ☐ Institution Recognition Proof (UGC/AICTE/AIU certificate or link)
- ☐ Bonafide Certificate / Transfer Certificate (for Lateral Entry)
- ☐ Any MoU/Letter of Approval (for exchange programs/MOOCs, if applicable)
- ☐ Academic Transcript (for MOOC/NPTEL/SWAYAM courses)

Declaration by the Student

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I understand that submission of false information may lead to rejection of my application or cancellation of admission/credits. I agree to abide by the decision of the concerned academic authorities.

Date: _____

Signature of the Applicant: _____

FOR OFFICE USE ONLY

Recommendation of the Department:

- ☐ Credit Transfer Approved (Total Credits Approved: _____)
- ☐ Credit Transfer Not Approved
- ☐ Additional Clarifications Required

Remarks:

Signature of HoD / Dean: _____ Date: _____

Name & Seal: _____

Registrar's Office Verification:

Application Received On: _____
Documents Verified By: _____
Decision Communicated On: _____
Remarks (if any): _____

Signature: _____

Registrar / Authorized Signatory

IILM UNIVERSITY, GREATER NOIDA
Office of the Dean – Academics / School Curriculum Committee

COURSE EQUIVALENCE FORMAT

(To be completed by the concerned Department/School for each course proposed for transfer)

A. Student Details

Field	Information
Name of Student	
Program Applied / Enrolled	
School / Department	
Admission Type	<input type="checkbox"/> First-Year with Prior Credits <input type="checkbox"/> Lateral Entry <input type="checkbox"/> IILM Student (External Credit)
Academic Year	
Name of Previous Institution	
Grade Obtained	
Term / Semester Completed	
Year of Completion	

C. Course Mapping at IILM University

External University Course Details				IILM University Course Details			
S. No.	Course Code	Course Name	Credit	S. No.	Course Code	Course Name	Credit

D. Recommendation and Remarks

Evaluator	Signature & Date
Course Instructor / Subject Expert	
Department Coordinator / Advisor	
Head of Department / Dean	

Remarks (If any):

E. Final Approval (To be filled by Dean Academics/Registrar)

Item	Approval Status
Credit Transfer for this course	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Approved Equivalent Course Code	
Grade Entry Status	<input type="checkbox"/> Grade Transferred <input type="checkbox"/> Grade Not Transferred ("TR")
Effective from Semester	

Signature (Dean Academics/Registrar): _____

Date: _____

IILM UNIVERSITY, GREATER NOIDA
Departmental Approval/Recommendation Format for Credit Transfer

SECTION A: Student & Application Summary

Field	Information
Name of the Student	
Program / Department	
Academic Year	
Application Type	<input type="checkbox"/> First-Year Entry with Prior Credits <input type="checkbox"/> Lateral Entry / Migration <input type="checkbox"/> External Credit during Study
Credit Transfer Request ID (if any)	
No. of Courses Evaluated	
No. of Courses Recommended for Credit Transfer	

SECTION B: Department Evaluation Summary

Please summarize the departmental evaluation for the credit transfer application below:

S. No.	Course Title (External Institution)	Equivalent IILM Course Code & Title	Credit Hours Approved	Type (Core/Elective)	Grade Transfer	Status (Approved / Not Approved)
1.					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
2.					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
3.					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

(Attach more rows/pages if needed)

SECTION C: Remarks / Observations by Department

Please include brief academic justification for the recommendation or rejection, especially in cases where course mapping is partial or conditional:

SECTION D: Certification and Signatures

We certify that the courses evaluated above have been thoroughly reviewed against the current syllabus, course outcomes, and credit norms of IILM University. The recommendations are in compliance with UGC regulations and institutional policy.

Name & Designation	Signature	Date
Course Instructor / Subject Expert		
Program Coordinator / Advisor		
Head of Department		
Dean of School		

SECTION E: Forwarded to Registrar / Dean Academics

☐ The above credit transfer recommendation is complete and submitted for final administrative approval and record entry.

Date of Forwarding: _____

Signature (HoD/Dean): _____

Official Seal of Department: _____