



NAAC Grade "A" 3<sup>rd</sup> Cycle | Autonomous College  
under Autonomous Category (Since 2014) Conferred by UGC

# **Credit Transfer Policy – 2024**

**(for SWAYAM Courses)**

**w.e.f. 1<sup>st</sup> July 2024**

**Amritsar Group of Colleges  
Amritsar**

As per the agenda **AC.14.06**, approved in the 14<sup>th</sup> meeting of Academic Council dated 26.04.2024, and in line with the UGC guidelines, up to 40% courses in a programme per semester at AGC Amritsar shall be offered in online mode through SWAYAM platform. This shall be applicable to theory courses only. The practical/lab courses involving hands-on practice by students shall be offered in regular contact mode.

A. The following process shall be followed before the commencement of each semester:

1. The courses to be offered in online mode shall be selected from the list of courses in the study scheme, which are also notified by SWAYAM for that semester.
2. The chairperson of respective Board of Studies shall be authorized to approve these courses to be offered in online mode.
3. Concerned Head of Department shall designate a faculty member as facilitator for each of these courses to guide the students from registration till completion of the credit course.
4. Students undertaking the online course shall not be required to submit assignments and nor to appear in sessional tests in the department.

B. The following process shall be followed after course completion in each semester:

1. The student shall produce the course completion certificate after clearing the online course for transfer of credits as below:

Assessment Component	Weightage	Source of Assessment	Computation of marks
Internal	Equal to the maximum internal awards of the subject	Assignment Score ( $P_i\%$ ) obtained in online course	$P_i\%$ of the weightage.
External	Equal to the maximum external awards of the subject.	Exam Score ( $P_e\%$ ) obtained in online course	$P_e\%$ of the weightage

2. If the student fails to clear the online course and is unable to produce course completion certificate, the student shall appear in the End Semester Examination for that course at

AGC Amritsar. The internal and external component of awards shall be assessed as follows:

Assessment Component	Weightage	Source of Assessment	Computation of marks
Internal	Equal to the maximum internal awards of the subject	<b>Assignment Score</b> ( $P_i\%$ ) obtained in online course	$P_i\%$ of the weightage.
External	Equal to the maximum external awards of the subject.	Result of <b>End Semester Examination</b> ( $P_{ese}\%$ ) conducted by AGC Amritsar	$P_{ese}\%$ of the weightage. (equal to the marks obtained in ESE)

3. A student shall be required to obtain 40% of the total marks (Internal + External) in order to clear/pass the subject.
- C. The following process shall be followed for Reappear cases:
  1. If a student fails to obtain passing marks, as per clause B.3 mentioned above, He/She shall be required to appear in supplementary examination in the sequent semesters as per regular practice at AGC Amritsar.
  2. In such case, the internal component shall be retained as  $P_i\%$  of the weightage.
  3. The student shall be required to obtain 40% of the total marks (Internal + External) in order to clear/pass the subject.

This policy shall supersede any existing policy whatsoever regarding transfer of credits for online courses through SWAYAM platform.

Prepared by  
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*S. K. S.*  
Approved by  
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