



**PERIYAR MANIAMMAI INSTITUTE OF  
SCIENCE & TECHNOLOGY**

Periyar Nagar, Vallam, Thanjavur - 613403  
Tamil Nadu, INDIA

**Regulations of Course Equivalence and Credit Transfer**

**C1. Eligibility for Credit Transfer:**

- C1.1 Credits earned from recognized institutions with similar or equivalent academic consistency are eligible for transfer.
- C1.2 The core courses must align with the programme's objectives and learning outcomes.
- C1.3 One credit equals a minimum of 15 hours of instruction for theory courses and 30 hours for laboratory or practical sessions.
- C1.4 Only courses completed with a minimum grade of “C” (or its equivalent) are considered for credit transfer.
- C1.5 A maximum of 40 percent of total programme credits can be transferred.
- C1.6 The allowable limit of credit transfer, i.e., 40 percent of the total programme credits, acquired through various means such as attending regular classes at any recognized institution or completing online courses like NPTEL, SWAYAM, Coursera, etc., shall be considered for admission to any degree programme as per the eligibility criteria and institutional norms.
- C1.7 Credits earned through MOOCs, online platforms, or industrial training programmes recognized by national / international accreditation bodies are considered.
- C1.8 Credits cannot be double-counted for multiple programmes or degrees.

## **C2. Guidelines for Course Equivalence:**

C2.1 Evaluate the syllabus, instructional hours, and learning outcomes.

C2.2 Ensure the institution offering the credits is accredited.

C2.3 Verify that the credits align with the academic level (undergraduate, postgraduate, or doctoral).

C2.4 Confirm the course content aligns with the programme objectives and contributes meaningfully to the student's academic progress.

C2.5 Documentation Required for Syllabus and course structure, and Transcripts or certificates showing grades and completion.

C2.6 Reassess the equivalence standards every three years to stay aligned with global academic trends.

## **C3 Constitution of Course Equivalence and Credit Transfer Committee:**

The Course Equivalence and Credit Transfer Committee is a specialized body responsible for implementing and overseeing Course Equivalence and Credit Transfer regulations and guidelines. The suggested constitution is:

Dean (Learning and Development)	- Chairperson
Dean of Faculty concerned	- Member
Head of the Department concerned	- Member
One subject expert from the respective discipline	- Member
Controller of Examinations or nominee	- Member
Coordinator (MOOC / SWAYAM / NPTEL)	- Secretary

Roles and Responsibilities of the Course Equivalence and Credit Transfer Committee (CECTC):

1. The Course Equivalence and Credit Transfer Committee ((CECTC) must evaluate applications by reviewing credit equivalence requests based on established guidelines and assessing the documentation submitted by students.
2. CECTC is to make final decisions on the acceptance or rejection of credits for transfer and to communicate these decisions to the students and departments.
3. The CECTC is responsible for refining regulations and periodically developing additional guidelines for credit equivalence to meet institutional goals and requirements.
4. The CECTC must coordinate with academic departments, Board of Studies, and external institutions for curriculum mapping.
5. The CECTC must ensure adherence to the regulations and guidelines during credit equivalence assessments.
6. The CECTC must provide periodic reports to the Academic Council on credit transfer and course equivalence activities.
7. The CECTC must establish a process (feedback mechanism) for students to appeal decisions or provide feedback on the credit equivalence process and recommend updates to policies based on feedback and academic advancements.