

**Assessment, Evaluation and Student Progression**

F NO: AUD/19-2/2024/AES/1425

Date: 16/02/2024

NOTIFICATION

This is to notify all the concerned Schools/Departments that the Competent Authority has approved the following guidelines for transferring grades from courses completed on the Swayam Portal:

1. The preferred method for transferring credits is through the Academic Bank of Credit Portal.
2. In the absence of full implementation of the Academic Bank of Credit Portal, students may download certificates of completed Swayam courses in the presence of the program coordinator who shall verify their authenticity. These certificates must then be countersigned by the relevant Dean and kept in the School records.
3. Each Swayam Courses will be recorded as a separate course on the ERP system, with grades entered by the respective School.
4. To prevent duplication of course codes for Swayam courses, the AES Division will centrally assign course codes.
5. Grades for Swayam Courses will be entered in the semester in which the student submits their grades.
6. The transfer/conversion of credits and grades will be as per the University's Credit Transfer Policy.

Jyotirmoy Bhattacharya
Dean, AES

Copy for information to:

1. Office of the Vice Chancellor
2. Office of the Proctor
3. Office of the Registrar
4. Office of CoF
5. All Deans/Directors
6. Academic Services
7. Student Services
8. IT Services
9. Library
10. Webmaster: For uploading on the Website & Intranet