

POLICY ON CURRICULUM FLEXIBILITY, CREDIT TRANSFER, ACADEMIC BANK OF CREDITS (ABC), MULTIPLE ENTRY–MULTIPLE EXIT (MEME) AND ELECTIVE COURSES

1. PREAMBLE

The Apollo University is committed to providing a flexible, learner-centric and multidisciplinary academic environment that enables students to pursue learning according to their interests, abilities, career aspirations and future educational requirements.

In accordance with the principles of the **National Education Policy (NEP) 2020**, applicable UGC/regulatory provisions and the University's academic framework, this Policy establishes mechanisms for curriculum flexibility through:

- Choice Based Credit System (CBCS);
- Programme Elective Courses;
- University/Generic Elective Courses;
- Interdisciplinary and multidisciplinary courses;
- Skill-based and value-added courses;
- Academic Bank of Credits (ABC);
- Credit accumulation and transfer;
- Multiple Entry and Multiple Exit (MEME);
- recognition of prior/approved learning wherever applicable; and
- mobility across programmes/institutions, subject to applicable regulations.

The Policy is intended to strengthen student choice, academic mobility, interdisciplinary learning and employability while maintaining academic standards.

2. OBJECTIVES

The objectives of this Policy are to:

1. provide students with flexibility in selecting courses based on their interests and career aspirations;

2. facilitate interdisciplinary and multidisciplinary learning;
3. implement a structured Choice Based Credit System;
4. provide opportunities for Programme Electives and Open/Generic Electives;
5. facilitate accumulation and transfer of academic credits through ABC;
6. support Multiple Entry and Multiple Exit provisions wherever applicable;
7. facilitate academic mobility in accordance with applicable regulations;
8. recognize learning undertaken through approved institutions/platforms;
9. provide opportunities for skill development and value-added learning;
10. maintain transparency in credit transfer and recognition;
11. ensure that curriculum flexibility does not compromise programme learning outcomes or academic standards; and
12. support evidence-based documentation for quality assurance and accreditation,

3. SCOPE

This Policy shall apply to eligible academic programmes offered by the University and shall cover:

- CBCS;
- Programme Core Courses;
- Programme Elective Courses;
- University/Generic Elective Courses;
- interdisciplinary courses;
- multidisciplinary courses;
- skill enhancement courses;
- value-added courses;
- minor/add-on academic components, wherever applicable;
- MOOCs and other approved online learning;
- credit transfer;
- credit accumulation;
- ABC;

- MEME;
- academic mobility; and
- other approved flexible curricular provisions.

Implementation shall be subject to the regulations of the University, UGC and other applicable statutory/regulatory bodies.

4. DEFINITIONS

4.1 Academic Credit

An academic credit represents the prescribed academic workload associated with a course or learning component as defined under the applicable University academic regulations.

4.2 CBCS

Choice Based Credit System (CBCS) is an academic system that provides students with flexibility to select courses from prescribed categories while fulfilling the credit and programme requirements for award of the qualification.

4.3 Programme Elective

A Programme Elective is a course selected by a student from a prescribed group of courses within the discipline/programme to satisfy the programme's elective-credit requirement.

4.4 Open/Generic Elective

An Open/Generic Elective is a course offered outside the student's primary discipline/programme that provides an opportunity for interdisciplinary or multidisciplinary learning.

4.5 ABC

Academic Bank of Credits (ABC) is the digital mechanism for recording, storing, accumulating and facilitating the transfer and redemption of academic credits earned by students, in accordance with applicable regulations.

4.6 Credit Transfer

Credit transfer refers to the recognition of eligible academic credits earned by a student from another recognized/approved institution, programme or learning platform towards fulfilment of the University's programme requirements.

4.7 MEME

Multiple Entry and Multiple Exit (MEME) enables eligible students to enter, exit and re-enter an academic programme at prescribed stages, subject to applicable regulatory and University requirements.

5. GUIDING PRINCIPLES

Implementation of curriculum flexibility shall be based on the following principles:

- **Learner-centricity**
- **Academic quality**
- **Choice and flexibility**
- **Interdisciplinarity**
- **Academic mobility**
- **Transparency**
- **Equity**
- **Outcome-based education**
- **Credit portability**
- **Regulatory compliance**
- **Continuous improvement**

6. CHOICE BASED CREDIT SYSTEM (CBCS)

6.1 Implementation

The University may implement CBCS in eligible programmes as approved by the Academic Council.

Each programme shall specify:

- total credits required for graduation;
- credit distribution by category;
- core courses;
- programme electives;
- open/generic electives;
- skill/value-added components;

- project/internship requirements; and
- other mandatory academic requirements.

6.2 Student Choice

Subject to availability and programme requirements, students may select courses from approved elective baskets.

Course selection shall be based on:

- prerequisites;
- academic eligibility;
- availability of seats;
- timetable feasibility;
- minimum/maximum enrolment requirements; and
- programme-specific regulations.

7. PROGRAMME ELECTIVES

Each programme may prescribe a suitable number of Programme Elective credits.

Programme Electives shall:

- provide specialization opportunities;
- reflect emerging developments in the discipline;
- support career-oriented learning;
- provide advanced/specialized knowledge; and
- contribute to achievement of programme outcomes.

The list of Programme Electives shall be approved through the prescribed academic process.

8. OPEN/GENERIC ELECTIVES

The University shall encourage Open/Generic Electives to promote interdisciplinary learning.

Students may be permitted to select courses offered by other Schools/Departments subject to:

- availability;
- prerequisites;

- timetable compatibility;
- programme requirements;
- credit limits; and
- approval of the competent academic authority.

A consolidated inventory of Open/Generic Electives shall be maintained by the concerned academic/administrative unit.

Examples may include courses in:

- Artificial Intelligence;
- Data Science;
- Entrepreneurship;
- Healthcare;
- Management;
- Humanities and Social Sciences;
- Cyber Security;
- Sustainability;
- Innovation;
- Communication; and
- other approved areas.

9. INTERDISCIPLINARY AND MULTIDISCIPLINARY LEARNING

The University shall promote interdisciplinary and multidisciplinary learning through:

- Open Electives;
- interdisciplinary courses;
- minors;
- multidisciplinary projects;
- seminars/workshops;
- value-added courses;
- MOOCs;

- industry-linked learning; and
- other approved academic initiatives.

Academic Schools shall periodically review the availability of such courses.

10. ACADEMIC BANK OF CREDITS (ABC)

10.1 Purpose

The University shall facilitate the use of the Academic Bank of Credits in accordance with applicable national regulations and institutional procedures.

ABC may be used to facilitate:

- academic credit accumulation;
- credit verification;
- credit transfer;
- academic mobility;
- recognition of eligible learning; and
- credit redemption towards an approved qualification.

10.2 Student Responsibility

Eligible students shall:

- create/maintain their ABC account as required;
- provide accurate identification and academic information;
- authorize the University to update/verify credit information where applicable; and
- comply with applicable ABC requirements.

10.3 University Responsibility

The University shall:

- facilitate ABC registration/awareness;
- maintain accurate academic records;
- upload/verify eligible credits as per applicable procedures;
- ensure appropriate documentation; and
- protect student academic information.

11. CREDIT TRANSFER

11.1 Eligibility

Credits may be considered for transfer where:

- the source institution/programme is recognized or otherwise approved;
- the course is academically appropriate;
- learning outcomes are substantially comparable;
- the credit value is acceptable;
- the student satisfies applicable academic requirements; and
- the transfer is permissible under prevailing regulations.

11.2 Approval

Credit transfer shall be considered through a defined academic process involving, as applicable:

Student → Programme Coordinator/HoD → Dean/School → Academic Committee/BoS → Competent Academic Authority

The exact approval mechanism may vary depending on the nature and volume of credits proposed for transfer.

11.3 Credit Equivalence

The University shall determine equivalence based on:

- course content;
- learning outcomes;
- academic workload;
- credit value;
- assessment methodology; and
- applicable regulatory requirements.

11.4 Documentation

The following shall be maintained:

- student request;
- transcript/official academic record;

- course syllabus;
- credit details;
- equivalence assessment;
- approval record;
- transferred credit details; and
- updated student academic record.

12. MOOC AND ONLINE COURSE CREDITS

Students may be permitted to earn credits through approved MOOCs/online courses subject to university regulations.

The University shall specify:

- eligible platforms/courses;
- maximum transferable credits;
- approval procedure;
- assessment requirements;
- proctored examination requirements, wherever applicable;
- equivalence criteria; and
- documentation requirements.

MOOC credits shall be recognized only after verification and approval through the prescribed mechanism.

13. MULTIPLE ENTRY AND MULTIPLE EXIT (MEME)

Where permitted by applicable regulations, eligible programmes may provide Multiple Entry and Multiple Exit opportunities.

The programme structure shall specify:

- approved entry points;
- approved exit points;
- minimum credit requirements;
- academic requirements;
- award/qualification associated with each exit point;

- re-entry conditions;
- maximum period for completion; and
- credit validity/recognition requirements.

Students seeking exit or re-entry shall follow the University's prescribed procedure.

14. RE-ENTRY

A student seeking re-entry into a programme shall:

1. submit the prescribed application;
2. satisfy applicable eligibility requirements;
3. have eligible credits verified;
4. meet the curriculum and regulatory requirements applicable at the time of re-entry; and
5. obtain approval from the competent academic authority.

Where curriculum revisions have occurred, the University may prescribe bridge/additional courses where necessary.

15. STUDENT COURSE REGISTRATION

Students shall register for courses through the prescribed University registration system.

Course registration shall consider:

- programme requirements;
- prerequisites;
- elective availability;
- credit limits;
- academic standing;
- timetable;
- capacity; and
- other University regulations.

The University may modify elective offerings depending on student demand and resource availability.

16. ROLES AND RESPONSIBILITIES

16.1 Academic Council

The Academic Council shall:

- approve policies related to curriculum flexibility;
- approve programme structures;
- consider recommendations concerning credit transfer and MEME;
- ensure academic standards are maintained.

16.2 Dean/School

The Dean shall:

- oversee implementation within the School;
- monitor elective offerings;
- facilitate interdisciplinary opportunities;
- ensure compliance with academic regulations.

16.3 HoD/Programme Coordinator

The HoD/Programme Coordinator shall:

- prepare and maintain elective-course lists;
- advise students on course choices;
- verify prerequisites;
- coordinate credit-transfer requests;
- maintain programme-level records; and
- monitor student participation.

16.4 IQAC

The IQAC shall:

- monitor institutional implementation;
- maintain quality-assurance evidence;
- review curriculum flexibility indicators;
- support NAAC documentation;

- identify opportunities for improvement.

16.5 Examination/Academic Administration

The concerned administrative unit shall:

- maintain student academic records;
- process approved credit transfers;
- maintain transcripts;
- facilitate ABC-related academic record processes; and
- ensure appropriate documentation.

16.6 Students

Students shall:

- make informed course choices;
- comply with prerequisites;
- register within prescribed timelines;
- maintain required academic standards; and
- provide accurate documentation for credit transfer/recognition.

17. MONITORING AND REVIEW

The effectiveness of curriculum flexibility shall be periodically reviewed using indicators such as:

- number of elective courses offered;
- number of interdisciplinary courses offered;
- student enrolment in electives;
- number of students using ABC;
- number of credit-transfer cases;
- number of students benefiting from flexible learning pathways;
- student feedback;
- curriculum review outcomes; and
- employability/higher-study relevance.

The findings may be incorporated into the University's quality-improvement processes.