

ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
University Grants Commission

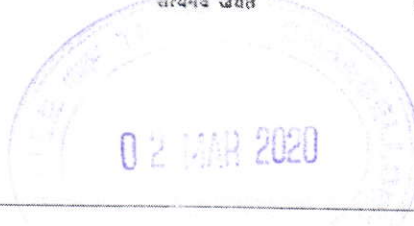
(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

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D.O. No. F 1-8/2017(SWAYAM Board/SWAYAM)

Date:-27.02.2020

Dear SWAYAM Coordinator/Mentor,

Greetings from UGC!

I would like to appreciate your efforts for popularising SWAYAM courses among Students & Faculty in your respective Universities and Colleges.

**Currently 43 Postgraduate and 61 Undergraduate courses** are being offered in the January semester, 2020. The list is enclosed herewith and may be seen at SWAYAM website at the following link: <https://swayam.gov.in/CEC>.

The Universities and Colleges are requested to encourage more and more students to enrol in these courses. Kindly note that the **exam dates of Postgraduate and Undergraduate SWAYAM courses are scheduled for 9<sup>th</sup> and 10<sup>th</sup> May, 2020**. You are requested to factor in these dates while fixing your university / institution examination calendar.

The **Operational Guidelines for SWAYAM Coordinator/Mentor** is enclosed herewith, and you are requested to take proactive steps in all the activities mentioned in the Operational Guidelines and be a partner of UGC in taking the SWAYAM initiative forward.

With regards,

Yours sincerely,

(Rajnish Jain)

Encl:- as above,

The SWAYAM Coordinators/Mentors of all Universities/Colleges.

To

COE  
Director, Academic  
Univ. website

MW



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University Grants Commission

## **Operational Guidelines for SWAYAM Coordinator/Mentor**

**SWAYAM Coordinator/Mentor are requested to undertake the following :-**

1. Provide the link of SWAYAM Portal ([www.swayam.gov.in](http://www.swayam.gov.in)) on the university/College website.
2. Kindly check whether your university has adopted MOOCs Courses for Credit Transfer. If not, then request the university to adopt the MOOCs Courses offered on SWAYAM Platform as per the UGC (Credit Framework for online courses through SWAYAM) Regulations 2016. A step by step procedure involved in adoption of MOOCs course by University is enclosed for your reference.
3. Encourage more and more students from your respective University/College for MOOCs Course registration and spread awareness by displaying the list of UG & PG MOOCs Courses at prominent places i.e. University/college Notice Board, Canteen, Mess, Hostel, Main gate of University/college.
4. Monitoring the progress of students who have registered on SWAYAM Platform from your University/College.
5. Ensure timely submission of assignments by the Students before due date.
6. Ensure students registration for examination once the SWAYAM Portal is open for exam registration.
7. Provide the link of ([http://ugcmoocs.inflibnet.ac.in/ugcmoocs/video\\_gallery.php](http://ugcmoocs.inflibnet.ac.in/ugcmoocs/video_gallery.php)) soft copy of the poster , radio jingles & TVCs (in 10 Indian languages) prepared by UGC on the University Website.
8. Create awareness about the UG & PG MOOCs Courses being offered on the SWAYAM Platform, through the Social Media:-
  - i. Create a Facebook/twitter/ Instagram Page of your university for SWAYAM Courses, and provide the link of Facebook/twitter/ Instagram Page on your university notice board and other prominent places so that it reaches students. along with UGC official twitter account : @ugc\_india and MHRD official twitter account: @HRDMinistry.
  - ii. Share the SWAYAM Courses details on these Social networking pages by tagging along UGC official twitter account : @ugc\_india and MHRD official twitter account: @HRDMinistry.
  - iii. Send Press releases to your local news papers regarding the SWAYAM Courses.

# A step by step procedure involved in adoption of MOOCs course by University

## UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016



### Learning Courses



Online learning courses to be available on SWAYAM

Issued on 20<sup>th</sup> July 2016

### Notification

SWAYAM to notify courses on June 1 & Nov 1, every year

### Credit Transfer



Courses on SWAYAM permitted for credit transfer (Adopted by 120 universities)



### Choice of Courses

Up to 20% courses in a Program can be on SWAYAM

# Adopting MOOCs

- Step-1: Make Amendments



- The University through their Competent Authority (EC, AC, BOS), should **make amendments in their Ordinances, Rules, Regulations** to incorporate provisions for transfer of credits for MOOCs courses as per **UGC Regulations** and to inform the affiliating colleges regarding amendments.

# Adopting MOOCs

- Step-2: Select the Courses



- The University/Affiliating College to log on to the SWAYAM portal and **select the courses** to be permitted for credit transfer through SWAYAM. (eg courses in high demand for which faculty is not available, elective courses or for supplementing teaching-learning process) while ensuring **that physical facilities** like laboratories, computer facilities, library etc. required for the course are made available free to the students in adequate measure.

# Adopting MOOCs

- Step-3: Designate SWAYAM Coordinator



- The University/College must **designate a SWAYAM Coordinator/facilitator** to guide the students throughout the course and to facilitate/conduct the Lab/Practical sessions/examinations.

# Adopting MOOCs

- Step-4: Disseminate Information



- The University/College should **widely disseminate information about selected courses** to the students through faculty members, Swayam Coordinators/Mentors, notice boards, student forums, workshops, posters, social media platforms and university website etc.

# Adopting MOOCs

- Step-5: Course Registration



- University to facilitate registration of students. Every **student enrolled for the course** in the University must register for the MOOCs course.



# Adopting MOOCs

- Step-6: Evaluation



- The CC shall **evaluate the students registered for MOOCs courses** based on discussion forums, quizzes, assignments, sessional and final examinations. The NTA will conduct the final examination.

# Adopting MOOCs

- Step-7: Marks of the Students



ST. JOSEPH'S COLLEGE (AUTONOMOUS)									
CONSOLIDATED STATEMENT OF MARKS FOR B. Sc. (MATHEMATICS)									
APRIL 2010									
Roll No.	Name	Theory	Practical	Lab	Workshop	Project	Assignment	Attendance	Total
101	ABHIRAM	80	75	70	65	60	55	50	465
102	ADARSH	75	70	65	60	55	50	45	460
103	ADITHYAN	85	80	75	70	65	60	55	500
104	ADITHYAN	70	65	60	55	50	45	40	445
105	ADITHYAN	65	60	55	50	45	40	35	435
106	ADITHYAN	60	55	50	45	40	35	30	415
107	ADITHYAN	55	50	45	40	35	30	25	385
108	ADITHYAN	50	45	40	35	30	25	20	355
109	ADITHYAN	45	40	35	30	25	20	15	325
110	ADITHYAN	40	35	30	25	20	15	10	295

- The University shall incorporate the marks/grades communicated by the Host Institution in the final mark sheet of the student which counts for award of degree/diploma. However, the University shall **evaluate the students for the practical/lab component** and incorporate these marks/grades in the overall mark sheet of the student.

# Adopting MOOCs

- Step-8: Certificate



- On receipt of MOOCs completion certificate from Host Instt, the University to give equivalent credit weightage upto 20% for the credits earned through SWAYAM. **No University shall refuse any student for credit mobility for courses earned through MOOCs.**