Guidelines for online courses through SWAYAM

The courses studied through Massive Open online Courses (MOOCS) of UGC/ National Programme on Technology Enhanced Learning (NPTEL)/Consortium for Educational Communication (CEC)/AICTE under Study Webs of Active –Learning for Young Aspiring Minds (SWAYAM) in Indian Universities/Institutions by the students during their study period at GGV Bilaspur (C.G.) may count towards the credit requirements for the award of Degree. The credits earned by the student for such online courses will reduce the number of courses to be registered by the student at GGV in that particular semester. The guidelines for such transfer of credits shall be as per the Gazette of India, Extraordinary Part-III - Section 4, No. 295, dated July 20, 2016 and the subsequent amendments made by MHRD/UGC/GoI from time to time. On successful completion of the courses opted by the students under SWAYAM, the credits earned by them shall be included in their Grade Card. The credits/grades indicated in the grade sheet obtained from the university in which the student has completed the courses through MOOCs shall be used by the student as part of his/her transcripts. The guidelines for which are as follows. **Definitions:**

PI: Principle investigator who offers the course through SWAYAM

Host/Offering University/Institute: The PI of the University/Institute which offers the course through SWAYAM

 As and when the SWAYAM (UGC, NPTEL, and CEC) notify the list of courses to be available for registration to the Registrar/UGC SWAYAM Coordinator (Nodal officer, MOOCs) on 1st June and 1st November every year in the forthcoming semester. The Nodal officer MOOCs will circulate the list of courses to all the Heads of the Departments for identifying the courses.

2) Based on the list of courses, the head of the department in consultation with the faculty members shall identify the courses (maximum 20% of the courses of the curriculum of a particular program in that semester) that can be adopted from SWAYAM for credit transfer. Such identified courses and its credits equivalence shall be approved by the respective BoS.

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- 3) The department shall designate/nominate a course coordinator/facilitator for MOOCs to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
- 4) The department shall make the provision/facility to allow the students for registration of the courses on SWAYAM portal. Every student in the class of the department offering a particular paper/course shall be required to register for the MOOCs for that course/paper.
- 5) After registration, the students shall require to follow the instructions of the Principal Investigator (PI) offering that course regarding the lecture schedule/lectures, weekly assignments, quiz tests, registration for examination, etc.
- 6) The department need not to allot the slots in the timetable as the students can learn/watch the lectures of that course through their personal mobile/laptop/desktop from anywhere any time. However, the department may keep one slot in the timetable for monitoring the progress of the students and guide the students.
- 7) As per the notification of SWAYAM/PI, all the students those who have registered for MOOCs shall register for final examination on SWAYAM portal. The final examination may be online/pen and paper, which shall be decided by the PI. This shall be announced in the overview of the course at the time of offering the course. In case a pen and paper final examination is to be conducted, the same shall be conducted through any college/school volunteering to conduct the same. The decision in this respect will be of the PI and the host/offering institution/university.
- 8) After conduct of the examination and completion of the evaluation, the PI through the host/offering institution/university shall award marks/grade as per the evaluation scheme announced.
- 9) The final marks/grades shall be communicated to the students as well as GGV, within 4 weeks from the date of completion of the final examination.
- 10) The GGV shall, incorporate the marks/grades obtained by the student, as communicated by the Host/offering Institution/University through the PI of the SWAYAM course in the marks sheet of the student that counts for final award of the degree/diploma by GGV with the proviso that the programs in which Lab/Practical Component is involved, the GGV will evaluate the students for the practical/Lab component and accordingly incorporate these marks/grade in the overall marks/grade.

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- 11) A certificate regarding successful completion of the MOOCs course shall be signed by the PI and issued through the Host/offering Institution/University and sent to the GGV.
- 12) The GGV shall give the equivalent credit weightage to the students for the credits earned through online learning courses through SWAYAM platform in the credit plan of the program as approved by the respective BoS.
- 13) The marks and credits shall be indicated in the respective students' marks/grade sheet. It shall be specifically mentioned in the grade sheet that the marks/grades is for MOOCs.

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