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SU Policy document for SWAYAM Advisory Committee

SARVAJANIK UNIVERSITY

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Sarvajanik University

Policy document for **SWAYAM Advisory Committee**



A. Vision

To foster a culture of continuous learning by empowering students with flexible opportunities to earn academic credits through SWAYAM MOOC courses, while ensuring accessible re-attempt options for successful course completion.

B. Mission

To facilitate the integration of SWAYAM MOOC courses into university curricula, enabling students to earn academic credits and providing opportunities for re-attempts through university-conducted examinations.

C. Objectives

- To enhance digital learning and optimize the use of online educational resources.
- To encourage students to enrol SWAYAM MOOC courses and earn credit by completing the courses to fulfil credit requirements for their university’s academic programmes.
- To conduct SWAYAM MOOC courses examination at the university aligned with the term end examination.
- To offer examination opportunities in the subsequent two semesters for students who were unable to pass or appear in the term end SWAYAM MOOC course exams.
- To evaluate the term-end SWAYAM MOOC course examination written by the students as well as SWAYAM course assignments submitted by the students and maps their credit in the marksheet generated by the university.

D. Structure

About SWAYAM Advisory Committee structure :

No.	Content	Details
1	Tenure of a member	Membership for the committee shall be for a period of two years.
2	Frequency of a meeting	At least once per quarter
3	Documentation	Agenda, minutes and Action Taken Reports maintained electronically in a retrievable format



Members:

No.	Particulars	Name of a member	Institute of the member
1	Chairperson	Provost / Nominee of the Provost	Sarvajanik University
2	Nodal Officer	Dr. Dhruti Sharma	Sarvajanik College of Engineering and Technology
3	Member	Dr. Drashti Shah	S.R. Luthra Institute of Management
4	Member	Dr. Sangita Sanadhya	Shree Ram Krishna Institute of Computer Education and Applied Sciences

- Under this committee, the Institute level SWAYAM mentors as well as Course coordinators for the respective courses are appointed on per semester/year basis.

E. Functions

The SWAYAM Advisory Committee will play a crucial role in facilitating the integration and use of SWAYAM MOOC courses in the academics of university. The aim of the committee will be to create awareness about SWAYAM, recommend SWAYAM MOOC courses, enact the respective courses into curriculum, evaluation and monitoring and guide the faculty to get the best out of this very useful resource.

No.	General Guidelines
1	Regulations for the implementation of MOOCs through SWAYAM [based on national education policy 2020] (Approved vide Academic Council Resolution: AC16_22 at the 16 th Academic council meeting of the Sarvajanik University held on 19 th December 2024)
2	Standard Operating Procedure (SOP) For SWAYAM Courses



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Date : 10/01/2025

NOTIFICATION

REGULATIONS FOR THE IMPLEMENTATION OF MOOCs THROUGH SWAYAM [Based on National Education Policy 2020]

(Approved vide Academic Council Resolution: AC16_22 at the 16th Academic Council meeting of the Sarvajanik University held on 19th December 2024)

SWAYAM is the indigenous platform of the MHRD, Govt. Of India providing an integrated portal for hosting online courses. The Massive Open Online Course(s) (MOOC) is a web-based learning platform that offers a range of courses with the goal of encouraging widespread online access and interactive engagement. The MOOCs are online courses following the four quadrants and consisting of video, text, self-assessment and much more. The National Education Policy (NEP), 2020 has put significant emphasis on MOOCs by allowing students to opt for up to 40% of the courses from their curriculum through such platforms.

MOOCs shall be of two types: credit courses and non-credit courses.

1. Credit Course: A course which is taught for at least one semester as a part of a UG/PG Programme in Indian Universities.
2. Non-Credit Course: A course like awareness programme, continuing education programme or of specific skill set as independent course, which are not part of any set curriculum.

As per the UGC Framework for Universities to conduct Examination for SWAYAM Courses notified on 27th August 2024 available at (https://swayam.gov.in/about_university), SWAYAM MOOCs examination can be conducted in two different ways:-

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- (A) The Universities conduct the term end SWAYAM Examination where
1. The University shall responsible to display list of SWAYAM MOOC courses that can be opted by students of the university for credit transfer.
 2. The University shall responsible for setting the question papers, evaluation of answer sheets and declaration of examination results.
 3. The University shall responsible for ensuring that students who have completed the entire SWAYAM course and submitted a minimum of 75% of the assignments and quizzes on SWAYAM shall only be allowed to appear for the term end examination conducted by the University. The Nodal Officer shall verify this from the SWAYAM Admin dashboard. The University shall give 70% weightage to term end examination. For the assignments and quizzes component conducted by the SWAYAM Course Coordinator, the weightage will be 30% and shall be available on the SWAYAM portal.
 4. The Nodal Officer of the University shall submit marks of the assignment/quiz of the student from SWAYAM admin dashboard to Controller Of Examination (COE).
 5. The University exam section shall compile marks out of 100 (70% of term end examination + 30% of assignment/quiz submission) and reflect the corresponding credit in the students' University Mark-sheet / Transcript.
 6. University shall ensure that marks of all students who have appeared in the SWAYAM examination are mapped and visible to the students.

(B) National testing Agency (NTA) and National Programme on Technology Enhanced Learning (NPTEL) conduct the term end SWAYAM Examination where

1. The students shall receive a certificate from SWAYAM upon successful completion. The certificate includes the student's photo, roll number, course name, Course Coordinator's name, host institution details, marks/grade obtained, and credits earned.
2. The Nodal Officer of the University shall compile and submit the list of students along with their SWAYAM Certificates to the COE and the credits of the courses as



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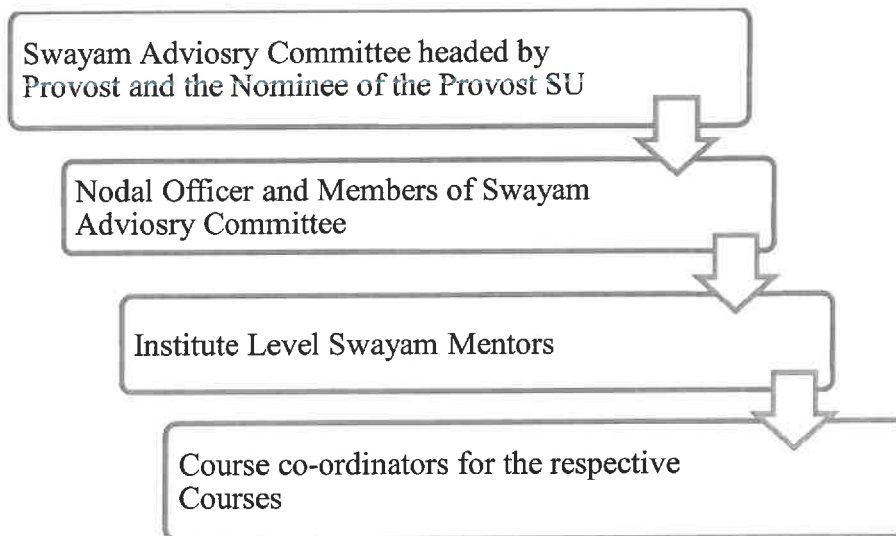


indicated in the SWAYAM Certificate shall be transferred by the COE to the students' Transcript/Marksheet.

In line to this, Sarvajanik University (SU) is offering MOOCs through the SWAYAM platform in UG, PG and PhD levels of study.

SU has made amendments in its Ordinances, Rules and Regulations through its Statutory bodies (Academic Council, Governing body) to incorporate provisions for the transfer of up to 40% of the total courses in a semester to be taken through online learning via the SWAYAM Platform as per University Grants Commission (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021.

SU has constituted a SWAYAM Advisory Committee headed by the Provost/his nominee for all SWAYAM-related issues at the University level. The structure of the committee is as follows:





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Role of the SWAYAM Advisory Committee

(A) **Nodal Officer and Members:** An officer approved by the University to coordinate with SWAYAM teaching team in the matters related to SWAYAM course registration and credit transfer.

Responsibilities of the University Nodal Officer and Members:

- 1) To obtain login credentials from the SWAYAM Technical Team and register on the SWAYAM portal to access students details along with progress made.
- 2) To monitor students' internal assignments and quiz marks from the SWAYAM Portal and prepare a list of students eligible for university exam in close co-ordination with Institute Level SWAYAM mentors.
- 3) To send list of selected SWAYAM MOOC courses and the list of eligible students for each course to the COE to conduct the term end examination.
- 4) To collect the list of students who could not pass/appear in the term end examination from Institute level Mentor and inform the COE to conduct their exam in the subsequent semester, as outlined in the Framework.

(B) **Institute level SWAYAM Mentor:** A faculty members from different departments (running under SU) to work in close co-ordination with Nodal Officer and members.

Responsibilities of the SWAYAM mentor:

- 1) To identify MOOCs courses available through the SWAYAM platform. While selecting the course the mentors shall ensure that the credit of the course may be equivalent to the course offered by the university in regular mode.
- 2) To inform the Nodal Officer regarding online courses selected by students at the beginning of the semester.
- 3) To synchronize the course from SWAYAM and the University, the SWAYAM mentors shall take note of the examination date at the beginning of the course so that there will be no clash of dates of examination in the two modes of examination.
- 4) To encourage students to register for the selected MOOCs course.



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- 5) To collect the list of students who will appear in the exams conducted by university and the list of students who will appear in the exams conducted by NTA and NPTEL from course co-ordinators. To inform the Nodal Officer about these lists.
- 6) To motivate students for timely completion of internal assessment and monitor their progress in co-ordination of course co-ordinator.
- 7) To address the grievances of the students and shall take the help of the Head of the Department and Dean of the Institute in this regard, if necessary.
- 8) To prepare the list of students who could not pass/appear in the term end examination conducted by SU and submit it to Nodal Officer. In addition, to prepare and submit the list of all students who have passed the term end examination (conducted by SU/NPTEL) to Nodal Officer for further credit transfer procedure.
- 9) To help Nodal Officer in course wise marks collection from SWAYAM Portal.

(C) Course Co-ordinator: A subject (course) expert chosen by Head of the Department. There may be one/two faculty member(s) per course.

Responsibilities of Course Co-ordinator:

- 1) To encourage students to register for the selected MOOCs course and monitor their progress in the course.
- 2) To motivate students for timely completion of internal assessment.
- 3) To prepare the list of students enrolled in the respective course and monitor the students' internal assignments/quiz submission regularity.
- 4) To identify the number of students who will appear in the exams conducted by university and the number of students who will appear in the exams conducted by NTA and NPTEL.
- 5) To prepare a list of students eligible for university exam in close co-ordination with institute level SWAYAM mentor.
- 6) To set the question paper for the university SWAYAM course examination, evaluate the term end examination answer sheets, prepare mark sheet and submit it to the Institute level SWAYAM mentor.



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Role of the students at SU

- 1) To select and enrol in course(s) from the list of SWAYAM MOOCs displayed by University.
- 2) To submit all the assignments within the stipulated period given by NTA and NPTEL course co-ordinators and also inform to their respective course-coordinators at the institute level.
- 3) To choose mode of examination (offline conducted by University or online conducted by NTA/NPTEL), fill up the examination form and pay the fees accordingly and inform about it to institute level course co-ordinator.
- 4) In case a student is unable to complete a course successfully, she/he will clear the paper in subsequent semester (only in the case of student appearing in the exam conducted at University).

University Criteria to select SWAYAM MOOC courses

- 1) Each constituent college in the University can allow up to 40% of courses per semester of the set curriculum from the SWAYAM platform.
- 2) The level of the online SWAYAM MOOCs selected by the course co-ordinator in association Institute level mentors shall be similar to the elective or optional minor or any interdisciplinary minor course offered in offline mode.
- 3) The students are allowed to write exams in either mode: Offline where SWAYAM course examinations are conducted by University or Online where exams conducted by NTA/NPTEL.



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Award of degrees:

The office of the Controller of Examinations of the university shall ensure that the mark sheet of students should incorporate the name of the course and the corresponding credit as per the SWAYAM MOOC course.

Removal of Difficulties:

Notwithstanding anything contained above, the Provost / Nominee of the Provost shall have the power to remove any difficulty faced in the implementation of the above regulation.


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STANDARD OPERATING PROCEDURE (SOP) For adopting SWAYAM MOOC courses

1. The SWAYAM Advisory Committee of the University shall share the details of the SWAYAM MOOC courses to be offered in the constituent colleges every year on 1st June and 1st November.
2. Institute level SWAYAM Mentors shall identify SWAYAM courses based on the students' requirement/curriculum and submit to the Nodal Officer. While selecting the course the mentors shall ensure that the credit of the course may be equivalent to the course offered by the university in regular mode.
3. SWAYAM Committee shall announce the list of the selected courses on the University Website, Notice Boards/Social Media.
4. The Institute level SWAYAM Mentors shall monitor timely registration of students for the SWAYAM course(s) approved by the University.
5. The Institute level SWAYAM Mentors shall ensure that students who have registered in the SWAYAM courses participate in discussion forums, quizzes and assignments conducted by the SWAYAM Course Coordinator. He shall motivate students for timely completion of internal assessment.
6. At the end of the course duration, the Institute level SWAYAM Mentors with the help of Nodal Officer shall monitor students' internal assignments and quiz marks from the SWAYAM Portal, prepare a list of students eligible for university exam and submit the list to the Nodal Officer.
7. The SWAYAM course-coordinator shall be authorized to decide on the mode of conducting the final examination, either through online mode or pen and paper mode and this shall be announced as an overview of the course at the time of the offering of the course. He will intimate the Nodal Officer for the mode of the examination.
8. The Nodal Officer shall intimate the University Exam section about conduction of the examination at the site of institute for the offered SWAYAM Courses.



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9. The SWAYAM course-coordinator shall be responsible to set question papers of his/her respective course and evaluation of the answer sheets.
10. The University Exam section shall conduct the term end examination for the SWAYAM MOOC courses opted by the students of the university.
11. The SWAYAM course-coordinator shall award marks or grades, as per the evaluation scheme (of the respective course) announced by the university.
12. The university exam section will generate marksheet by reflecting the credit earned by students through the selected SWAYAM MOOC course.
13. The Nodal Officer in close co-ordination of Institute level SWAYAM Mentors shall prepare the list of students who could not pass/appear in the term end examination and conduct the exam accordingly in subsequent semester.


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