SARVAJANIK UNIVERSITY

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creating an enlightened society.

Read : Resolution No. AC16_22 of the 16th Academic Council meeting of Sarvajanik University.

NOTIFICATION

Subject: Approval of SU SWAYAM Regulations and SOP for adopting SWAYAM MOOC Courses

This is to notify all concerned that, the **SU SWAYAM Regulations and the Standard Operating Procedures (SOP) for adopting SWAYAM MOOC courses**, in accordance with the UGC SWAYAM Regulations 2021 and the Framework for Universities to Conduct Examinations for SWAYAM Courses, dated 27th August 2024, have been officially approved as per **Resolution No. AC16_22 at the 16th Academic Council** meeting of the Sarvajanik University held on 19th December 2024.

The approved document is attached herewith for your reference.

SU/20250110/0635
Dt. : 10/01/2025

I/c. Registrar
Sarvajanik University,
Surat.

Encl. 1. Framework for Universities to conduct Examinations for SWAYAM Courses, dated 27th August, 2024.
2. UGC SWAYAM Regulations 2021.
3. SU SWAYAM Regulations and SOP to adopt SWAYAM MOOC Courses at Sarvajanik University.

c. c. to:
1. The Deans/Principals/Directors/HOD of Constituent Colleges of Sarvajanik University.
2. SU SWAYAM Advisory Committee.
3. All Admin Department of Constituent Colleges and Sarvajanik University.

आचार्य मनिष र. जोशी
सचिव

Prof. Manish R. Joshi
Secretary

ज्ञान-विज्ञान विमुक्तये

सत्यमेव जयते

आज़ादी का
अमृत महोत्सव

विश्वविद्यालय अनुदान आयोग
University Grants Commission
(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

D.O.F.No.1-8/2017(SWAYAM)   27th August, 2024/ 5 भाद्रपद, 1946

Subject : Framework for Universities to conduct Examinations for SWAYAM Courses.

आदरणीय महोदया/महोदय,

I would like to inform you that UGC and MoE have organised state-wise SWAYAM awareness and outreach virtual meetings during October-November 2023, and April- May 2024 . UGC has also conducted two online meetings chaired by the Chairman, UGC with Higher Education Institutions (HEIs) on 8th February, 2024 and 5th March 2024 to deliberate on adopting SWAYAM for credit transfer and gather feedback from HEIs .

These meetings were attended by Vice-Chancellors of Universities, College Principals, SWAYAM Coordinators, and NEP SAARTHIs wherein the state-wise status of participation of students from these Universities on the SWAYAM platform was shared. The queries of the HEIs, such as re-examination for failed students, reduction of examination fees, online doubt-solving classes, and a re-run of the SWAYAM courses were also addressed during these interactions.

During these interactions, universities expressed keen interest in conducting SWAYAM examinations for their students enrolled in SWAYAM courses. Subsequently, this matter was deliberated upon during the 24th SWAYAM Board meeting on 5th March 2024 at the Ministry of Education. To encourage more students to earn credits through SWAYAM Courses and provide re-attempt opportunities to students, the SWAYAM Board decided that the universities may conduct examinations for courses offered on SWAYAM, provided the university has adopted SWAYAM Courses for Credit Transfer as per the UGC (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021 and requested UGC to issue necessary framework in this matter.

At present, the end term proctored examinations for SWAYAM courses are conducted by the National Testing Agency (NTA) and National Programme on Technology Enhanced Learning (NPTEL). In addition to these, students who have completed courses on SWAYAM will now have the option of writing their SWAYAM examination at their own university.

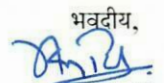In this regard, please find the related documents as under:-

1. Framework for Universities to conduct Examinations for SWAYAM Courses.
2. Steps for Adopting MOOC Courses through the SWAYAM platform (www.swayam.gov.in) for Universities & Colleges.
3. University Dashboard User Guide - for universities to register on the SWAYAM University dashboard to help them benefit from the Framework.

सादर ,

भवदीय,
(मनिष जोशी)

संलग्नक: उपरोक्तानुसार
To,

The Vice Chancellors of all Universities.

Framework for Universities to conduct Examinations for SWAYAM Courses

Major Highlights of the Framework:

1. To increase the number of students taking SWAYAM Courses for credit accumulation.
2. To enhance student flexibility with respect to SWAYAM Examination.
3. To permit Universities to conduct SWAYAM Examination provided they have adopted SWAYAM Courses for Credit Transfer as per the UGC (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021.

Purpose of the Framework:

SWAYAM (www.swayam.gov.in) is an online platform of the Government of India designed to achieve the three cardinal principles of Education Policy, viz., access, equity, and quality. Through the SWAYAM platform, students can take online courses from leading Higher Education Institutions to fulfill credit requirements for their university's academic programmes, which can be accessed by anyone, anywhere at any time.

As per the UGC Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds Regulations, 2021, an institution can allow students to take up to 40% of their total courses online in a particular programme in a semester, through the SWAYAM Platform. The credits/marks obtained by the candidate enrolled in universities for SWAYAM Certificate, will be counted in the transcript of the candidate, only if the University has adopted MOOCs Courses offered on SWAYAM Platform for Credit Transfer.

The SWAYAM courses are aligned with the academic semester commencing in the month of January and July of every year. The courses offered on SWAYAM are mapped by the universities to their regular academic curriculum.

Currently, the end term proctored examination for all the SWAYAM based credit courses are conducted by National Testing Agency (NTA) and National Programme on Technology Enhanced Learning (NPTEL) in the their designated centres across the country.

To encourage more students to earn credits through SWAYAM Courses and provide re-attempt opportunities to students, it has been decided in the 24thSWAYAM Board meeting held on March 5, 2024, that Universities who have adopted UGC SWAYAM Regulations 2021 will be permitted to conduct examinations of the SWAYAM courses for their students who enrolled and completed Courses from the SWAYAM Platform.

Students who have completed courses on SWAYAM will now have the option of writing their SWAYAM examination at their own university.

Universities would conduct these examinations during the current semester for their students along with the end-term examinations.

Universities would conduct examinations in the subsequent two semesters for their students who could not pass/appear in the end-term SWAYAM Course exams.

All universities shall appoint a Nodal Officer to coordinate with the SWAYAM Technical team in matters related to SWAYAM Courses including registration and credit transfer.

The University shall conduct the examination for students enrolled in SWAYAM courses in alignment with their regular academic calendar.

Eligibility Criteria for Universities to conduct SWAYAM examination: -

All universities which are listed under Section 2 (f) of the University Grants Commission Act, 1956 and have adopted SWAYAM Courses for Credit Transfer as per the UGC (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021.

Steps to be taken by the University:

1. If the University has decided to conduct the end-term examination for the SWAYAM Courses, the students in these SWAYAM Courses can take the end-term examination conducted by the university.

2. The number of credits of the SWAYAM courses should be as prescribed on the SWAYAM Platform.

3. For conducting the end-term examination, the University shall be responsible for setting the Question Papers, evaluation of answer scripts and declaration of examination results.

4. The University shall ensure 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 end-term examination conducted by the University. The Nodal Officer shall verify this from the SWAYAM Admin dashboard.

5. The University shall give 70% weightage to end-term 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.

Responsibilities of the University Nodal Officer:

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.

3. To conduct the end-term examination and upload the marks on the SWAYAM portal.

4. To ensure that marks of all students who have appeared in the SWAYAM Examination are mapped with their Automated Permanent Academic Account Registry (APAAR) id and visible to the students with their login credentials.

5. To prepare the list of students who could not pass/appear in the end-term examination and conduct the exam accordingly in subsequent semester, as outlined in the Framework.

Contact Persons:

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Steps for Adopting MOOC Courses

through the SWAYAM platform (www.swayam.gov.in)

for Universities & Colleges

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Step-1:Approval of University Statutory Bodies to adopt SWAYAM

1. The University should make amendments in its Ordinances, Rules and Regulations through its Statutory bodies (i.e. Executive Committee, Academic Council, Board of Studies) 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.
2. The University should inform its affiliating colleges regarding the adoption of SWAYAM Courses for credit transfer.
3. The University shall constitute a SWAYAM Advisory Committee headed by the Vice-Chancellor or his/her nominee for all SWAYAM-related issues at the University level.
4. The University shall designate a faculty member as the Nodal Officer as a single point of contact for SWAYAM and he/she may also be the Coordinator of the SWAYAM Advisory Committee to ensure seamless access to all SWAYAM-related information.
5. The details of the Nodal Officer should be published on the University website.
6. During the registration process on the SWAYAM platform, the Nodal Officer shall upload the approval document from the University for adopting SWAYAM courses (Refer point 1 above). After verification of the approval document by UGC, the login credentials will be sent to the Nodal Officer.

Step-2:SWAYAM Course Selection and Awareness by University

1. The Nodal Officer shall share the details of the SWAYAM courses to be offered in every semester on 1st June and 1st November with the SWAYAM Advisory Committee of the University.
2. The SWAYAM Advisory Committee of the university shall identify SWAYAM courses based on the students' requirement/curriculum and announce on the University Website, Notice Boards/Social Media.

Step-3:SWAYAM Course Registration and registration for SWAYAM Exam

1. The Chairperson of the SWAYAM Advisory Committee shall nominate suitable faculty members (as SWAYAM Mentors) at the University/College Level.

2. The Nodal Officer shall ensure that all SWAYAM Mentors shall review and understand the course requirements.

3. The Nodal Officer shall conduct an awareness and sensitization program) related to SWAYAM courses at the beginning of every semester (January and July) as per the SWAYAM academic calendar.

4. The SWAYAM Mentors to facilitate timely registration of students for the SWAYAM course(s) approved by the University.

5. The 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.

Step-4: Examination Process and declaration of results for SWAYAM Courses

1. The SWAYAM Course Coordinator evaluates the assessments and quizzes submitted by students on the SWAYAM Platform, and their marks are reflected in the students' accounts on the SWAYAM platform.
2. To pass in a SWAYAM Course, a minimum of 40% passing marks (i.e., minimum 12/30 marks in Assessments/Quizzes & 28/70 Marks in the end term examination) is required.
3. SWAYAM Examination can be conducted in two different ways: -

   A. The Universities conduct the end term SWAYAM Examination.
   B. National Testing Agency (NTA) and National Programme on Technology Enhanced Learning (NPTEL) conduct the end term SWAYAM Examination.

4. Universities which opt to conduct the end term examinations for SWAYAM courses may refer to **Framework for Universities to conduct Examinations for SWAYAM Courses** for the detailed procedure.
5. For universities which do not opt to conduct the end-term examinations for SWAYAM courses, the end-term proctored examinations are conducted by the NTA and NPTEL at designated centers across the country. Subsequently, NTA & NPTEL will announce the results.

Step-5: Steps for transfer of Marks/Credits obtained by students through the SWAYAM Platform to their University Transcript/Marksheet

A. SWAYAM Courses for which the end-term examinations are conducted by Universities:

1. The Nodal Officer of the University shall upload on the SWAYAM platform, the marks out of 70 obtained by the students' in the end-term examination, conducted by the University.
2. The Nodal Officer of the University shall submit the total marks (out of 100) obtained by students from the SWAYAM platform to Controller of Examination (CoE) and the same shall be reflected in the students' University Mark-sheet / Transcript.
3. University to ensure that marks of all students who have appeared in the SWAYAM Examination are mapped and visible to the students in their Academic Bank of Credits (ABC) account.

B. SWAYAM Courses for which the end-term examinations are conducted by NTA/NPTEL:

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 indicated in the SWAYAM Certificate shall be transferred by the CoE to the students' Transcript/Marksheet.
3. The Nodal Officer of the Colleges shall compile and submit a list of students along with their SWAYAM Certificates to the Principal. The Principal of the College shall review SWAYAM Certificates and course names to ensure that they match the university's list of approved SWAYAM courses. The principal shall then submit the verified list of students and their SWAYAM Certificates to the University CoE.

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University Dashboard User Guide

Swayam 2.0

This document describes the features of university dashboard on Swayam.

Contents

University Dashboard:

- University Dashboard is created for University Nodal Officer to view the data such as enrollments, eligible users and assignment submissions related statistics.

- This dashboard will help universities to get data about course-level student enrollments and their performance to help identify eligible students for end term examination.

1.1 Pre-requisites for University Nodal Officer account creation in SWAYAM:

- University Nodal Officer needs to sign up/ register on swayam.
  - For this they can use the Signin/Register button on SWAYAM

  - If the id is either Google or Microsoft enabled, then they can just use the social login option available in SWAYAM

 - If the id is under university's custom domain, they can signup for an account in SWAYAM

- Once registered, they need to share the information with UGC using a form ([form link](#)).

- The form will capture details required for SWAYAM Nodal Officer creation:
  1. University ID (as per AISHE)
  2. University Name

3. Nodal Officer Name
4. Nodal Officer Email
5. Nodal Officer Mobile Number
6. Approval letter from the head of the University (or any other competent authority) regarding the appointment of the Nodal Officer

- An acknowledgement email will be sent from SWAYAM application once the Nodal Officer account gets enabled.

- The email address provided as SWAYAM Nodal Officer should be of the format swayam-uno-{aishe}@domain. This ensures continuity of information even if the nodal officer changes. E.g. For University 0456 the generic email id is swayam-uno-0456@gmail.com

1.2 University Dashboard Login:

- SWAYAM Nodal Officers needs to login to the Swayam URL (https://swayam.gov.in/) with their SWAYAM Nodal Officer ID.

- Only SWAYAM Nodal Officers can see the university dashboard option under the email drop down menu.

- Once SWAYAM Nodal Officers click on the university dashboard, it redirects them to the university dashboard page.
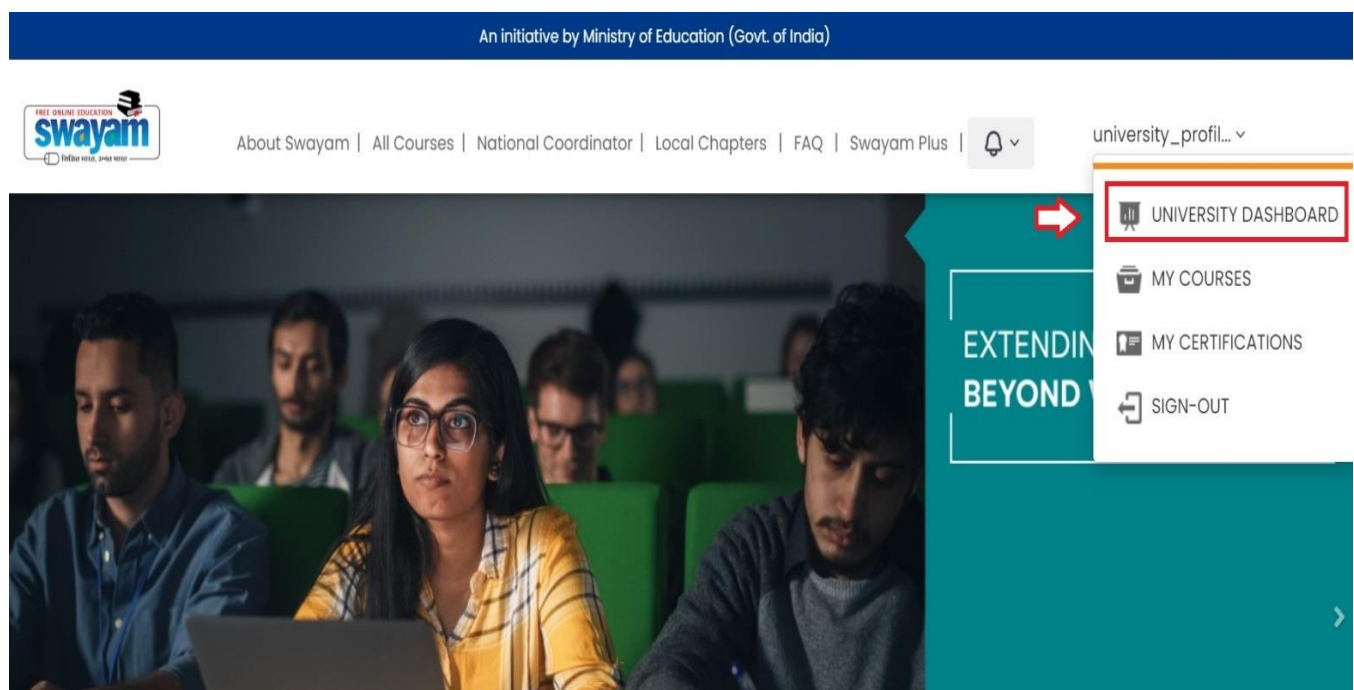
1.3 University Dashboard View:
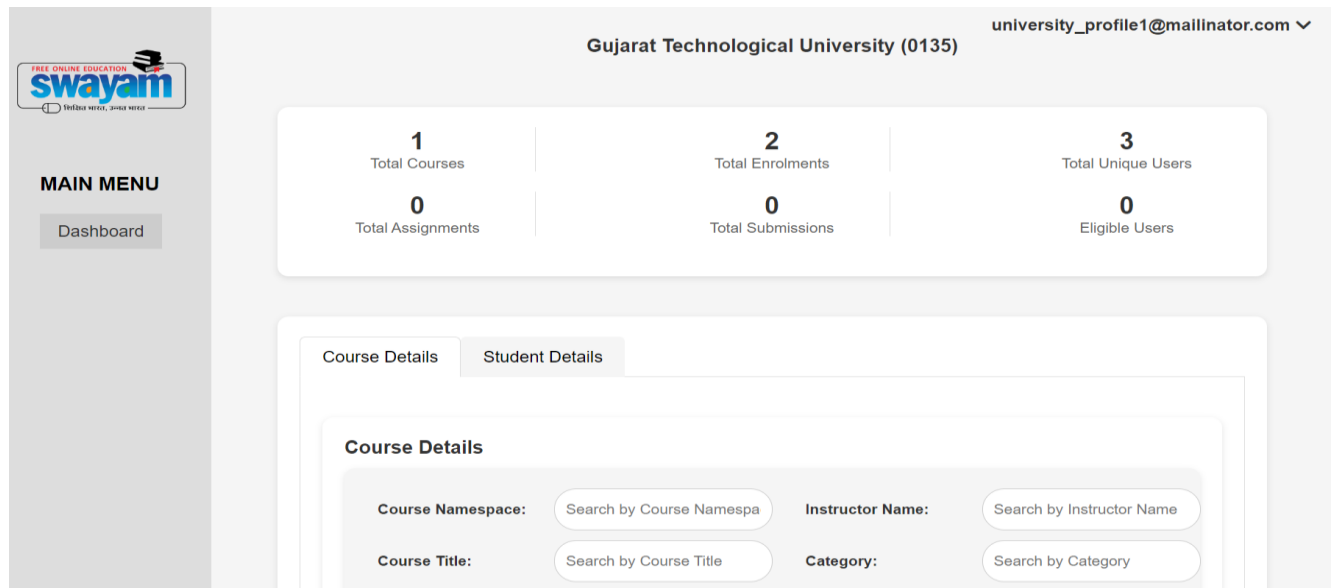
- On university dashboard, SWAYAM Nodal Officers can view the data such as the enrollments, unique users, course details, total submissions and other information associated with the students from their university who have enrolled in the SWAYAM courses.

- University dashboard consists of 2 tabs – **Course Details** and **Student Details**.

1.4 Course Details Tab:

- Course details page consists of all the courses associated with the university.

- SWAYAM Nodal Officers can search and view the course details by using filters such as Course Namespace, Course Title, Instructor Name and Category.

1.5 Student Details Tab:

- SWAYAM Nodal Officers download student's progress information using the Download CSV functionality.

भारत का राजपत्र
The Gazette of India

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असाधारण

EXTRAORDINARY

भाग III—खण्ड 4

PART III—Section 4

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

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अधिसूचना

नई दिल्ली, 25 मार्च, 2021

Qk- l a 1&100@2016 ¼, evksvksVh@b²&l kexh½.—विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 (1956 का 3) की धारा 12 के खंड (अ) के साथ पठित धारा 26 की उपधारा (1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और विश्वविद्यालय अनुदान आयोग ('स्वयं' के माध्यम से ऑनलाइन ज्ञानार्जन पाठ्यक्रमों की क्रेडिट रूपरेखा) विनियम, 2016 का अधिक्रमण करते हुए, उन विषयों को छोड़कर जिन्हें ऐसे अधिक्रमण से पहले किया गया है या करने के लिए छोड़ा गया है. विश्वविद्यालय अनुदान आयोग एतद्द्वारा निम्नलिखित विनियम बनाता है, अर्थात:—

1- y?kq 'kh"kZd vkSj çkjEHk%&¼d½ इन विनियमों को विश्वविद्यालय अनुदान आयोग (महत्वाकांक्षी युवाओं हेतु सक्रिय–ज्ञानार्जन के अध्ययन वेब के माध्यम से ऑनलाइन ज्ञानार्जन पाठ्यक्रमों के लिए क्रेडिट रूपरेखा) विनियम, 2021 कहा जाएगा।

¼[k½ ये विनियम शासकीय राजपत्र में प्रकाशन की तिथि से लागू होंगे।

2- vuqç; ksx%&ये विनियम लागू होंगे.–

¼d½ विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 की धारा 2 के खंड (च) के अधीन निर्दिष्ट किए अनुसार केन्द्रीय अधिनियम, प्रांतीय अधिनियम अथवा राज्य अधिनियम के अंतर्गत स्थापित या निगमित भारत के सभी विश्वविद्यालयों, ऐसे विश्वविद्यालय द्वारा मान्यता प्राप्त अथवा सम्बद्ध संस्थानों अथवा स्वायत्त महाविद्यालयों और उनसे सम्बद्ध गैर–स्वायत्त महाविद्यालयों, और उक्त अधिनियम की धारा 3 के अधीन सम विश्वविद्यालय, संस्थान अभिप्रेत है।

¼[k½ भारत में किसी भी उच्चतर शिक्षा संस्थान में नामांकित विद्यार्थी के क्रेडिट अंतरण अभिप्रेत है ।

3- i fjHkk"kk, %& (1) इस विनियम में, जब तक कि संदर्भ से अन्यथा अपेक्षित न हो,–

¼d½ "शैक्षणिक परिषद" से विश्वविद्यालय या सम विश्वविद्यालय संस्थान की अकादमिक परिषद अथवा 'स्वयं' के माध्यम से ऑनलाइन ज्ञानार्जन क्रेडिट पाठ्यक्रमों की अनुमति से संबन्धित निर्णय सहित अकादमिक मामलों के संबंध में निर्णय लेने के लिए विधिवत शक्ति प्राप्त संस्था या महाविद्यालय के अकादमिक निकाय अभिप्रेत है।

¼[k½ "शैक्षणिक सत्र" से प्रत्येक कैलेंडर वर्ष के जनवरी अथवा जुलाई, जैसा भी मामला हो, के महीने से आरंभ होने वाली बारह महीने की अवधि अभिप्रेत है।

¼x½ "अधिनियम" से विश्वविद्यालय अनुदान आयोग अधिनियम 1956 (1956 का 3) अभिप्रेत है।

¼?k½ "पाठ्यक्रम" से एक पेपर अभिप्रेत है जिसे विषयों के एक भाग के रूप में कम से कम एक सत्र के लिए पढ़ाया जाता है।

¼3½ "पाठ्यक्रम समन्वयक" से किसी शैक्षिक संस्थान के संकाय सदस्य और विषय विशेषज्ञ अभिप्रेत है जिसे राष्ट्रीय समन्वयक द्वारा चिन्हित किया गया हो और दिए गए विषय में 'स्वयं' पाठ्यक्रम को विकसित करने और डिलीवर करने का कार्य सौंपा गया हो।

¼p½ "क्रेडिट" से तात्पर्य उस इकाई को अर्जित करने से है, जिसके लिए विद्यार्थी ने उस इकाई के सन्दर्भ में ज्ञानार्जन के निर्धारित स्तर को प्राप्त करने के लिए अध्ययन का निर्दिष्ट समय पूरा कर लिया है और एक क्रेडिट के लिए अध्ययन के प्रयास का तात्पर्य किसी विद्यार्थी द्वारा कक्षा के शिक्षण में लगने वाले पंद्रह घंटे के समय के बराबर समय उस इकाई की सामग्री को समझने के लिए व्यतीत किया गया हो।

¼N½ "क्रेडिट पाठ्यक्रम" से एक पाठ्यक्रम अभिप्रेत है जो शैक्षणिक पाठ्यक्रम का पालन करता है और जिसके लिए इस विनियम के अंतर्गत क्रेडिट अंतरण की अनुमति प्राप्त है।

¼t½ "चतुर्थ पदीय दृष्टिकोण" से ई–ज्ञानार्जन प्रणाली अभिप्रेत है जिसके निम्नलिखित घटक हों, अर्थात;

     i.   पद–I एक ई–ट्यूटोरियल होगा जिसमें सुव्यवस्थित रूप में दृश्य और श्रव्य विषयवस्तु, एनिमेशन, सिमुलेशन, आभासी (वर्चुअल) लैब निहित हैं।

     ii.   पद–II एक विषयवस्तु होगी जिसमें ई–पुस्तकें/या शब्दावली, अध्ययन मामला, प्रायः पूछे जाने वाले प्रश्न, वीडियो व्याख्यान प्रतिलेखन और अन्य अध्ययन सामग्री निहित हैं।

     iii.   पद–III पाठ्यक्रम समन्वयकों और अन्य लोगों के साथ संदेह, राय और टिप्पणियों की चर्चा के लिए एक चर्चा मंच होगा।

     iv.   पद–IV एक स्वः मूल्यांकन होगा जिसमें बहुविकल्पीय प्रश्न समस्याएं, प्रश्नोत्तरी, असाइनमेंट और समाधान होंगे।

¼>½ "उच्चतर शिक्षा संस्थान" का अर्थ है किसी केंद्रीय अधिनियम, किसी प्रांतीय अधिनियम या राज्य विश्वविद्यालय अधिनियम के तहत स्थापित या गठित विश्वविद्यालय जिसे आयोग की धारा दो के खंड (च) के तहत संदर्भित किया जाता है, और एक ऐसी संस्था जिसे उक्त अधिनियम की धारा तीन के तहत सम विश्वविद्यालय माना जाता है , जो उच्च शिक्षा या अनुसंधान के क्षेत्र में पारंपरिक माध्यम से या मुक्त और दूरस्थ शिक्षा माध्यम से या ऑनलाइन माध्यम से पाठ्यक्रमों की पेशकश कर रहा है।

¼¥½ "मेजबान संस्थान" जो उस विनियमित प्राधिकरण द्वारा विधिवत मान्यता प्राप्त या अनुमोदित उच्चतर शिक्षा संस्थान अभिप्रेत है, जिससे पाठ्यक्रम की पेशकश कर रहे पाठ्यक्रम समन्वयक का संबंध है।

¼V½ "वृहद् मुक्त ऑनलाइन पाठ्यक्रम" से ऐसे ऑनलाइन पाठ्यक्रम अभिप्रेत हैं जो चतुर्थ पदीय दृष्टिकोण का पालन करते हुए शिक्षा शास्त्र के अनुसार विकसित किए जाते हैं।

¼B½ "राष्ट्रीय समन्वयक से राष्ट्रीय स्तर की एजेंसी या संस्थान अभिप्रेत हैं, जिन्हें केंद्र सरकार द्वारा ऑनलाइन पाठ्यक्रमों को बनाने के समन्वय के प्रयोजन और किसी निर्दिष्ट विषय या ज्ञानार्जन के स्तर में उनकी गुणवत्ता और वितरण के पर्यवेक्षण के लिए विनिर्दिष्ट किया गया हो।

¼M½ "मूल संस्थान" से वह उच्चतर शिक्षा संस्थान अभिप्रेत है जहां छात्र का नामांकन होता है।

¼<½ "पर्यवेक्षणाधीन (प्रोक्टर्ड) परीक्षा" से अनुमोदित व्यक्ति या प्रौद्योगिकी सक्षम पर्यवेक्षण के अधीन आयोजित परीक्षा अभिप्रेत है जो परीक्षण लेने वाले की पहचान और परीक्षण लेने वाले परिवेश, या तो पेन–पेपर पद्धति में या कंप्यूटर आधारित परीक्षण पद्धति में या पूर्ण ऑनलाइन पद्धति में जैसा अनुमत हो सकता है, की सत्यनिष्ठा को सुनिश्चित करती है।

¼.k½ "कार्यक्रम" से एक डिप्लोमा सहित, स्नातक या स्नातकोत्तर डिग्री कार्यक्रम अभिप्रेत है।

¼r½ "स्वयं बोर्ड" भारत सरकार के शिक्षा मंत्रालय द्वारा वृहद् मुक्त ऑनलाइन पाठ्यक्रम 'स्वयं' और 'स्वयं प्रभा' कार्यक्रम की देखरेख के लिए गठित बोर्ड अभिप्रेत है।

¼Fk½ ''स्वयं दिशानिर्देश'' से तत्कालीन भारत सरकार के मानव संसाधन विकास मंत्रालय, द्वारा 1 जुलाई 2017 को जारी 'स्वयं' के लिए ऑनलाइन पाठ्यक्रमों को विकसित करने के लिए दिशानिर्देश, समय–समय पर यथा संशोधित, अभिप्रेत हैं।

¼n½ ''स्वयं मंच'' से ऑनलाइन ज्ञानार्जन पाठ्यक्रमों की पेशकश के प्रयोजन से भारत सरकार के शिक्षा मंत्रालय द्वारा विकसित और कार्यात्मक सूचना प्रौद्योगिकी मंच अभिप्रेत है।

¼2½ ऐसे शब्दों और अभिव्यक्तियों का जिनका कोई अर्थ परिभाषित नहीं किया गया है, उन्हें क्रमानुसार दिए गए विनियम में प्रयुक्त अर्थ के समान माना जाएगा।

4- 'Lo;a' आधारित ऑनलाइन ज्ञानार्जन पाठ्यक्रम ¼&½ ¼d½ 'स्वयं' आधारित ऑनलाइन क्रेडिट पाठ्यक्रमों की अनुसूची को हर वर्ष के जनवरी और जुलाई सत्र से आरंभ होने वाले पारंपरिक शिक्षा सत्र के साथ श्रेणीबद्ध किया जाएगा।

¼[k½ 'स्वयं' आधारित ऑनलाइन क्रेडिट पाठ्यक्रमों का विकास, वितरण और मूल्यांकन केवल पाठ्यक्रम समन्वयक द्वारा किया जाएगा।

¼X½ राष्ट्रीय समन्वयक द्वारा 'स्वयं बोर्ड' के पूर्व अनुमोदन से 'स्वयं' दिशा–निर्देशों के अनुसार पाठ्यक्रम और पाठ्यक्रम समन्वयक को चिन्हित किया जाएगा।

¼?k½ पाठ्यक्रम समन्वयक मेजबान संस्थान के माध्यम से 'स्वयं' ऑनलाइन क्रेडिट पाठ्यक्रमों की पेशकश करेगा जो क्रेडिट अंतरण के लिए अंतिम अवधि पर्यवेक्षण (प्रोक्टर्ड) परीक्षा के पश्चात ग्रेड के साथ प्रमाण पत्र जारी करेगा।

¼3½ आगामी सत्र के लिए 'स्वयं' आधारित ऑनलाइन क्रेडिट पाठ्यक्रमों की सूची को प्रत्येक वर्ष जनवरी सत्र के लिए 01 नवंबर से पहले और जुलाई सत्र के लिए 1 जून से पहले 'स्वयं' मंच पर अधिसूचित किया जाएगा।

¼p½ सभी उच्चतर शिक्षा संस्थान 'स्वयं' आधारित ऑनलाइन क्रेडिट पाठ्यक्रमों की अधिसूचना की तारीख से चार सप्ताह के भीतर उप–विनियम (ङ) के अधीन इसके सक्षम प्राधिकारी के माध्यम से विचार करेंगे, 'स्वयं मंच' के माध्यम से प्रदान किए जा रहे ऑनलाइन शिक्षण पाठ्यक्रमों और उनकी अकादमिक आवश्यकताओं को ध्यान में रखते हुए, उन पाठ्यक्रमों पर निर्णय लेंगे, जिसके क्रेडिट अंतरण के लिए वे अनुमति प्रदान करेंगे।

¼N½ उप–विनियम (च) में निहित होने के बावजूद, वे सभी संस्थान किसी विशिष्ट कार्यक्रम में ऑनलाइन ज्ञानार्जन क्रेडिट पाठ्यक्रम के माध्यम से एक सत्र में कुल पाठ्यक्रमों के चालीस प्रतिशत तक की ही अनुमति प्रदान कर सकते हैं, जैसा कि 'स्वयं मंच' के माध्यम से प्रदान किया जाता है।

¼t½ शैक्षणिक परिषद अपने मूल संस्थान में छात्रों द्वारा अर्जित क्रेडिट के अंतरण की प्रक्रिया में तेजी ला सकती है।

¼>½ अकादमिक परिषद, विभाग के प्रमुख की सिफारिश पर क्रेडिट अंतरण के लिए 'स्वयं मंच' के द्वारा ऑनलाइन क्रेडिट पाठ्यक्रमों को अनुमोदित प्रदान करने के लिए अकादमिक डीन या अध्यक्ष, अध्ययन बोर्ड को अनुमति प्रदान कर सकती है।

¼¥½ 'स्वयं मंच' द्वारा ऑनलाइन ज्ञानार्जन के उचित और सुचारू संचालन की अनुमति देते समय यह सुनिश्चित किया जाएगा कि पाठ्यक्रमों को करने के लिए अनिवार्य भौतिक सुविधाओं जैसे कंप्यूटर सुविधाएं, पुस्तकालय आदि को मुफ्त और पर्याप्त मात्रा में, मूल संस्थान द्वारा उपलब्ध कराया जाएगा।

¼V½ मूल संस्थान पंजीकरण से लेकर क्रेडिट पाठ्यक्रम के पूरा होने तक छात्रों का मार्गदर्शन करने के लिए एक संकाय सदस्य को सुविधा प्रदाता के रूप में नामित करेगा।

5- ØfMV&vk/kkfjr ,evksvkslh dk ewY;kadu vkSj çek.ku ¼&½ ¼d½ मेजबान संस्थान और पाठ्यक्रम समन्वयक, 'स्वयं मंच' पर प्रस्तुत किए गए क्रेडिट–आधारित एमओओसी के लिए पंजीकृत छात्रों के मूल्यांकन के लिए उत्तरदायी होंगे।

¼[k½ किसी पाठ्यक्रम का अंतिम मूल्यांकन आंतरिक मूल्यांकन और सत्र की अंतिम परीक्षा पर आधारित होगा और आंतरिक मूल्यांकन (अधिकतम तीस प्रतिशत अंकों के साथ) चर्चा मंचों, प्रश्नोत्तरी, असाइनमेंट, सत्रीय परीक्षाओं जैसे माध्यमों पर आधारित होगी और किसी पाठ्यक्रम की पूर्ण मूल्यांकन योजना की घोषणा पाठ्यक्रम के शुभारंभ के समय की जाएगी।

¼X½ सत्र की अंतिम परीक्षा हेतु ऑनलाइन पद्धति को प्राथमिकता दी जाएगी, बशर्ते कि पाठ्यक्रम समन्वयकों को अंतिम परीक्षा संचालन की पद्धति अर्थात ऑनलाइन या पेन और पेपर, के बारे में निर्णय करने के लिए प्राधिकृत किया जाएगा और पाठ्यक्रम की पेशकश करते समय पाठ्यक्रम की समीक्षा में इसकी घोषणा की जाएगी।

¼?k½ सभी 'स्वयं' आधारित क्रेडिट पाठ्यक्रमों के लिए अंतिम अवधि की पर्यवेक्षण (प्रोक्टर्ड) परीक्षा पूरे देश में या तो 'स्वयं बोर्ड' द्वारा या भारत सरकार के शिक्षा मंत्रालय द्वारा अधिकृत किसी अन्य प्राधिकृत एजेंसी द्वारा आयोजित की जाएगी।

¼3½ परीक्षा के आयोजन और मूल्यांकन के पूरा होने के बाद, पाठ्यक्रम समन्वयक, घोषित मूल्यांकन योजना के अनुसार मेजबान संस्थान के माध्यम से अंक या ग्रेड प्रदान करेगा।

¼p½ ‘स्वयं’ आधारित क्रेडिट पाठ्यक्रम के सफलतापूर्वक पूरा होने के संबंध में एक प्रमाण पत्र पर राष्ट्रीय समन्वयक और मेजबान संस्थान के अधिकृत हस्ताक्षरकर्ता द्वारा हस्ताक्षर किए जाएंगे और इसे सत्र की अंतिम परीक्षा के परिणाम की घोषणा की तिथि से चार सप्ताह के भीतर ‘स्वयं मंच’ पर उपलब्ध कराया जाएगा।

¼N½ मूल संस्थान विद्यार्थी द्वारा प्राप्त अंक या ग्रेड को अंक तालिका में शामिल करेगा जिसकी गणना विश्वविद्यालय/सम विश्वविद्यालय संस्थान द्वारा डिग्री/डिप्लोमा के अंतिम अवार्ड के लिए की जाती है।

6- ‘स्वयं’ आधारित पाठ्यक्रम की क्रेडिट गतिशीलता। ¼क½ मूल संस्थान कार्यक्रम की क्रेडिट योजना में, ‘स्वयं मंच’ के माध्यम से ऑनलाइन ज्ञानार्जन पाठ्यक्रमों द्वारा अर्जित क्रेडिट के लिए विद्यार्थी को क्रेडिट के समान महत्व देगा।

¼ख½ कोई भी विश्वविद्यालय ‘स्वयं मंच’ के माध्यम से अर्जित पाठ्यक्रमों की क्रेडिट गतिशीलता के लिए किसी भी छात्र को इंकार नहीं करेगा ।

7- ‘स्वयं’ आधारित पाठ्यक्रम को मध्यम से विश्वविद्यालय के नियमों और विनियमों में बिनबाध रूप से अपनाने और शामिल करने के लिए। प्रत्येक उच्चतर शिक्षा संस्थान आधिकारिक राजपत्र में इन विनियमों के प्रकाशन की तिथि से चार सप्ताह के भीतर आवश्यक संशोधन करेगा, जैसा कि आवश्यक हो सकता है, उनके कानूनों, अध्यादेशों, नियमों और विनियमों में ‘स्वयं’ आधारित ऑनलाइन पाठ्यक्रमों के माध्यम से निर्बाध रूप से इन नियमों को अपनाने और शामिल करने के लिए आवश्यक हो ।

प्रो. रजनीश जैन, सचिव

[विज्ञापन–III/4/असा./556/2020−21]

UNIVERSITY GRANTS COMMISSION

NOTIFICATION

New Delhi, the 25th March, 2021

No. F. 1-100/2016(MOOCs/e-content).- In exercise of powers conferred by sub-section (1) of section 26 read with clause (j) of section 12 of the University Grants Commission Act, 1956 (3 of 1956) and in supersession of the UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulations, 2016, except as respects things done or omitted to be done before such supersession, the University Grants Commission hereby makes the following regulations, namely:-

1. Short title and commencement.- (1) These regulations may be called the University Grants Commission (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021.

(2) They shall come into force from the date of their publication in the official Gazette.

2. Application.- These regulations shall apply to,-

(a) all universities established or incorporated by or under a Central Act, Provincial Act or State Act as referred to under clause (f) of section 2 of the University Grants Commission Act, 1956, institution or college recognised by or affiliated to such universities and an institution deemed to be university under section 3 of the said Act.

(b) the transfer of credits of such students who are enrolled in any higher education institution in India.

3. Definitions.- (1) In these regulations, unless the context otherwise requires,-

(a) "academic council" means the academic council of the university or institution deemed to be a university or the academic body of the institution or college duly empowered to take decision regarding the academic matters including the decision regarding permitting online learning credit courses through Study Webs of Active Learning for Young Aspiring Minds (SWAYAM);

(b) "academic session" means the duration of twelve months commencing either in the month of January or in the month of July, as the case may be, of every calendar year;

(c) "Act" means the University Grants Commission Act, 1956 (3 of 1956);

(d) "course" means a paper which is taught for at least one semester as a part of a subject;

(e)   "course-coordinator" means a faculty member and subject matter expert belonging to an higher education institution, identified and entrusted with the task of developing and delivering SWAYAM Course in a given subject by a National Coordinator;

(f)   "credit" means the unit award gained as a learning outcome by a student by study efforts required to acquire the specified level of learning in respect of that unit and study effort for one credit means time required by a student to understand the contents equivalent to fifteen hours classroom teaching;

(g)   "credit course" means a course which follows an academic curriculum and for which credit transfer is permissible under these regulations;

(h)   "four quadrant approach" means the e-learning system that has the following components, namely:-

    (i)   Quadrant-I, which shall be an e-Tutorial containing video and audio content in an organised form, animations, simulations, virtual labs;

    (ii)   Quadrant-II, which shall be an e-Content containing e-Books or glossary, case study, frequently asked questions transcriptions of video lectures and any other study materials;

    (iii)   Quadrant-III, which shall be a discussion forum, for discussion of doubts, opinions and comments with course-coordinators and others;

    (iv)   Quadrant-IV, which shall be a self-assessment process that shall contain multiple choice questions, problems, quizzes, assignments and solutions;

(i)   "higher education institution" means a university established or incorporated by or under a Central Act, Provincial Act or State Act as referred to under clause (f) of section 2 of the Act, institution or college recognised by or affiliated to such university and an institution deemed to be a university under section 3 of the Act which is offering programmes through conventional mode or through open and distance learning mode or through online mode, in the area of higher education or research therein;

(j)   "Host Institution" means the higher education institution duly recognised or approved by the regulating authority, to which the course-coordinator offering the course belongs;

(k)   "Massive Open Online Courses (MOOCs)" mean such online courses which are developed as per the pedagogy following the four quadrant approach;

(l)   "National Coordinator" means a National level agency or institution designated as such by the Central Government, for the purpose of coordinating the production of the online courses and for overseeing their quality and delivery in a designated discipline or level of learning;

(m)   "parent institution" means the higher education institution where the student is enrolled;

(n)   "proctored examination" means the examination conducted under the supervision of approved person or technology enabled proctoring which ensures the identity of the test taker and the integrity of the test taking environment, either in pen-paper mode or in computer based testing mode or in full-fledged online mode, as may be permissible;

(o)   "programme" includes a diploma, undergraduate or postgraduate degree programme;

(p)   "SWAYAM Board" means the board constituted by the Government of India in the Ministry of Education to oversee Massive Open Online Courses, SWAYAM and SWAYAM Prabha programmes;

(q)   "SWAYAM guidelines" means the guidelines for developing online courses for SWAYAM programmes issued on the 1st June, 2017 by the Government of India in the *erstwhile* Ministry of Human Resource Development and as amended from time to time;

(r)   "SWAYAM platform" means an Information Technology platform developed and made functional by the Government of India in the Ministry of Education, for the purpose of offering online learning courses.

(2) Words and expressions used herein and not defined in these regulations but defined in the Act, shall have the same meanings as respectively, assigned to them in the Act.

4. **SWAYAM based online credit courses.-** (1) The schedule of the SWAYAM based online credit courses shall be aligned with the conventional education semester commencing in the month of January and July of every year.

(2) The SWAYAM based online credit courses shall be developed, delivered and assessed only by the course-coordinator.

(3) The course and course-coordinator shall be identified by the National Coordinator in accordance with the SWAYAM guidelines with the prior approval of the SWAYAM Board.

(4) The course-coordinator shall offer the SWAYAM based online credit courses through the Host Institution which shall issue the certificate with grades after the end term proctored examination for credit transfer.

(5) The list of SWAYAM based online credit courses for the ensuing semester shall be notified on the SWAYAM platform before the 1st November for the January semester and before the 1st June for the July semester, every year.

(6) All higher education institutions shall within four weeks from the date of notification of the SWAYAM based online credit courses under sub-regulation (5) shall consider through their competent authority the online learning courses which may be offered through the SWAYAM platform; and keeping in view their academic requirements shall decide upon the courses which they shall permit for credit transfer.

(7) Notwithstanding anything contained in sub-regulations (6), the higher education institution may allow only up to forty per cent. of the total courses, being offered in a particular programme in a semester, through the online credit course, through the SWAYAM platform.

(8) The academic council may expedite the process of transfer of credit earned by the student at their parent institution.

(9) The academic council may allow the Dean (Academics) or Chairman, Board of Studies, to approve the online credit courses of SWAYAM platform for credit transfer on the recommendation of the Head of the Department.

(10) For proper and smooth conduct of the online learning of credit course offered on SWAYAM platform, the parent institution shall ensure that the physical infrastuctures *viz,* computer facilities, library, etc, essential for pursuing such courses are made available for free and in adequate measure.

(11) The parent institution shall designate a faculty member as a facilitator to guide the students from registration till completion of the credit course.

5. **Evaluation and certification of credit-based MOOCs.-** (1) The Host Institution and the course-coordinator shall be responsible for evaluating the student registered for the credit-based MOOCs offered on SWAYAM platform.

(2) The final evaluation of a course shall be based on internal assessment and semester end examination and the internal assessment (with a maximum of thirty per cent. marks) based on instruments such as discussion forums, quizzes, assignments, sessional examinations and the complete evaluation scheme of a course shall be announced at the time of launch of the course.

(3) Online semester end examination shall be the preferred mode provided that the course-coordinator shall be authorised to decide on the mode of conducting the final examination, either through online mode or pen and paper mode and this shall be announced in the overview of the course at the time of offering of the course.

(4) The term end proctored examination for all the SWAYAM based credit courses shall be conducted either by the SWAYAM Board or by any other agency authorised by the Government of India in the Ministry of Education, across the country.

(5) After conduct of the examination and completion of evaluation, the course-coordinator, through the Host Institution, shall award marks or grades, as per the evaluation scheme announced.

(6) A certificate regarding successful completion of the SWAYAM based credit course shall be signed by the National Coordinator and authorised signatory of the Host Institution and shall be made available on

SWAYAM platform within four weeks from the date of declaration of the semester end examination result.

(7)   The parent institution shall incorporate the marks or grades obtained by the student in the marks sheet that counts for final award of the degree or diploma by the university or Institution deemed to be a university.

6.   Credit Mobility of SWAYAM based Courses.- (1) The parent institution shall give the equivalent credit weightage to the student for the credits earned *vide* online learning credit courses through SWAYAM platform, in the credit plan of the programme.

(2)   No university shall refuse any student for credit mobility of courses earned through SWAYAM platform.

7.   Amendments in rules and regulations for seamless integration through SWAYAM based online courses.- Every higher education institution shall within four weeks from the date of publication of these regulations in the Official Gazette make the necessary amendments, as may be required, in their statutes, ordinances, rules and regulations to adopt and incorporate the provisions of these regulations for seamless integration through SWAYAM based online courses.

Prof. RAJNISH JAIN, Secy.

[ADVT.-III/4/Exty./556/2020-21]

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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1

(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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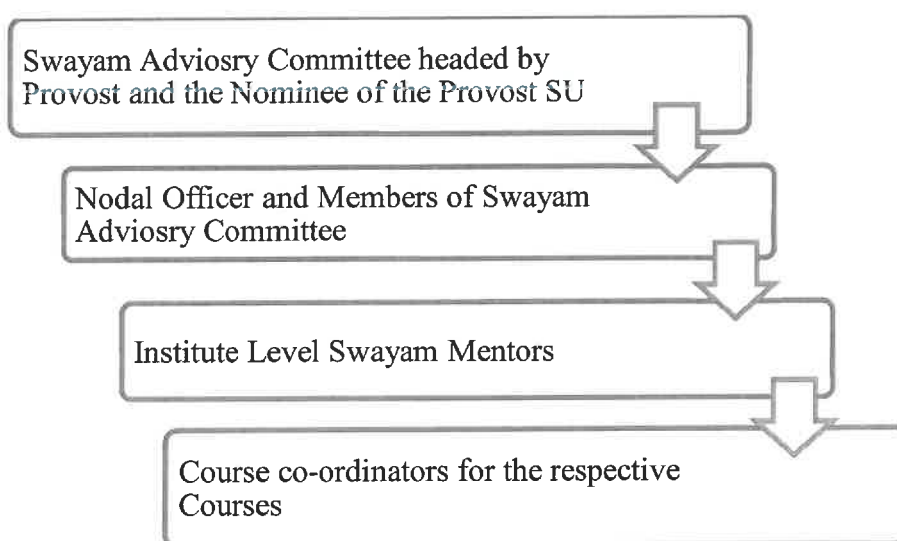
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2

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:

Swayam Adviosry Committee headed by Provost and the Nominee of the Provost SU

Nodal Officer and Members of Swayam Adviosry Committee

Institute Level Swayam Mentors

Course co-ordinators for the respective Courses

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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4

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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5

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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6

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:

Not withstanding 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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8

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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9