SARVAJANIK UNIVERSITY
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Proposed Guidelines for Selection and Implementation of MOOCs at Sarvajanik University (A.Y. 2025–26)

This guideline is framed as per UGC SWAYAM Regulation 2021 (https://swayam.gov.in/about_university) and is applicable to all constituent institutes of Sarvajanik University from A.Y. 2025–26 onwards. It governs the approval, delivery, assessment, and credit transfer of MOOCs under SWAYAM.

1. Selection of MOOCs by Constituent Institutes

- ❖ To implement SWAYAM MOOCs, each institute must establish the SWAYAM-NPTEL Local Chapter and nominate the SU appointed Institute level SWAYAM Mentors as SPOC (Single Point of Contact). These Local Chapters will work in coordination with SU.
- ❖ Institutes can select SWAYAM-approved MOOCs offered by national coordinators such as AICTE, NPTEL, UGC, CEC, IGNOU, IIMB, and NITTTR.
- ❖ The selected MOOCs should be aligned to the courses in SU curriculum in terms of credit, teaching hours as well as content i.e. the selected MOOCs should have the credit(s) as per the teaching scheme of the course in SU curriculum against which the MOOC is offered. The teaching hours of the selected MOOCs should be in close alignment of the teaching hours of the course in SU curriculum. The contents of the selected MOOCs should be relevant to the branch/discipline.
- ❖ For the selected MOOCs, Institutes must take approval in their Board of Studies (BoS) and further from academic Council of SU.
- ❖ MOOCs are preferably offered for elective courses. The MOOCs in substitution of core course are allowed only if fully mapped and explicitly approved by BoS.
- ❖ Institute shall prepare the list of MOOCs to be offered for the respective programme twice a year – In June (for odd semester) and in January (for even semester). The list shall be made available to the students stating the semester before which the course needs to be studied to get the exemption from any existing regular courses. The list shall be displayed on the notice-boards, intranet and/or internet as applicable and can be circulated to the student groups through the official emails.
- ❖ Institutes must ensure that the students select the MOOCs from the published list of MOOCs and apply for the SWAYAM MOOCs through the local chapter of their own institute.
- ❖ Institutes are required to submit the list of the MOOCs selected by the students and their enrolment details to SU through Institute level SWAYAM Mentors within deadline given by SU SWAYAM Committee.
- ❖ Institutes must ensure that the total number of MOOCs selected by the students throughout their program should not exceed 40% of the total courses in their regular SU curriculum.

- Institutes are required to appoint subject coordinator for each SWAYAM MOOC offered to their students.
- Subject coordinators are responsible to take care of student registration for the MOOCs, timely submission of the required assignments, and final exam registration.
- The final exam of SWAYAM MOOCs can be conducted either by SWAYAM National coordinator or by Sarvajanik University. (According to UGC guidelines https://swayam.gov.in/about_university).
- Institute can ask SU to conduct final exam for the selected MOOC(s). If SU permits for such exam conduction, the institute must ensure that all the students enrolled for the same MOOCs must appear for the exam conducted by SU only. Conduction of examination at SU is completely optional.
- The institutes are required to inform the enrolled students about the conduction of the examination.
- In case of examination by SWAYAM National coordinator, the subject coordinator is required to submit the list of students who have completed the MOOCs to SU through Institute level SWAYAM mentor before commencement of the semester for the students in which the MOOC is proposed (Refer Point 5 for further details). The subject coordinator is responsible to apply marks conversion formula (as given in Point 5) onto the marks obtained by student in MOOC certificate to further enter it into SU ERP system.
- In case of examination by SU, the term end examination will be conducted by SU (as per the policy (https://sarvajanikuniversity.ac.in/upload/Sarvajanik_ULearn/SU-0635%20SU%20SWAYAM%20Regulations%20and%20SOP.pdf). The institute mentor in close association with subject coordinator is required to submit internal marks (fetched from the SWAYAM portal) to SU for final result generation.

2. Selection of MOOCs by Students

- Student of any constituent institute of SU can select the MOOCs only from the published list of MOOCs by his/her institute.
- Students can apply/register for the selected SWAYAM MOOCs through the local chapter of their own institute. Prior to registration in the selected MOOC, students are required to take permission from his/her Head of Department (HOD), and Dean of Faculty/Principal of their institute.
- Students have to complete all the assignments (quizzes) as per the criteria of the selected MOOCs and earn the internal marks.
- As discussed above, the final exam for the MOOCs can be conducted either by SWAYAM National course coordinator or by Sarvajanik University.
- In case of examination by SWAYAM National coordinator, the students are required to register for the proctored examination by paying the registration fees. After completion of the examination, the students can submit the result before commencement of the appropriate semester of the selected MOOCs. The students who are failed or absent or not-satisfies with the grades in the selected MOOC, must clear/pass the regular examination of professional elective/core course in their curriculum against which the selected MOOC was offered. Once student produce his SWAYAM certificate/exam score report to SU, he will get exemption in the corresponding professional elective/core course in the appropriate

semester and will get credit transfer. Once credit is transferred, the MOOC cannot be withdrawn or replaced.

❖ In case of examination conducted by SU, the students must appear for term end examination for the MOOC exam conducted by SU. The SU examination rules and regulations are applicable for failure/absentees of the students. The internal marks of all the students will be received by SU from the institute. The students will earn the credit, after passing the subject at SU.

❖ In both the cases of examinations, the grade of the student for the selected MOOC will be calculated using the official SU grade-conversion formula (given in Point 4).

3. Credit Mapping and Grade Calculation

❖ On successful completion of the SWAYAM MOOCs, students will earn the credit same as the credit of the elective/core courses mentioned in the SU curriculum against which the institute has offered the MOOCs.

❖ The name of cleared MOOC will be printed in the marksheet against the subject for which the exemption is given. University will assign a unique subject code for each offered MOOC.

❖ Marks (Assignment + proctored exam) shown in the SWAYAM MOOC certificate will be considered for the calculation of CAT/CCE as well as TEE/SEE component of the regular course in SU curriculum against which the MOOC has offered. The same will be considered for the calculation of SPI, CPI & CGPA. Grades (or SPI because) of MOOCs will be considered for gracing in other subjects as per the university norms.

❖ The following marks-conversion formula is being applied at Institute level to calculate the marks for SU grade sheet from the MOOC certificate produced by the students.

- $$\textbf{CAT/CCE Marks} = \frac{\textbf{SU Max Marks (CAT/CCE)} * \textbf{obtained MOOC Assignment Marks}}{\textbf{MOOC Max.Assignment Marks}}$$

- $$\textbf{TEE/SEE Marks} = \frac{\textbf{SU Max Marks (TEE/SEE)} * \textbf{obtained MOOC Final Exam Marks}}{\textbf{MOOC Max.Final Exam Marks}}$$

❖ Note: **CAT** (Continuous Assessment Theory), **CCE** (Continuous and Comprehensive Evaluation), **TEE** (Term End Exam), **SSE** (Semester End Exam)

❖ In addition, the following Table 1 is being used for credit mapping as per the number of weeks mentioned on the MOOCs platform.

❖ **Table 1 Credit Mapping**

Number of Weeks mentioned in MOOC	Number of Credits to be Transferred
4	1
6 or 8	2
12	3
10	3 or 4 (as mentioned in the MOOC)
14 or 15	5

4. Academic Bank of Credits (ABC)

❖ MOOC credits shall be deposited into the Academic Bank of Credits as per NEP-2020 norms.

5. Program-wise MOOC Implementation Rules

❖ **For Bachelor of Technology Programs**

- The MOOCs should be preferably offered against the Professional/Open Electives courses of the regular SU curriculum in the Semester 5, Semester 6 and Semester 7.
- The students who clear MOOC(s) before the commencement of the 5th or 6th or 7th semester will be given exemption from the corresponding Professional/Open elective courses of the 5th or 6th or 7th semester respectively.
- The students who are not taking/not completing/not satisfied with the result of the selected MOOCs will have to study the corresponding Professional/Open elective courses offered in the 5th or 6th or 7th semester.
- The student who opted and cleared MOOCs, their result (in %) will be considered for the final course grade as per the university norms.

❖ **For Master of Technology Programs**

- The MOOCs should be preferably offered against the Professional/Open Electives courses of the regular SU curriculum in the Semester 2, Semester 3.
- The students who clear MOOC(s) before the commencement of the 2nd or 3rd semester will be given exemption from the corresponding Professional/Open elective courses of the 2nd or 3rd semester respectively.
- The students who are not taking/not completing/not satisfied with the result of the selected MOOCs will have to study the corresponding Professional/Open elective courses offered in the 2nd or 3rd semester.
- The student who opted and cleared MOOCs, their result (in %) will be considered for the final course grade as per the university norms.

❖ **For Master in Computer Application (MCA) Program**

- The MOOCs should be preferably offered against the Professional/Open Electives courses of the regular SU curriculum in the Semester 3.
- The students who clear MOOC(s) before the commencement of the 3rd semester will be given exemption from the corresponding Professional/Open elective courses of the 3rd semester.
- The students who are not taking/not completing/not satisfied with the result of the selected MOOCs will have to study the corresponding Professional/Open elective courses offered in the 3rd semester.
- The student who opted and cleared MOOCs, their result (in %) will be considered for the final course grade as per the university norms.

❖ **For Integrated MCA (IMCA) Program**

- The MOOCs should be preferably offered against the Professional/Open Electives courses of the regular SU curriculum in the Semester 5, Semester 6, Semester 7 and Semester 8.
- The students who clear MOOC(s) before the commencement of the 5th or 6th or 7th or 8th semester will be given exemption from the corresponding Professional/Open elective courses of the 5th or 6th or 7th or 8th semester respectively.
- The students who are not taking/not completing/not satisfied with the result of the selected MOOCs will have to study the corresponding Professional/Open elective courses offered in the 5th or 6th or 7th or 8th semester.
- The student who opted and cleared MOOCs, their result (in %) will be considered for the final course grade as per the university norms.

❖ **For MBA Program**

- The MOOCs should be preferably offered against the Professional Ability Enhancement / Elective courses of the regular SU curriculum in the Semester 2, Semester 3 and Semester 4.
- The students who clear MOOC(s) before the commencement of the 2nd or 3rd or 4th semester will be given exemption from the corresponding courses of the 2nd or 3rd or 4th semester respectively.
- The students who are not taking/not completing/not satisfied with the result of the selected MOOCs will have to study the corresponding Professional Ability Enhancement / Elective courses offered in the 2nd or 3rd or 4th Semester.
- The student who opted and cleared MOOCs, their result (in %) will be considered for the final course grade as per the university norms.

❖ **For BBA/BCA/BCom/LLB/BSC Programs**

- The MOOCs should be preferably offered against the Skill Enhancement Courses (SEC) / Ability Enhancement Courses (AEC) / Value Added Courses (VAC) / Indian Knowledge System (IKS) of the regular SU curriculum in the Semester 2, Semester 3, Semester 4, Semester 5, and Semester 6.
- The students who clear MOOC(s) before the commencement of the 2nd or 3rd or 4th or 5th or 6th semester will be given exemption from the corresponding courses of the 2nd or 3rd or 4th or 5th or 6th semester respectively.

- The students who are not taking/not completing/not satisfied with the result of the selected MOOCs will have to study the corresponding SEC/AEC/VAC/IKS courses offered in the 2nd or 3rd or 4th or 5th or 6th Semester.
- The student who opted and cleared MOOCs, their result (in %) will be considered for the final course grade as per the university norms.

❖ **For BArch / BVA/ BID Programs**

- The MOOCs should be preferably offered against the Skill Enhancement Courses (SEC) / Ability Enhancement Courses (AEC) / Value Added Courses (VAC) / Indian Knowledge System (IKS) of the regular SU curriculum in the Semester 2, Semester 3, Semester 4, Semester 5, and Semester 6.
- The students who clear MOOC(s) before the commencement of the 2nd or 3rd or 4th or 5th or 6th semester will be given exemption from the corresponding courses of the 2nd or 3rd or 4th or 5th or 6th semester respectively.
- The students who are not taking/not completing/not satisfied with the result of the selected MOOCs will have to study the corresponding SEC/AEC/VAC/IKS courses offered in the 2nd or 3rd or 4th or 5th or 6th Semester.
- The student who opted and cleared MOOCs, their result (in %) will be considered for the final course grade as per the university norms.