स्वामी राम हिमालयन विश्वविद्यालय
Swami Rama Himalayan University

GUIDELINES TO IMPLEMENT THE SWAYAM/MOOC ONLINE COURSES IN THE UNIVERSITY

Approved by the Academic Council in its 21st Meeting held on
26th September, 2020

Swami Rama Himalayan University

Swami Ram Nagar, Jolly Grant- 248 016, Dehradun, Uttarakhand

SWAMI RAMA HIMALAYAN UNIVERSITY

Guidelines to implement the SWAYAM/MOOC online courses in the University

In pursuance to the *Gazette Notification No. 295 dated 19th July 2016* of University Grants Commission notifying the "UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulations, 2016" for adoption of MOOCs (Massive Open Online Courses) through SWAYAM (Study Web of Active Learning by Young and Aspiring Mind) platform, Swami Rama Himalayan University has framed the following guidelines for implementation of Online courses in all the constituent colleges/schools of the University:

1. These guidelines shall be called the "Guidelines to implement the SWAYAM/ MOOCs/ other authorized online courses (OAOC), in the University".

2. These guidelines shall apply to the transfer of credits of such students who are enrolled as students in any of the constituent college/school of the University.

3. These shall come into force from the date of approval of the Academic Council of the University.

4. The procedure for adopting Online Learning Courses:

   4.1 The Principal Investigator (PI), a Subject Matter Expert entrusted by the National MOOCs Coordinator (NMC) or equivalent agency, will offer the online learning courses for the forthcoming Semester through an institution (called Host Institution). The courses will be made available through the online portal twice a year (for odd semester and even semester).

   4.2. Once the list of online learning courses to be offered in the forthcoming Semester is available on SWAYAM/NPTEL (National Programme on Technology Enhanced Learning)/ Authorized Portal Offering Online Courses (APOOC), Heads of the constituent colleges/schools shall notify a list of courses from SWAYAM/NPTEL portal/APOOC keeping in view the academic requirements of students, subject to the approval of Academic Council of the University.

   4.3 The Heads of the constituent colleges/schools will recommend the courses of SWAYAM/NPTEL/OAOC to the Authorities of the University, if:

      4.3.1   There is non-availability of suitable teaching staff or running a course in the college/school.

      4.3.2   The facilities for offering the elective papers (courses), sought for by the students are not on offer in the college, but are available on the SWAYAM/NPTEL/APOOC platform.

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4.3.3 The courses offered on SWAYAM/NPTEL/APOOC would supplement the teaching-learning process in the college.

4.4 The Heads of the constituent colleges/schools shall ensure that the physical facilities like laboratories, computer facilities, library etc., as essential for pursuing the courses, are available inadequate measure.

4.5 Every student is required to register for and complete (minimum) one course out of those offered by the constituent colleges/schools and pay for the certification registration fee on the online platform of the portal meant for it.

4.6 The constituent college/school must designate a Online Course Coordinator (OCC) in the irrespective college/school along with a relevant course faculty (for each SWAYAM/NPTEL/OAOC course) who will be responsible to guide the students throughout the course and to facilitate/conduct the Lab/Practical sessions/examinations. The OCC will monitor compliance of these guidelines, keeping the Head apprised of the progress, time to time, and also collect relevant documents from each online course faculty for record purposes, at the end of a course.

5. Evaluation and Certification of SWAYAM/MOOCs/Online courses:

5.1 The Host Institution and the PI shall be responsible for evaluating the students registered for the MOOCs course launched by him/her.

5.2 The evaluation done by the Host Institution shall be based on predefined norms and parameters and shall be on a comprehensive evaluation throughout the length and breadth of course based on specified instruments like discussions, forums, quizzes, assignments, sessional examinations and final examination.

5.3 The examination for certification may be in online mode or a pen & paper mode as decided by PI and Host Institution. This shall be announced by the PI/Host Institution in the overview of the Course at the time it is offered.

5.4 Incase, a pen and paper final examination is to be conducted, the same shall be offered through any college/school volunteering to conduct the same. The decision in this respect will be of the PI and the Host Institution.

5.5 After conduct of the examination and completion of the evaluation, the PI through the Host Institution shall award marks/grade as per the evaluation scheme announced.

5.6 The final marks/grade shall be communicated to the students as well as the constituent college/school/SRHU generally within four weeks from the date of completion of the final examination.

5.7 The constituent college/school shall forward the marks/grade to the Office of the Controller of Examinations to incorporate into mark sheet/grade card of the students.

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5.8 The Office of the Controller of Examinations shall give the equivalent credit weightage to the students for the credits earned through online learning courses (not more than 20% of courses in any semester).

5.9 These marks/grade will be reflected on the student's mark sheet/grade card and may be counted for final award of the degree/diploma by the University.

5.10 The courses in which Lab/Practical Component is involved, the constituent colleges/schools shall evaluate the students for the practical/lab component and the marks/grade obtained by the students be forwarded to the Office of the Controller of Examinations for incorporation into marks sheet/grade card.

5.11 The PI through its Host Institution will send to constituent college/school/SRHU Certificate(s) in respect of all those students who would have successfully completed the MOOCs course. Heads of constituent colleges/schools will ensure the award of these certificates to the concerned students.

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