



GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM

Hathkhowapara, Azara, Guwahati 781017

Date-9th October 2024

NOTIFICATION

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

(Approved vide Academic Council Resolution: AC.7/2024-09/04 dated 14th September 2024 and Board of Management Resolution: BOM.5/2024-09/05 dated 24th September 2024)

SWAYAM is the indigenous platform of the MHRD, Govt. Of India providing an integrated portal and platform for hosting Massive open online courses (MOOCs). The Massive Open Online Course (MOOC) is a web-based learning platform that offers a range of courses with the goal of encouraging widespread online access and interactive engagement.

Massive Open Online Courses (MOOCs) are online courses following the four quadrant approach consisting of video, text, self assessment and learn more. The National Education Policy (NEP), 2020 has put significant emphasis on MOOCs by allowing students to opt for up to 40 per cent of the courses through such platforms.

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

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

Girijananda Chowdhury University (GCU) shall offer MOOCs course through the SWAYAM platform in UG, PG and PhD levels of study.

I. Procedures for implementation of MOOCs course through the SWAYAM platform (www.swayam.gov.in)

1. Girijananda Chowdhury University (GCU) shall make 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

Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017



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. GCU shall constitute a SWAYAM Advisory Committee headed by the Vice-Chancellor or his nominee for all SWAYAM-related issues at the University level.
3. The University shall designate a faculty member as the Nodal Officer as a single point of contact for SWAYAM who may also be the Coordinator of the SWAYAM Advisory Committee to ensure seamless access to all SWAYAM-related information.
4. The details of the Nodal Officer shall be published on the GCU website.
5. During the registration process on the SWAYAM platform, the Nodal Officer shall upload the approval document from the University for adopting SWAYAM courses (As referred in point 1 above). After verification of the approval document by UGC, the login credentials will be sent to the Nodal Officer.

II. 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.

III. SWAYAM Course Selection and Awareness by the 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.


9/10/24

Registrar
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Azara, Guwahati - 781017



GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM
Hathkhowapara, Azara , Guwahati 781017

IV. 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 Level.
2. 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 and shall ensure that all SWAYAM Mentors shall review and understand the course requirements.
3. The SWAYAM Mentors to facilitate timely registration of students for the SWAYAM course(s) approved by the University.
4. 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.
5. Each Department in the University can allow up to 40 per cent of courses from the SWAYAM platform.
6. The level of the online courses selected by a student shall be similar to the elective or optional minor or any interdisciplinary minor course offered in offline mode.

V. Responsibilities of the SWAYAM Mentors in the University Department

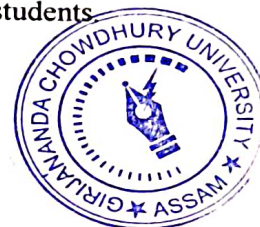
The SWAYAM Mentors shall identify MOOCs courses available through the SWAYAM platform. While selecting the course the mentors shall ensure that the credit of the course may be equivalent to the course offered by the university in regular mode.

However, with the permission of the concerned department, reallocation of the credits to higher or lower level than those prescribed by the MOOCs may be affected based on the actual student efforts involved and as allowed by the respective National coordinator.

1. The SWAYAM Mentors in each university Department shall inform the COE's office regarding the online courses taken by students at the beginning of the Semester so that the names and codes of the course shall be included in the mark sheet for students.

Registrar

Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017



2. To synchronize the course from SWAYAM and the University, the Mentors from University Department 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.
3. The SWAYAM mentor shall encourage students to register for the selected MOOCs course and monitor their progress in the course.
4. The Mentor shall ensure students' registration for examination once the SWAYAM portal is open for examination registration.
5. The Mentor shall motivate students for timely completion of internal assessment.
6. The Mentor shall also address the grievances of the students and shall take the help of the Head of the Department and Dean of the School in this regard, if necessary.
7. The marks of the online course shall be collected by the SWAYAM Coordinator(SPOC) and submitted to the office of the Controller of Examinations (COEs) for preparing mark sheets and declaring results.

VI. Functions of SWAYAM Nodal Officer in the University

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.

VII. Role of the students



Registrar

Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017



1. The credit courses can be selected by the students in such a way that the credit is equivalent to the course offered by the University. Otherwise, notified by the concerned department and permitted by the COE for a credit transfer.
2. Enrolment and successful completion of a course are entirely the responsibility of the student concerned and University is not responsible for any lapses.
3. Students shall take responsibility for learning and completing the course within the stipulated period.
4. Students shall take responsibility for timely submission of assignments on or before the due date which is required for internal assessment.
5. Students shall fill up the examination form and pay the required examination fee in case of obtaining certificate from the MOOCs source.
6. In case a student is unable to complete a course successfully, she/he will clear the paper in subsequent semester.
7. Upon successful completion of the course, the copy of the certificate awarded to the student should be submitted to the concerned departmental Coordinators by the students for further reporting to the CoE office and also for the purpose of record keeping.

VIII. Evaluation and certification of credit-based MOOCs by National coordinators

1. Unless specified otherwise by the university, the Course Coordinators who is responsible for preparation of the course content shall be responsible for evaluating the papers of the student registered for the credit-based MOOCs offered on the SWAYAM platform.
2. 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.
3. After the conduct of the examination and completion of the evaluation, the course coordinator, through the Host Institution, shall award marks or grades, as per the evaluation scheme announced.
4. A certificate regarding successful completion of the SWAYAM-based credit course shall be signed by the National Coordinator and authorized signatory of the Host institution and shall be made available on the SWAYAM platform
5. The Controller of Examinations office of the University shall incorporate the marks or grades obtained by the students in the mark sheet that counts for final awards of the certificate or diploma or degree.



Registrar

Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017



IX. Evaluation and certification of credit-based MOOCs

As per the UGC Framework for Universities to conduct Examination for SWAYAM Courses notified on 27th August 2024, available at https://www.ugc.gov.in/pdfnews/4040078_FRAMEWORK-FOR-UNIVERSITIES-TO-CONDUCT-EXAMINATIONS-FOR-SWAYAM-COURSES-1_0001.pdf, GCU shall follow the necessary steps to conduct the SWAYAM examination.

X. SWAYAM Examination can be conducted in two different ways:-

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

1. GCU shall be responsible for setting the Question papers, evaluation of answer scripts and declaration of examination results.
2. 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. 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.
3. 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.
4. 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.
5. 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.



Registrar
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Azara, Guwahati - 781017



GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM

Hathkhowapara, Azara , Guwahati 781017

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

XI. 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 taken from MOOCs.

XII. Removal of Difficulties: Notwithstanding anything contained above, the Vice-Chancellor shall have the power to remove any difficulty faced in the implementation of the above regulation.



Prof. Dipankar Saha
Registrar
Girijananda Chowdhury University, Assam

Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017





STANDARD OPERATING PROCEDURE(SOP)
for SWAYAM COURSES

A. Definitions:

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

As regards to GCU, Dean (Academic) shall officiate as the SWAYAM Nodal Officer.

2. **SWAYAM Mentor:** Every department, offering SWAYAM courses shall appoint a SWAYAM Mentor for every course offered by the department. Ideally a mid-level faculty member shall be assigned as a SWAYAM Mentor.

B. SOP :

1. At the beginning of the semester the Nodal officer shall identify the SWAYAM courses to be offered in consultation with the academic departments and place before the SWAYAM Advisory Committee for approval.
2. After approval of the SWAYAM Advisory Committee, the departments offering SWAYAM courses shall appoint SWAYAM Mentor for each of the course to be offered by the department.
3. The SWAYAM Mentor shall ensure and facilitate timely registration of students for the course/courses to be offered by the department through the SWAYAM platform. The Mentor shall organize awareness/sensitization programmes among the students about the SWAYAM courses selected by the Department.
4. The SWAYAM mentor shall ensure that the students who have registered in the SWAYAM courses, actively participate in the course transactions (browsing video lectures, PDF, text etc.) and attend the discussion forum, Quizzes, Assignments etc. In essence, the SWAYAM mentor shall play the role of a learning facilitator.



GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM

Hathkhowapara, Azara , Guwahati 781017

5. The HOD shall prepare the list of the students offering SWAYAM courses and submit to the Nodal officer within one month from the commencement of the courses.
6. The Nodal officer shall prepare the schedule of the SWAYAM end semester exam in consultation with the Head of the departments.
7. The Controller of Examination (COE) will hold and declare the SWAYAM end semester exam results and upload the particulars in the ABC platform.



Prof. Dipankar Saha
Registrar
Girijananda Chowdhury University, Assam



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