Definitions:
SWAYAM
SWAYAM is the indigenous platform of the MHRD, GOI providing an integrated portal and platform for hosting Massive open online courses (MOOCS) developed under the aegis of NME-ICT. Government of India adopted the MOOCs concept to supplement the formal education system in the country from high school to higher education, named aptly as the "Study Webs of Active-Learning for Young Aspiring Minds" (SWAYAM). It hosts various courses based on curriculum, continuing education and skill.

MOOCs: Massive Open Online Courses (MOOCs) are such online courses which are developed as per the pedagogy stated herein and following the four quadrant approach consisting of video , text, self assessment and learn more.

     Course: 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 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.
Subject: shall mean a specific area under a discipline (Example: Physics) taught in an educational institution consisting of specific programme/ courses, resulting in the award of a certificate/ diploma/ degree shorter duration.
National Coordinator (NC): National Coordinators are the Institutions that have been so designated by the Ministry and assigned a specific sector or preparation of online courses for SWAYAM. UGC is the NC for developing Non-Technology PG Courses.
Course Coordinator (CC):   A Subject Matter Expert (SME) belonging to a reputed educational institution/Industry or a specialist in the field identified and entrusted with the task of developing online course.
Host Institution -An educational institution who offers the MOOC on SWAYAM is called Host Institution. The host institution facilitates conducts the examination, evaluation and award and transfer of credits. On successful completion of each course, the Host Institution offering the MOOCs course would issue the certificate, along with the number of credits and grades, through which the student can get credits transferred into his marks certificate issued by his/her parent institution.
Parent Institution- A parent institution is where a prospective learner is enrolled in a particular program and may further opt for a particular MOOC/s hosted on SWAYAM.
On successful completion of each course, the host institution offering the Online Course would issue the certificate, along with the number of credits and grades, through which the student can get credits transferred into his/her grade

The process of MOOCs development and delivery shall consist of the following four steps which are further explained below :

    I.   **Course-Coordinator Details**
    II.   **Online Proposal for Development and Delivery of MOOCs**
    III.   **Course Content/Deliverables**
    IV.   **Declaration**

StepI:- <u>Filling up of Course-Coordinator Details:-</u>
The Course-Coordinators have to create their login through providing i.e. email Id and password at the time of registration.

StepII:- Filling up of Online Proposal for Development and Delivery of MOOCs:-
Online Proposal for MOOCs development shall consist of the following and shall be submitted to the UGC online.

A. Course Details:-

SI NO	Deliverables	Description	Remarks
2.0	**Course Title** Overview along with pedagogy *	The course title- to give clear indication of content	Title of the Course (Choose from drop down menu)
2.1	**Subject**	Discipline	(e.g. Physics, Geology, etc.)
2.2	**Medium of Instruction**	English /Hindi /Sanskrit /foreign language	
2.3	**Applicant category**	1. Funded university (12B of UGC)	(Choose from drop down menu)
2.4	**Types of Course**	1. Credit One credit will be equivalent to 10 hours of learning including participating in discussion forums and other interactions, working on assignments and activities designated for the course etc.	Online Course is Cleared by a University/ Institute. That the University/ Institute agrees to issue certificate(s) and 'Transfer the Credits' to registered Students under SWAYAM that are existing as regular & enrolled students from a recognized University/Institute across the country and shall follow, the UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016, a 'Gazette Notification' issued on 19th July, 2016.
2.5	**Nature of Course**	Core / Elective	Core:- Elective:-
2.6	**Course objectives**	Define the overall objectives of the complete course including the expected learning outcome of the course.	Preferably give the learning outcomes point wise
2.7	**Course Description** &	The course for the purpose of MOOC shall be:	Description should contain

	Outline	a) A part of approved curriculum being taught in an Indian University b) A paper which is taught for atleast one semester as a part of the MastersCurriculum. c) Having a Proctored examination in the end resulting in award of credits. certification-ready: - a) Able to meet the needs of life-long learners. Note :- Independent courses which may not be part of any set curriculum and may be taught as awareness courses, continuing education programme and for training of specific skill sets, shall be submitted separately as NonCredit Course.	250 to 300 words.
2.8	**Give brief about course content / curriculum - Topics covered**	Details of the Topic Covered under the Course	Description should contain 150 to 200 words.
2.9	**Course introductory video**	Introductory video of the proposed course- 3-5 minute duration, to be created for the course highlighting its objectives, learning outcomes, brief structure, engagement time etc. the video/ slide show should be appealing and informative for students	Attach the hyperlink through Youtube Instruction for uploading video is given below:- Step1. :- Login to YouTube account with the Gmail ID and Password. Step2. After Successful login, You will find a upward arrow 1 At the top of the Page , adjacent to your Login profile. Step3. Click on the upload arrow and create your Channel. Step4. After Successful Channel creation upload your Video from your Computer in the Channel as marking in Public option. Step5. Fill the basic information of the Video

			and click the Publish button. Step6. After Successful Publish you will find a hyper-link below to your video , copy that link and paste it to Online Proforma.
2.10	**Pre -requisites** and intended audience	Student eligibility and basic educational qualification or prior knowledge required for doing the course.	
2.11	**Course Duration (in Weeks)**	A 1 to 3 credit SWAYAM course is expected to be covered in 4-12 weeks' duration including the assessment component in which (it should be 40 hours (for 3 credit course) to 80 hours (for a 6 credit course) of learning from e- Content, reading reference material, discussion forum posting and assignment.	
2.12	**Learning Outcomes**		
2.13	Assessment Plan	Specify requirements for successful course completion Assessment plan - the weight age assigned for different elements of the MOOCs	Grading Scheme * [allocation of marks (in percentage) to various assessments] • Assigments:-% • Pratical:-% • Final Exam • Others:-%

B. MOOC Structure:

The MOOCs being offered on SWAYAM following the four-quadrant instructional design, as per the MH] Guidelines. The structure of each MOOC will have following components:

Details of the Quadrant approach for MOOCs development:-

SI NO	Total Number of Modules	Total number of modules in the MOOC	Remarks
2. 0	I- Quadrant Engagement time (Video)	Total video hours of the MOOCs. Video of 25~30 minutes per module.	Shall contain Video and Audio Content in an organized form, Animation, Simulations, video demonstrations, Virtual Labs, etc, along with the transcription of the video.
2.1	II- Quadrant Engagement time (Text material, ebook, objectives, summary, glossary, case studies, FAQs, Other Learning material)	Total engagement time for 2nd quadrant elements for all the modules of the MOOC	Total text material to be 15- 20 pages long per module- 12 font Arial, single space. Counting 3 minutes/page the learning engagement time to be in the range of 45- 60 minutes per module. Shall contain self instructional material, e-Books, illustrations, case studies, presentations, Web Resources such as further references, Related Links, Open source Content on Internet, Video, Case Studies, books including e-books, research papers & journals, Anecdotal information, Historical development of the subject, Articles, etc.
2.2	III- Quadrant (References, Web links)	Please provide the reference list as a word document	Give specific links that are viable and direct to appropriate pages. Links to other learning sites. Do not give www.wikipedia.org or www.google.com Discussion forum for raising of doubts and clarifying them on a near real time basis by the Course Coordinator or his team.
2.3	IV - Quadrant Engagement Time Assessment	Total engagement time for incourse assessment. Assessment to include: *1.* Quizzes- self graded *2.* Assignments- 3 short (up to 200 words) and 2 long answer (up to 500 words) depending on the course requirements	10-15 MCQ per module comprise of Quiz. Engagement time is 1 minute per MCQ for Quiz Engagement time for Assignment questions should be 5 minutes per short question and 10 minutes per long question. Total engagement time should be in range 4550 minutes per module. Shall contain problems and solutions, which could be in the form of Multiple Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQs, Clarifications on general misconceptions.

2.4	Total Engagement time for Discussion and interaction	The interaction can be through video tutorial or forum moderations and participation. Faculty to encourage discussion. May assign marks for participation and forum interaction. Discussion related to subject	Engagement in interaction and discussion is to be factored with grades. Suggested: a) After every 2-3 module give 1 hours of interaction. b) List some topics and questions for discussion in the forum.
2.5	Term End assessment	Proctored exam, with question paper sets to be provided by course faculty.	
2.6	Total Engagement time(hours)	I- Quadrant+ II- Quadrant+ III- Quadrant + IV- Quadrant + Engagement time for Discussion and interaction + Term End assessment	Total engagement time to amount to 2-3 hours per module
2.7	Assessment Plan	Specify requirements for successful course completion Assessment plan - the weight age assigned for different elements of the MOOCs	To be provided by the offering faculty/instructor.
2.8	Grading scheme		For conversion into CGPA and credit scheme for each program

Step III:- Course Content/Deliverables

The Course-Coordinator has to provide the details whether an agency/institution has been identified for conducting exam and also to provide the details of number of examination centers proposed:-

a)   In case, 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 taken by the host institution

b)   After conduct of the examination and completion of the evaluation, the host institution shall award marks/grade as per the evaluation scheme announced, within 4 weeks from the date of completion of the final examination.

c)   On successful completion of each course, the host institution offering the Online Course would issue the certificate, along with the number of credits and grades, through which the student can get credits transferred into his/her marks certificate issued by his/ her parent institution.

d)   The CC shall decide the suitable assessment system for the course based on the stated learning outcomes, in consultation with the VC/ Registrar / Controller of examination/Dean Examination or any other equivalent authority at host University/ institution offering the course.

Normally, the assessment shall have both formative assessment to promote deeper learning, critical thinking and reflection, in combination with summative assessments designed to gauge student achievement and/or performance. Summative assessments may include graded quizzes, reports or projects, peer assessments or proctored examination

Whereas an online examination would be the preferred mode, the CC may decide on the mode of conducting the final examination.

Step:- Declaration by the Course Coordinator:-

I hereby undertake/declare that:-
- The particulars stated above are true and correct to the best of my knowledge and belief.
- Any information, if found to be incorrect, wrong or misleading, will lead to rejection of MOOCs Proposal/EOI without prejudice to any other action that may be taken against us in this behalf.
- MOOCs Course module comprising of e-Text, Video lectures, Self Assessment & Self Learning are original, free from plagiarism, high quality, and meets the specifications mentioned in the MHRD Guidelines for developing Online course for SWAYAM, June 2017 and it not available/rerun on any digital Media platform earlier.
- Content writers & Video presenters involved in the development of the course are qualified professors/teachers of the University/college with 5 years of experiences of PG teaching.
- Content Reviewers are eminent academicians with 10 years of PG teaching experiences & Technical Reviewer are having expertise in their field.
- The developed Modules in MOOCs Course for SWAYAM Portal meet Guidelines for developing e- Text/Video & MHRD Guidelines for developing Online course for SWAYAM, June 2017

List of Core Courses in the Science streamon MOOCS SWAYAM Portal to be considered for credit transfer

S.No	COURSE TITLE (CEC)	% of Equivalence Between two courses	Semester	PROGRAMME	COURSE (CORE/ SEC/GE/OE)	CREDITS
1.	Biodiversity (Microbes, Algae, Fungi and Archegoniates)	85%	IST	UG	Core	04
2.	Mathematic	50-65%	IV	UG	Core	06
3.	Statistics	90%	Ist	UG	Core	04
4.	Genetics and Evolution	75%	IV	UG	OE	02
5.	Geography of Tourism	75%	V	IG	DSC	04
6.	Geography of India	80%	V	IG	Core	04
7.	Fundamental and Physical Geology	80%	I st	UG	Core	04

List of Generic Elective Courses in the Social Science stream on MOOCS SWAYAM Portal to be considered for credit transfer

S.No	COURSE TITLE (CEC)	% of Equivalence Between two courses	Semester	PROGRAMME	COURSE (CORE/ SEC/GE/OE)	CREDITS
1.	Economic History o f India from 1857to1947	75%	V	UG	GE	04
2.	Delhi sultanate (1206-1550)	40%	II	IG	GE	04
3.	Principles of Macroeconomics-I	75%	2nd	IG	GE	04

List of Skill Courses in the Social Science stream on MOOCS SWAYAM Portal to be considered for credit transfer

S.No	COURSE TITLE (CEC)	Subjects	Semester	PROGRAMME	CREDITS
1.	Human rights and Humanitarian law	Pol science	VI	UG	04
2.	Society and Media	Sociology	V	IG	04
3.	ICT Skills in education	Education	UG	Skill	NA

LIST OF SWAYAM (CEC) ONLINE COURSES FOR INTRODUCTION AT UG/IG LEVEL ROM ACADEMIC SESSION 2020 JULY DECEMBER (COMMERCE and MANAGEMENT)

S. NO	SUBJECT	COURSE TILE (CUS) **	COURSE TITLE (CEC)	Semester	PROGRAM ME	COURSE (CORE/ SEC/GE/OE)	% of Equivalence Between two courses	CREDITS
1.	Commerce	Business mathematics and statistics	Business statistics	II	UG	Core	30%	06
2.	Commerce	International business	International business	VI	UG	Core	30%	06
3.	Management	Business research	Business research methods	IV	UG	Core	80%	06
4.	Management	Entrepreneurship development	Entrepreneurship development	I	UG	Generic Elective	80%	06

**Cluster University Syllabus

In addition to the online courses on Swayam Portal for UG Courses, following two courses are available for credit transfer to M.A Education and M-Ed IV Semester as open elective. Students in their own interest can register for these courses and after qualifying the course, the credits so obtained can be transferred to their transcript.

Course	Semester	MOOC's course to be offered/added from July, 2020
M.A Education	4th Semester	Basic Concepts in Education
M-Ed	4th Semester	Nature of Language