

**OFFICE OF THE REGISTRAR**

SU/Reg./Notification/2024/008

February 26, 2024

**Notification****NPTEL/SWAYAM Course Policy (4<sup>th</sup> edition)**

Embracing the evolving landscape outlined by the National Education Policy (NEP) of 2020, Sharda University recognizes the necessity of innovative learning approaches. Integration of Massive Open Online Courses (MOOCs) into the curriculum is pivotal in reshaping educational paradigms. NPTEL/SWAYAM courses offer easily accessible, equitable, and high-quality content, catering to both national and international communities. By transcending time and location barriers, these courses enable students to access materials online anytime, anywhere, providing cost-effective alternatives to traditional MOOC courses. Sharda University has established a local repository of all available NPTEL/SWAYAM courses in the Central Library.

In a bid to enhance student enrollment and motivation towards completing MOOC courses offered on the SWAYAM portal, the university has revised its existing policy as follows:

**1. Identification and Execution of MOOC Courses:**

- a. Schools/Departments are required to finalize NPTEL/SWAYAM courses with prior approval from the Dean of Academic Affairs.
- b. Departments/Schools must announce the SWAYAM course offerings for the upcoming semester within four weeks of their notification on the SWAYAM platform.
- c. Students opting for NPTEL/SWAYAM courses must be registered in PeopleSoft, and their enrollment in other courses must be dropped accordingly.
- d. Detailed lists of students opting for NPTEL/SWAYAM courses must be submitted to the Controller of Examinations.
- e. Departmental Coordinators/Mentors are responsible for monitoring the courses effectively.

**2. Credit Transfer:**

- a. Students are required to enrol and successfully complete the NPTEL/SWAYAM courses in each semester/term for 3-year program from 2nd semester to 4th semester and for 4-year program from second year to pre-final year.
- b. A maximum of 40% of total program credits can be earned through NPTEL/SWAYAM courses.
- c. NPTEL/SWAYAM courses can also be chosen as Value Added Courses (VAC).
- d. A student can earn a maximum of 2 credits for a course of at least 4 weeks duration, 3 credits for a course of at least 8 weeks duration and 4 credits for a course of at least 12 weeks duration as per availability on NPTEL/SWAYAM portal. Any deviation from the above shall need prior approval of the Dean-Academics.

**3. Registration:**

Students can register for NPTEL/SWAYAM courses with prior approval from the Head/Dean for departmental electives or open electives or for credit completion in case of lateral entry or migrated students (with prior approval of Dean Academics) or program core course(s) in which at least 80% syllabus must be common.

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Elective course credits may be earned through NPTEL/SWAYAM platforms, with program core courses replaced by equivalent online courses as recommended by the school committee.

Following points to be considered while doing registration on NPTEL/SWAYAM portal:

- a) The student shall opt for local chapter of Sharda University while doing registration on SWAYAM.
- b) Student shall use Sharda email id.
- c) Student shall opt for 'result to be shared' option.
- d) Student shall opt for 'mentor'.

**4. Mentoring:**

- a. Faculty members must enroll in the same course to become mentors.
- b. SWAYAM admin will assign mentors to students, who will receive certificates upon successful completion of the course.
- c. Mentors will monitor student progress with necessary rights granted by the SWAYAM admin.
- d. Examination arrangements on Sharda Campus will be made if more than 200 students are registered for a course.
- e. Each department/school will submit a listing of NPTEL-registered students, duly signed by the subject teacher/coordinator, HOD & Dean, within 1 week of the last date of course registration to the SPOC. (Annexure-1)
- f. The SPOC will share the data with the COE office, IQAC and other university authorities, as needed. (Annexure-2)

**5. Examination:**

- a. Students must appear for NPTEL/SWAYAM course certification examinations.
- b. If a student fails in an online course, he/she will have the following options to avail:
  - i. the student can repeat the same MOOC course either in the following term or in the consecutive terms
  - ii. The student can either opt for any open elective or elective course of the equivalent credits offered by the university in the consecutive terms
  - iii. The student can opt for similar kind of course offered by the Department of the equivalent credits, in consultation with the Program Chair/ HoD in the consecutive terms
- c. After course completion, students must submit results to their HOD, who will verify and submit them to the Dean of the school.
- d. The Dean will then forward the results to the Controller of Examinations who will further endorse the result in the result sheet of the students

**6. Reimbursement of MOOC Examination Fees:**

The policy aims to incentivize successful course completion by offering partial reimbursement of examination fees.

- a. **Reimbursement amount:** Eligible students can claim 50% reimbursement twice a year, capped at INR 1000 per student per academic year.



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- b. **Eligibility criteria:** Reimbursement is contingent upon successfully completing the course.
  - c. **Document requirements:** Students must provide SWAYAM certificates as proof of completion to claim reimbursement.
  - d. **Registration fees:** Initially, students must pay registration fees for MOOC exams offered through the SWAYAM portal.
  - e. **Certificate verification:** Mentors will verify SWAYAM certificates before submission to the School Coordinator/SPOC, who will then forward the data to the University MOOC Coordinator.
- (Annexure-3)

*This bears the approval of the Competent Authority.*

  
(Vivek Kumar Gupta)  
Registrar

**Enclosures:** As above

Copy for kind information:

- Chancellor / Pro Chancellor / CEO
- Vice-Chancellor
- Pro Vice-Chancellor
- Advisor
- Medical Superintendent, Sharda Hospital
- Controller of Examinations/ Finance Officer/ Chief Proctor/ Librarian
- All Directors
- All Administrative Heads of the respective Departments and Schools
- Notification file

## Annexure-1

S.No.	NPTEL Course Code	Course Name	Course Duration (in No. of Weeks)	Course Registration Start Date	Course Registration End Date	Exam Registration Start Date	Exam Registration End Date	Date of Exam	Credit to be transfer	No. of Students (expected)	Faculty / Mentor assigned for the Course
1											
2											
3											
4											

Departmental NPTEL  
Coordinator

HOD

SU NPTEL  
Coordinator

Dean

Annexure-2

S.No.	System Id	Name of Student	NPTEL Course Code	Course Name	Course Duration (in No. of Weeks)	SU Course Code	Class No.	Name of Program	Year/ Semester	Credit to be transfer	Name of Course Mentor with contact details
1											
2											
3											
4											

Subject Faculty/  
Mentor

HOD

SU NPTEL  
Coordinator

Dean

### Annexure-3

S.No.	Name of Program	Year/ Semester	System Id	Name of Student	Course Name	SU Course Code	Class No.	Credit to be transfer	Certificate Verify by Mentor through NPTEL	Proof of NPTEL Certificate (Hard Copy Received)	Reimbursed Amount
1											
2											
3											
4											

Signature of  
Mentor

Signature of NPTEL  
Coordinator

Signature of  
HOD

Signature of SU  
NPTEL Coordinator

Signature of Dean