UNIVERSITY OF JAMMU
Standing Instructions for SWAYAM Implentation

The following Instructions that must be followed strictly all concerned:

1. Henceforth, **MOOCs through SWAYAM platform** shall be mandatory for all students enrolled for a Bachelor's or Master's Degree programme in the University of Jammu or its affiliated colleges, from the current, academic session 2020-21 onwards.

2. **A minimum of one course of 4-Credit has to be earned, subject to the maximum of 10% of total credits for the completion of degree by all regular students of PG/UG stream from** the SWAYAM platform depending upon the availability of courses as notified by **UGC generally on predefined dates , 1st June or 1st November respectively, every year.**

3. Courses must be identified by all Departments duly approved by Departmental Affairs Committee **(DAC) or by Swayam Academic Cell (SAC) as the case be, latest by the 25th of June for June notified courses and similarly by 25th of November for November notified courses by UGC,** and must be sent to the DEAN ACADEMIC AFFAIRS within a weeks' time from date of commencement of final semester.

4. **Departmental Affairs Committee (DAC) / Swayam Academic Cell (SAC)** must be empowered for the selection of MOOCs by Convenor, BOS /Dean of the concerned faculty.

5. **DSC or CSC must brief the students of 1st semester** within the first week of commencent of the first semester, preferably during induction programme, about SWAYAM and its related issues,for every newly admitted batch, as a regular feature.

6. Preferably for earning the **required 4 credits, a single course** must be selected from SWAYAM Platform. However, final combination of earninfg 4 credits shall be left to the DSC and the students, which must be completed on or before $3^{rd}/5^{th}/9^{th}$ Semesters as the case may be.

7. The DCS of the concerned Department must brief the students during the Induction Program, all the issues associated with SWAYAM MOOCs (As given in the booklet).

8. The student can selectcourses either from technical (NPTEL) and non-technical (UGC) MOOCs from SWAYAM Portal (www.swayam.gov.in)

9. In case the credits are not specified for a given MOOC, the DSC or CSC must ensure **a minimum of 12 weeks (72 hrs) course to qualify for the 4-credit course.**

10. MOOCs will be treated as Open Elective Course in lieu of open elective course of 3rd semester course offered by University.

11. The student must complete the SWAYAM course successfully before the commencement of the final semester of a stream or discipline.

12. Students can select the MOOC course of their choice from a pool of courses selected by the Departments or Colleges, of any stream or any other course of their choice with prior information to Departmental SWAYAM Coordinator (DSC) or College SWAYAM Coordinator (CSC) and it shall be the **duty of the Departmental SWAYAM Coo rdinator (DSC) or College SWAYAM Co ordinator (CSC)** to forward these selected new courses through the Convener, BOS, under information to **Dean Academic Affairs.**

13. Departments/ Colleges must ensure that all logistic support whatever is required by the student, must be supplemented/extended.

14. **Student ideally should not select self-paced MOOCs, and the courses selected must be different from one offered in the course curriculum of semesters in order to duplication.**

15. The student **must fill an undertaking form,** as given in the brochure, and submit the same after duly filled form to their respective Departments/ Colleges for future reviews and record purposes.

16. Students must follow the schedule of the host institution in completing the course successfully and for all doubts must contact the Course Coordinator or the Departmental/ College SWAYAM Coordinator (DSC/CSC).

17. **Any issue or problem related to SWAYAM must be brought to the notice of the University SWAYAM Coordinator, immediately, through the DSC and Head, without fail, so that it can be addressed in time.**

18. The student must keep a note of and also supply the information such as registration date/ enrolment id, email-id, phone, name, semester etc. to their DSC/CSC.

19. **SWAYAM Examination fees (if any), or any other fee prescribed,** shall be borne by the students only.

20. The Examination fee once paid shall not be refundable.

21. Since there is **no re-examination system** therefore, candidate has to re-opt in the next cycle/ session if he/she is unable to complete the SWAYAM MOOCs successfully for whatsoever reason.

22. The concerned may note that all University/ Departmental Examinations must be **rescheduled or readjusted if needed, to avoid any clash with SWAYAM Examination schedule,** to avoid hardships to the students.

23. The student must submit a valid course completion **certificate as a proof (Photocopy/ print copy)** to their respective DSC/CSC before the beginning of the final semester, failing which their degree will be withheld.

24. A bi-annual data collection of information regarding **SWAYAM enrolment**, as per prescribed format available on University Website on **pre-proposed fixed dates,** preferably **5th October and 5th March,** every year for the sessions of June and November, respectively must be done. This responsibility of sending **soft copy** information as per prescribed format shall lie with the Department/College SWAYAM Coordinator to the Directorate of Internal Quality Assurance (DIQA) to the **email-id: iqac_ju@yahoo.com** with copy to UGC Swayam coordinator to the email-id : **neerusha@gmail.com.**

25. All records of MOOCs related information must be preserved for two years from date of passing out by the student from the department or college as the case be.

26. The **Examination Wing** must note that henceforth the necessary changes in the student's marksheet/ gradesheet of the Final semester(UG/PG), for reflection of SWAYAM Details must be made as decided in the meeting held on 30th March 2021.

Prof. Neeru Sharma
UGC Swayam Coordinator, JU

Prof. Naresh Padha
Dean Academic affairs (DAA)

No· DAA/21119 –24
Date : 6|4|2021

Copy to:-
1. SPl. Seceretary to Hon'ble Vice-Chancellor, University of Jammu, for information.
2. PA to Controller of Examinations for information & further necessary action.
3. Incharge, University Website for uploading of information under SWAYAM column.
4. All concerned.
5. Guard File.