

# **CONTENTS**

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| <b>S. NO.</b> |   | <b>Page No.</b> |
|---------------|---|-----------------|
| 1.            | <b>Message from Vice-Chancellor</b>                                 |                 |
| 2.            | <b>Message from Dean Academic Affairs</b>                           |                 |
| 3.            | <b>Message from Controller of Examinations</b>                      |                 |
| 4.            | <b>Message from UGC SWAYAM Coordinator</b>                          |                 |
| 5.            | <b>University of Jammu: Overview</b>                                |                 |
| 6.            | <b>SWAYAM Governance in JU</b>                                      |                 |
| 7.            | <b>Introduction to SWAYAM</b>                                       |                 |
| 8.            | <b>Implementation of SWAYAM in University of Jammu</b>              |                 |
| 9.            | <b>Roles &amp; Responsibilities of Different Stakeholder Groups</b> |                 |
| 10.           | <b>Summary of SWAYAM Guidelines</b>                                 |                 |
| 11.           | <b>Frequently Asked Questions (FAQs)</b>                            |                 |



## MESSAGE FROM VICE CHANCELLOR

University of Jammu is one of India's premier research and teaching institutions, and has been rated by the National Assessment and Accreditation Council (NAAC) as an "A+" Grade University in Cycle III. The University is committed to promoting excellence through holistic teaching-learning and research processes aimed at unleashing the creative potential of every student, thus enabling them to become catalysts of social and economic transformation necessary for a just, humane and peaceful world. The University is conducive to the intellectual, moral and physical development of the students and prepares them to meet the challenges of the modern era.



The Indian higher education system is one of the oldest and largest in the world with more than 903 universities including Institutions of National Importance, 41,012 Colleges, 3.66 crore students and 12.84 lakh teachers. The University of Jammu had adopted SWAYAM as one of the digital initiatives, in the year 2017. Since then, all efforts are being made to popularize the MOOCs through SWAYAM. This Handbook is a step in that direction. Many teachers, scholars and students have benefitted from the courses offered through the SWAYAM platform. The mission is to reach out to the unreached, despite the constraints. University of Jammu offers plethora of teaching and research specializations. Hence, systematic development of the online courses for the SWAYAM will be the next step University of Jammu intends to achieve as per UGC guidelines, to benefit the larger society.

This handbook covers all the required guidelines, pre-requisite information regarding SWAYAM and its usage. This is the first version and we hope to come out with subsequent versions with the passage of the time with updated information. Hope this Handbook would be useful and shall cater to the needs of all Departments, Affiliated Colleges, Offsite Campuses and other stakeholders at large.

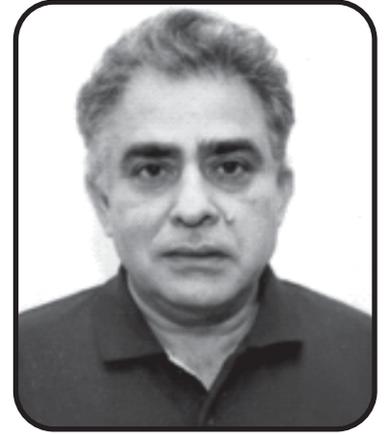
I congratulate the UGC SWAYAM Coordinator and Mentors at University Jammu for bringing out this unique handy SWAYAM Handbook. Hope such good work will be continued in future also.

I extend my best wishes to all.

(Manoj K. Dhar)

## MESSAGE FROM DEAN ACADEMIC AFFAIRS

I welcome all to the SWAYAM programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz. access, equity and quality. This indigenously developed IT platform will provide all the faculty an opportunity to host the courses as well as teach graduate and post-graduate students online. The courses are prepared by the best teachers in the country and are available free of cost to the residents in India. The University of Jammu is one of the India's premier research institutes and has been rated by the National Assessment and Accreditation Council (NAAC) as 'A+' graded University and figures among top ten state universities in the country as identified by the MHRD. The University has an environment conducive to the moral and physical development of the students and to prepare them for meeting the challenges of the modern era. The University of Jammu has already implemented SWAYAM Prabha, which is a group of 34 DTH channels devoted to telecast the high-quality educational programmes on 24x7 basis using the GSAT-15 satellite. Now, in order to move one step forward, University of Jammu has planned to bring out a SWAYAM handbook comprehensive guide which contains summary of guidelines issued by the MHRD from time to time and frequently asked questions (FAQs). This will enable the smooth implementation of SWAYAM MOOCs in the University of Jammu, Offsite Campuses and in the Affiliated Colleges.



I congratulate UGC SWAYAM Coordinator, SWAYAM Mentors, SWAYAM Digital Monitoring Cell, Office of Directorate of Internal Quality Assurance (DIQA), Dy. Registrar, Academics of University of Jammu and all other stakeholders for making sincere efforts to bringing out this unique SWAYAM handbook for, all involved in the development of SWAYAM. It gives me immense pride and honour to be part of the SWAYAM chapter within the University of Jammu. I hope it will resolve all unresolved issues of SWAYAM and help in smooth functioning of SWAYAM programme at the University of Jammu.

I extended my best wishes to one and all.

A handwritten signature in black ink, consisting of stylized, overlapping loops and lines, representing the name Naresh Padha.

(Prof. Naresh Padha)

# MESSAGE FROM THE CONTROLLER OF EXAMINATIONS

I am very happy to know that UGC SWAYAM Coordinator and mentors of the University of Jammu are coming up with this unique SWAYAM handbook for the internal use of all stakeholders of SWAYAM which will help to resolve all outstanding issues therein. No doubt the process of education has witnessed changes globally and is undergoing rapid transformation under which the focus of educational process has shifted from the teacher to the learner. Education is now learner centric instead of what it has traditionally been. A large number of adolescents decide to pursue education not through the conventional class room teaching but through on-line courses and recorded lectures available on the internet on their own pace and place. The advent and ready availability of communication technologies have made it possible for institutions to offer on-line courses for interested learners. Massive Open Online Courses (MOOCs) are free online courses available for anyone to enroll. MOOCs provide an affordable and flexible way to learn new skills, advance one's career and deliver quality educational experiences at scale. "Study Webs of Active Learning for Young Aspiring Minds" (SWAYAM) is a MOOCs platform programme initiated by the then Ministry of Human Resource Development (now Ministry of Education), Government of India and designed to achieve the 3 cardinal principles of Education Policy viz., access, equity and quality. The objective of this effort is to take the best teaching learning resources to all, including the most disadvantaged. SWAYAM also seeks to bridge the digital divide for those who have hitherto remained untouched by the digital revolution and have not been able to join the mainstream of the knowledge economy.



The students enrolled in universities and affiliated colleges may undertake SWAYAM courses and avail credits framework for online learning courses.

Many congratulations to the Vice Chancellor and teaching fraternity of the University of Jammu.

A handwritten signature in black ink, appearing to read 'Jasbir Singh'.

(Prof. Jasbir Singh)

# MESSAGE FROM UGC SWAYAM COORDINATOR, UNIVERSITY OF JAMMU

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My association with SWAYAM began in 2016, when as the HOD, Department of Home Science I was to give my opinion regarding SWAYAM MOOCs to the University of Jammu. I instantly liked the concept of Online Education and started searching for more platforms for online education and came across Coursera, EdEx and explored them. I myself got registered in an online course on Coursera, was feeling so elated that I would get a certificate from the prestigious Stanford University. Never in my dreams I would have thought I would get this opportunity. This is the power of Online Education, ANYONE, ANYTIME, ANYWHERE.



National Education Policy 2020 has stressed a lot on Online teaching learning. COVID pandemic and subsequent lockdown further made us realize the importance of the online mode of education. Every teacher, be it a Nursery Teacher or University Teacher, had to hone their skills in the challenging new situation, where education had to go on. They took the challenge in whatever manner they could. This online mode gives a freedom of learning to all. It's the actual Open kind of learning, the cafeteria approach that we had been talking about, where the learner gets to explore the courses offered by the eminent faculty of the world.

It has again proved that Vasudha ev kutumbkam, is the core of our belief system. Though there have been hiccups in the implementation and acceptance of the virtual mode of teaching learning, but one has to understand that this is future of education. Why as teachers we want to be limited to teaching only a few, and why as students we want to learn from only a few, when the whole knowledge society is coming forward to share whatever they have excelled in. Let's take the opportunity and the leap of faith towards the online mode by adopting our very own indigenous model, the SWAYAM, blend it in our education system and enjoy the beauty of the virtual world, get acquainted with the preparation of the MOOCs, give our knowledge, because right from our childhood we have learnt that knowledge grows as much as you share it. This handbook is a small effort in clearing all the doubts of the stakeholders, but is not an end in itself. Knowledge will keep evolving and we will have to keep pace with it. I thank my whole team, especially Dr. Suresh Rao, for putting in so much effort in the making of this document.

Thanks to Hon'ble Vice Chancellor, Prof. Manoj Dhar; Dean Academic Affairs, Prof. Naresh Padha; Controller of Examinations, Prof. Jasbir Singh; Dy. Director DIQA, Dr. Ginny Dogra; Dy. Registrar Academics, Dr. Sumita Sharma, for continuous deliberations on SWAYAM MOOCs, so that this document could become concrete. Prof. Anupama Vohra has made it possible for us to see this document in print form. I also want to record my thanks to my Team SWAYAM, especially Prof. Samridhi Arora who keeps on prodding me to do better and better and Dr. Sarika Manhas, for keeping me motivated whenever my morale goes low.

  
(Prof. Neeru Sharma)

# UNIVERSITY OF JAMMU: OVERVIEW

Established in 1969 following bifurcation of the erstwhile University of Jammu and Kashmir, University of Jammu is spread over seven Offsite Campuses at Kathua, Baderwah, Udhampur, Poonch, Ramnagar, Reasi and Kishtwar, apart from its main Campus in Jammu. Accredited as an 'A+' Grade University by the National Assessment and Accreditation Council of India (NAAC), University of Jammu has a mission to become a globally recognized institution of rigorous academic research and teaching. The University offers around 42 post-graduate degree/diploma courses and 15-undergraduate courses including Five-Year Integrated Law. The University hosts faculties including Sciences, Life Sciences, Arts, Social Sciences, Business Studies, Education, Behavioral Sciences, Law, Oriental Learning, Medicine, Engineering, Music and Fine Arts and Ayurvedic Medicine. The University offers Doctoral Programmes (PhD) across all the disciplines/faculties. The University has 75 government affiliated Colleges, 77 private affiliated colleges and 2 autonomous colleges. The University of Jammu is a Wi-Fi Campus with excellent IT facilities. The University has a well equipped Central Library: 'Dhanvantri', with over 5 Lac books with EBSCO, LIBSYS software, CD-ROM

database, INFLIBNET, RFID and interconnected computer terminals and the International Resource Centre. The University also houses the state-of-the-art General Zorawar Singh Auditorium, well equipped Gymnasium, Fitness/Health Centre, Child Daycare Centre, Canteens and Cafeteria. The University provides separate hostel facility for boys and girls. The University has a Human Resource Development Centre for imparting training to faculty members across disciplines, Directorate of Distance Education for distance learning programmes, apart from other important Directorates & Centres like Women Studies Centre, International Centre for Cross Cultural Research and Human Resource Management, Directorate of Internal Quality Assurance etc.

Organizing Conferences/Seminars/Workshops/ Youth Festivals/Cultural, Literary and Sports activities is a regular feature in the University. University is actively engaged in extension and outreach activities. Over four thousand students join the post-graduate programmes on the campus each Academic Session.

# SWAYAM GOVERNANCE IN JU

## University SWAYAM Governing Body Members

1. Vice Chancellor (Chief Patron)
2. Dean Academic Affairs
3. Controller of Examinations
4. Director, College Development
5. University UGC SWAYAM Coordinator
6. Two Nominees from University & Affiliated Colleges
7. Dy. Registrar (Academics)

**UGC SWAYAM Coordinator, University of Jammu:** Prof. Neeru Sharma, Department of Home Science

**UNIVERSITY SWAYAM Member Secretary:** Dy.Registrar Academics, University of Jammu

## UNIVERSITY SWAYAM DIGITAL MONITORING CELL

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|--|-------------------|-----------------------------------|
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| 5           | Human Genetics                          |                         |            |                              |
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| 1           | Economics                               | Dr. Shallu Seghal       | 9858010333 | drshalluseghal@gmail.com     |
| 2           | History                                 | Dr. Tirath Raj Bhoi     | 9419261157 | tirtharajbhoi@gmail.com      |
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| 7           | Sociology                               | Dr. HemaGandotra        | 9419182757 | hema_pooja@yahoo.com         |
| 8.          | Museology Studies                       | Dr. Malay Dey           | 9149665175 | drmalay11de@gmail.com        |
| 9.          | Life Long Learning                      | Dr. Priyanka Sharma     | 9419748277 | pri.lot2000@gmail.com        |

| Sno | Faculty of Sciences     |                       |            |                                |
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| 3   | Geography               | Dr. MohdSarfaraz      | 9419134864 | sasgher20@gmail.com            |
| 4   | Home Science            | Dr. SarikaManhas      | 9419255885 | sarikamanhas@gmail.com         |
| 5   | Physics                 | Dr. Ramni Gupta       | 9419191509 | ramni.gupta16@gmail.com        |
| 6   | Electronics             | Dr. Rocky Gupta       | 9419126391 | rockeygupta@gmail.com          |
| 7   | Remote & Sensing<br>GIS | Dr. Ajay Kumar Taloor | 9419116573 | ajaytaloor@gmail.com           |

## OFFSITE CAMPUSES

|    |                  |   |            |                                |
|----|------------------|---|------------|--------------------------------|
| 1. | Bhaderwah Campus | Dr. Sunil Bhardwaj                                | 9622221041 | sunil.tbs2010@gmail.com        |
| 2. | Kathua Campus    | Dr. Jyoti Sharma<br>(MBA)                         |            |                                |
|    |                  | Dr. Saurav Shastri<br>(MCA)                       |            |                                |
| 3. | Udhampur Campus  | Mamta Sharma<br>(Dept. of Commerce)               | 8713034030 | mamtasandeepsharma88@gmail.com |
|    |                  | Dr. Ajay Kumar Salgotra<br>(Dept. of Economics)   | 9419154970 | dr.ajaysalgotra@gmail.com      |
| 4. | Reasi Campus     | Dr. Nisha Sharma                                  | 9419662610 | nishabharghav@gmail.com        |
| 5. | Ramnagar Campus  |   |            |                                |
| 6. | Kishtwar Campus  |   |            |                                |
| 7. | Poonch Campus    | Dr. Muzaffar Ahmed Bhat<br>(Dept. of Sericulture) |            |                                |

# INTRODUCTION TO SWAYAM

**SWAYAM** (meaning 'Self'), a Hindi acronym that stands for "**Study Webs of Active-Learning for Young and Aspiring Minds**" is an Indian Massive Open Online Course (MOOC) platform. SWAYAM was an initiative which was launched by the then **MHRD [Government of India], now Ministry of Education**, under Digital India, to give a coordinated stage and free entry to web courses, covering Advanced Education, High School and Skill Sector courses. It was launched on **9<sup>th</sup> July 2017** by **Honorable President** of India. SWAYAM has been developed cooperatively by MHRD (Ministry of Human Resource Development) and AICTE (All India Council for Technical Education) with the help of Microsoft and is equipped for facilitating more than 2,000 courses. The platform offers free access to everyone and hosts courses from Classes 9 till post-graduation level. It enables Professors and Faculty of Centrally Funded Institutes like IITs, IIMs, IISERs, etc. to teach students all around the world. According to SWAYAM, there are around 203 partnering institutes, 2,748 completed courses, 12,541,992 student enrollment, 915,538 exam registrations, and 654,664 successful certificates.

**SWAYAM** is a web platform on which **MOOCs** are hosted ([www.swayam.gov](http://www.swayam.gov)). These **MOOCs** have teacher-student groups where the **MOOC** coordinator/tutor/teacher interacts with the learner. SWAYAM has helped students to attend the courses taught by the best faculty; have access to high quality reading resources virtually, participate in discussion forums; take tests and earn academic grades. There are Refresher Courses for teachers (ARPIT) also under National Mission for Teacher Training (NMTT), on the SWAYAM portal.

The National Education Policy 2020, has stressed on the consequent shift to the Online Mode of teaching-learning, thus reflecting the growing importance of online education in India. Extensive use of technology in teaching and learning, removing language barriers, increasing access to DIVYANG students and streamlining educational planning and management have also been emphasized in NEP 2020. Focus on learner centered pedagogy and blended approach, to address the social, affective and psychomotor dimensions of learning has also been emphasized, to improve the quality of teachers and teaching.

As part of Digital Initiatives 17-by-17 of the then MHRD, now Ministry of Education, the University of Jammu has already adopted the online courses through the SWAYAM since 2017. The University Academic Council has endorsed the adoption of SWAYAM courses vide item No. 33, Dated: 23.11.2017, as per the directions of UGC to make amendments required in ordinances, rules, regulations to incorporate UGC (Credit framework for Online Learning Courses through SWAYAM) Regulation, 2016 vide its Para 7. The SWAYAM committee members of the University of Jammu, had prepared a concept paper for approval through Academic Council containing guidelines/regulations to be adopted for successful implementation of SWAYAM MOOCs courses and its components at University of Jammu.

**This handbook is prepared for internal use only** for Departments of University of Jammu and its

affiliated colleges of the University. It is designed taking into account guidelines of UGC SWAYAM framework and the feedback from faculty and students received since 2017, for running of UGC SWAYAM MOOCS program and shall need constant reviews from time to time as per MOE/UGC directions issued from time to time (if any).

## **KEY ASPECTS OF SWAYAM MOOCs**

- Courses offered on SWAYAM Platform for anyone, anywhere and anytime.
- Strive for cardinal principles: Access, Equity and Quality including for Divyang and those in remote areas, aged and infirm.
- Unlimited enrolment of learners.
- Free courses for all sections of society.
- Refundable examination fee.
- Open Elective Platform for all Learners.
- No Course restriction for Learners.
- Self-attendance and monitoring system.
- Skill Development

## **WHY MOOCs**

- MOOCs offer a large number of students an opportunity to study high quality courses online with prestigious Universities, often at no cost.
- Many MOOCs users are graduates seeking to top up their skills and competencies
- They can be combined with other studies or work.
- Can be accessed from any computer at any location including your home.
- Ideal for independent study and users can select courses from any institution offering them.
- Very helpful in case of persons with disabilities or those who are immobile e.g Aged, Infirm.
- MOOCs do not always lead to formal qualifications. There are no entry requirements.
- Video-based, they offer interaction either through peer review and group collaboration or automated feedback through objective, online assessments (including quizzes and exams).

## **RESEARCH FACTS ON MOOCs WORLDWIDE**

- Low and Middle-income Populations make up 80% of MOOC users, in contrast to wealthier

populations reported elsewhere.

- More than 80% of MOOC users only have basic or intermediate ICT skills, challenging the belief that MOOCs are predominantly taken by people with higher-level skills.
- Women are more likely than men to complete a MOOC or obtain certification.
- Participation by Indians overwhelming on the major platforms such edX, courser, Udacity etc.
- According to recent numbers, the leading MOOCs platform has 10.5 million enrolled students.
- Lack of computers access (4%) or skills (2%) were not found to be barriers any more.
- The main motivations of MOOCs users were gaining specific jobs (61%), preparing education (39%) and professional certifications (37%).
- Among non-users, the barrier was lack of time (50%).

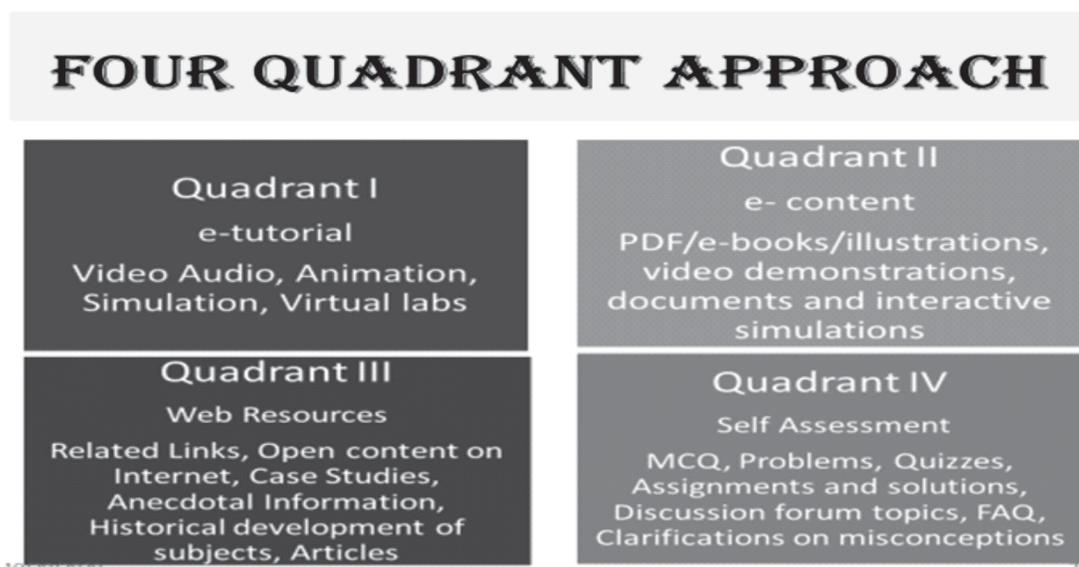
## ABBREVIATIONS AND DEFINITIONS

- 'SWAYAM' stands for Study Webs of Active Learning for Young Aspiring Minds.
- 'Course' shall mean a paper which is taught for at least one semester as a part of a subject.'
- 'MOOCs' are Massive Open Online Courses (MOOCs) are such online courses which are developed and made available on the SWAYAM platform of Government of India.'
- 'MOOCs' Guidelines' shall mean guidelines on online learning issued by the MHRD vide its orders dated 11<sup>th</sup> March 2016 and subsequent addendums issued by the MHRD/MOE.'
- 'Host institution (HI)' means institution which offers a particular course on SWAYAM.'
- 'Parent Institution (PI)' means institution where student is enrolled as a regular student.'
- 'NEP' means National Education Policy'
- 'MOE' means Ministry of Education
- 'USC' means UGC SWAYAM Coordinator
- 'USM' means UGC SWAYAM Mentors
- 'DSC' means Departmental SWAYAM Coordinator
- 'DCC' means Departmental Course Coordinator
- 'CSC' means College SWAYAM Coordinator
- 'SPOC' means Single Point of Contact.
- 'DLMC' means Digital Learning Monitoring Cell
- 'SAC' means SWAYAM Academic Cell

## SWAYAM FUNCTIONALITY

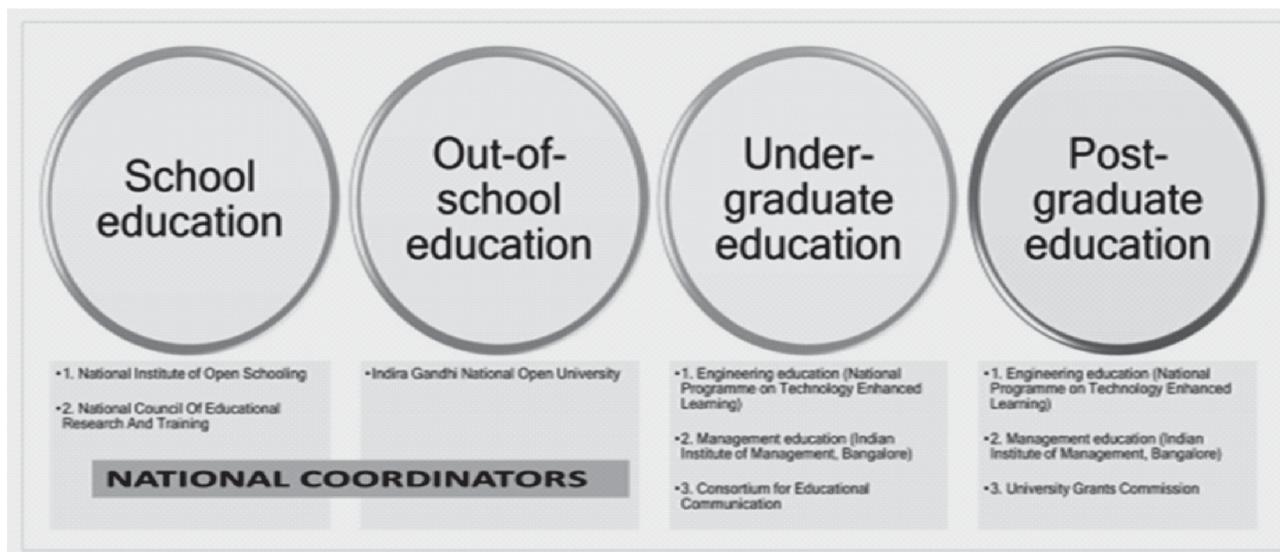
SWAYAM operates MOOCs learning resources in different ways and structure. Learning through SWAYAM has four parts/quadrants: e-Tutorial, e-Content, discussion forums, Assessment.

- The **first quadrant** is direct teaching, meaning not much of extra work by students; it could include teaching videos, animations, PowerPoint presentations, Podcasts and so on. All these depend on what the subject is and what strategy is adopted by the teacher to teach the students.
- The **second quadrant** is an e-content which could include e-books, illustrations, case studies, Open source content, Reference link, further reading sources and so on. The students have to keep pace with these and develop backups so before the content changes.
- The **third quadrant** is about clearing students' queries. Discussion Forum is a part of it, where students can interact with other students and faculty to clarify their doubts. The discussion Forum is like a doubt counter where any student or faculty can answer the question of a student.
- The **fourth quadrant** is self-assessment, to check what a student has viewed, listened to or studied the material and whether he/she is eligible to get the certificate. It could be tests in the form of Multiple-Choice Questions (MCQs), quiz or short answer questions, long answer questions, etc. It can be in the form of online examination or proctored pen and paper examination, at some allotted Centre, depending on the enrollments in that particular course or as directed by the Coordinators. It. The fourth quadrant also has Frequently Asked Question (FAQs) and their answers to clarify common misconceptions among students.
- The whole scheme is self-instruction based and the learners have to keep the pace with the lectures, assignments and quizzes etc., so that they are able to finish the course in time and earn credits allotted to the course.



Source Used: <https://swayam.gov.in>

## NATIONAL COORDINATORS



Source Used:<https://swayam.gov.in>

**Nine National Coordinators** have been appointed to manage the SWAYAM course contents. Each Coordinator has been assigned a particular area for maintenance.

## SCHEDULE DATES OF NEW SWAYAM COURSES

- **Notification for New courses on SWAYAM portal is mostly issued on pre-notified dates 1<sup>st</sup> of June and 1<sup>st</sup> of November of every year or else as notified by UGC.**

## SWAYAM COURSE STRUCTURE

- **Course type and duration:** There are two types of courses offered through SWAYAM – Credit and Non-Credit. Credit course is a course taught for at least one semester as part of a subject/ discipline of study. Non-credit courses include courses such as awareness programme and specific skill-set training, which are not part of any set curriculum. Such courses can be of shorter duration, usually ranging from two to four months. There are also self-paced courses with inherent flexibility of time to complete the courses. However, these are recommended only for faculty and not for the students as they are strongly advised not to enrol in the non-credit courses.
- **Course components:** Courses hosted on SWAYAM are available for students in four components: video lectures, downloadable/printable reading material, self-assessment tests through quizzes and tests, and an online discussion forum for clearing doubts.
- **Eligibility:** Online education courses offered through the portal of SWAYAM ([swayam.gov.in](https://swayam.gov.in)) can be accessed by anyone, anywhere, anytime.
- **Course fee:** Courses offered via SWAYAM are free of cost for residents of India. However, in

order to obtain certificate for a particular course, student need to pay a nominal fee which is refundable if the students achieves the qualifying marks in that particular course or else as decided from time to time.

- **Certification:** Students who wish to obtain certificates for their courses need to get them registered & enrolled on SWAYAM portal for a course. Also, certificates are awarded to students only after successful completion of the course.
- **Credits:** At the end of each course, students will be assessed through a proctored exam. Marks/grades secured by students in the exam shall be transferred to their academic records. To implement the same, UGC has recommended the Universities to identify courses in which credits can be transferred to students' academic records vide UGC Regulations 2016. No institution can refuse, at any stage, for credit transfers.

## SWAYAM CREDIT SCHEME

**Credits Table ( Table 1)**

| S.No. | Duration | No. of Hours | Credits Recommended   |
|-------|----------|--------------|-----------------------|
| 1     | 4 weeks  | 24 hrs       | 1 credit              |
| 2.    | 6 weeks  | 32 hrs       | 2 credits             |
| 3.    | 8 weeks  | 48 hrs       | 3 credits             |
| 4.    | 12 weeks | 72 hrs       | 4 credits/4.5 credits |
| 5.    | 15 weeks | 90 hrs       | 5 .5 credits          |
| 6.    | 16 weeks | 96 hrs       | 6 credits             |

**Source Used: <https://swayam.gov.in>**

# IMPLEMENTATION OF SWAYAM (MOOCs) FOR REGULAR STUDENTS (ONLY FOR CBCS PROGRAMMES)

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Adoption of MOOCs is mandatory for all students of the University of Jammu and affiliated Colleges (vide University Council item NO:84.16: 84<sup>th</sup> Meeting of University Council Dated: 10.04.2018, detailed in the Academic Council Agenda, meeting dated: 23.11.17) and subsequent meeting of the Academic Council Dated: 26.02.2021, to enable Blended model of teaching- learning as also envisaged in the NEP 2020, and previously in the Digital Initiatives 17 by 17 of the MHRD/ MOE.

- Necessary amendments in rules and regulations regarding adoption of SWAYAM MOOCs courses would be proposed from time to time.

## 1. CONSTITUTION OF COMMITTEES, APPOINTMENTS, CELL AND REVIEWS

For the smooth functioning of SWAYAM courses, the following Committees/Cell/Coordinators need to be constituted/nominated. The Committees can be reviewed after every 5 years or as may be decided from time to time.

- The UGC SWAYAM Coordinator (USC) and UGC SWAYAM Mentors (USM), Departmental SWAYAM Coordinators (DSC), Departmental Course Coordinators, College SWAYAM Coordinators (CSC) for affiliated Colleges, to be appointed/nominated .
- Each Department can have only one Departmental SWAYAM Coordinator (DSC), but can have more than one Course Coordinator (DCC). These roles can be interchanged or combined depending on the faculty strength in the Department or College.
- Creation of SWAYAM Academic Cell for each Department or Faculty, for handling approval of new SWAYAM courses from time to time is recommended, as it might not be possible to hold BOS meetings every six months when the new courses are notified by the UGC /National Coordinators. Alternatively, DAC may be empowered to take the decisions regarding the approval of SWAYAM courses.
- Creation of a Centralized SWAYAM Information Management System (SIMS) for information, accessibility, data collection and management.
- Constitution of the Digital Learning Monitoring Cell (DLMC), such that it shall comprise of experts from academics, IT, digital pedagogy and administration to resolve all issues, credits monitoring and queries on SWAYAM.
- Creation of Virtual Query/Help Desk on Jammu University website, along with contact numbers/email-id of members responsible for handling SWAYAM information.

- Creation of special budget head for carrying out the SWAYAM activities is recommended.

## **2. CREATION OF SWAYAM ACADEMIC CELL (SAC)**

- In view of the fact that it is not feasible for the Board of Studies to meet frequently and since the SWAYAM courses are to be notified after every 6 months (June & November), and that there is a dynamic list of courses from which students have to opt from, hence it is recommended that the SWAYAM Academic Cell (SAC) be created in each Department. The respective BOS shall authorize the Convener, BOS, Departments and the committee members of the SWAYAM Academic Cell (SAC) or Departmental Affairs Committee (as the case may be) to select the newly notified courses, well in time and the action taken may later be vetted through appropriate academic bodies. Similar structure may also be adopted by the affiliated Colleges .
- The respective Convener of BOS shall decide the constitution of SAC, with DSC/CSC as one of the members, to execute the task of identifying new MOOC courses to be offered (every six months). In the absence of the SWAYAM Academic Cell, DAC of the department shall execute the task of identifying new MOOC courses.

## **3. COURSE SELECTION CRITERIA**

- About 2000 courses in all disciplines are available on SWAYAM and 1.6 crore students/learners have been enrolled, since its launch in 2017. In January 2020 semester, a total of 574 courses in various disciplines were offered and around 26.03 lakh students/learners got enrolled.
- It is pertinent to mention that UGC has suggested that an institution can allow up to 20% of the total credits to be earned from SWAYAM platform.
- Emphasis should be on identification of job oriented/ready SWAYAM Courses for UG/PG level on SWAYAM portal, as also emphasized in the NEP-2020. Furthermore, these courses, selected from SWAYAM platform, should be such that they are not similar to the courses offered in the present course curriculum, (unless absolutely necessitated by dearth of faculty for teaching a particular important course); as it may otherwise lead to duplication and repetition of the same course/s.

In order to give benefit and due weightage to the credits earned by the student from SWAYAM platform, the following is approved in the Academic Council, University of Jammu held on 26.02.2021:-

- Student must complete one SWAYAM MOOC course of 4-credit successfully and which is mandatory and will be treated as open elective course in place of university open elective course of 3<sup>rd</sup> semester.

- Student must complete the SWAYAM MOOC course in all respects on or before 3<sup>rd</sup> / 5<sup>th</sup> / 9<sup>th</sup> semester.
- Students' MOOC course score in terms of marks/grade/credits will be counted in their 3<sup>rd</sup> / 5<sup>th</sup> / 9<sup>th</sup> semester grade /marks sheet as the case may be .
- The above credit scheme is applicable to the affiliated colleges as well.
- **The increase in credits/Courses, with minimum and maximum to be earned by learners, can be reviewed periodically through appropriate University bodies, at a later stage, once stabilization is achieved on SWAYAM implementation within the University.**

| Streams     | PG        | UG        | No. of SWAYAM Courses to be enrolled by the student | Proposed Semesters for completion of SWAYAM course   | In lieu of open elective course of university 3 <sup>rd</sup> semester | Credits Reflection into Marks sheet / Grade Sheet   |
|-------------|-----------|-----------|---|--|--|---|
| All streams | 4-credits | 4-credits | One Course (minimum)                                | 1 <sup>st</sup> to 3 <sup>rd</sup> / 1 <sup>st</sup> to 5 <sup>th</sup> / 1 <sup>st</sup> to 9 <sup>th</sup> | Swayam 4-credit course now treated as open-elective course             | 3 <sup>rd</sup> / 5 <sup>th</sup> / 9 <sup>th</sup> |

## V) RESOURCES & REQUIREMENTS

The following are necessary for the smooth functioning of SWAYAM courses:

- Availability of uninterrupted and fast Internet facility, 24×7, is must to enable the learners and faculty members to access MOOCS and related information anywhere, anytime, within the University or Offsite Campuses to avoid any hiccups and inconveniences. Colleges shall also be required to have in place the requisite infrastructure/facilities to enable smooth transition to the blended mode of education.
- Recording facility of Lectures, preferably a Centralized Digital Multi-Media Cell, for e-content development and for other related activities.

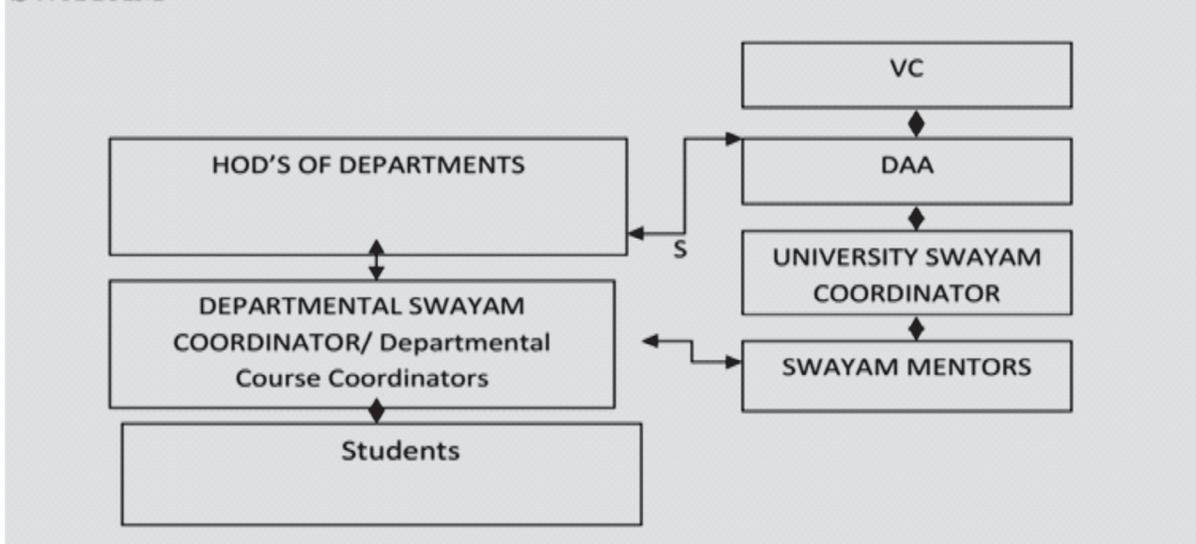
- Activation of Social Media platforms, especially YouTube, as the MOOC lectures are mostly embedded in it, and which is also a mandatory requirement as per MHRD/MOE directions.
- Virtual Classrooms with multimedia facilities.
- Timely creation of data repository for MOOC courses so that same can be made accessible to all stakeholders .
- Bi-annual centralized mechanism for data collection of information regarding SWAYAM ,as per prescribed format (Annexure-1), on pre-proposed fixed dates, preferably 5<sup>th</sup> of October and 5<sup>th</sup> March, every year for the sessions of June and November, respectively. This responsibility of sending information lies with the Departmental/Colleges SWAYAM Coordinators.
- Feedback from students can also be obtained in a similar manner.
- It is desirable to equip the Departmental labs with at least 10 Computer Systems, with high speed internet, networked printers and power backups of minimum 2 hrs.
- SWAYAM Prabha is an integral component of SWAYAM (MOOCs) programme which requires installation & configuration of TV sets along with setup boxes, dish antenna for the tuning of SWAYAM channels for learners at Departmental level.

ii) Wide and Effective Dissemination of SWAYAM Information

- Popularization of SWAYAM courses through Social Media platforms.
- Dissemination of SWAYAM information through Admission Brochures, Notice Boards, University Web Portals, prominent places in the University , print and electronic media etc. needs to be done at the beginning of the semester, and on six monthly basis (when the new courses are notified).The posters or other hand-outs supplied by UGC should be displayed at prominent places within the University/ Offsite or College Campus/es.
- Distribution of Printed pamphlets to students.
- Holding sensitization/ orientation sessions on SWAYAM, online/offline, as the case may be, to all the students in the beginning of Semester (1<sup>st</sup>) by all Departmental SWAYAM Coordinators in the Offsite Campuses/ Affiliated Colleges/ Departments.

Departmental SWAYAM Coordinator (DSC) of each Department must mentor the students, in course selections and handhold the students wherever required.

## STRUCTURAL FLOW CHART FOR COMMUNICATION WITH REGARD TO SWAYAM



Similar structure must also be adopted by the affiliated colleges for their internal communications.

### ANNUXURE-1

| Sample For Sending SWAYAM Data               |                               |  |                     |                                |
|--|-------------------------------|--|---------------------|--------------------------------|
| Department/ College Name                     | COMPUTER SCIENCE /MAM COLLEGE |  |                     |                                |
| Name of Departmental SWAYAM Coordinator(DSC) | PROF. RICHA SHARMA            |  |                     |                                |
| Departmental Course coordinator (DCC)        | Mobile Number                 | Swayam Course opted By the students (Course Title) | Semester            | Total No. of Students Enrolled |
| Dr Rajeev Gupta                              | 9481234567                    | CLOUD COMPUTING                                    | 2 <sup>ND</sup> SEM | 20                             |

(Available on University website under SWAYAM column)

The above information needs to be sent to iqac\_ju@yahoo.com with copy to UGC SWAYAM Coordinator to the email-id :neerusha@gmail.com on the 5<sup>th</sup> of Oct or 5<sup>th</sup> of March every year.

## ROLES AND RESPONSIBILITIES AT VARIOUS LEVELS

### At University level

- Online use of digital technology for training/workshops/ Seminars/Webinars for planners/ teachers/ learners to be encouraged as a regular feature.
- UGC-HRDC University of Jammu to conduct trainings for all concerned on MOOCs Development.

- Motivation of younger faculty in skill enhancement for development of e-content through enterprise of interest (EOI).
- Dissemination of SWAYAM information to all quarters with need-based review meetings.
- Bi-annual data collection on student/learners enrolment for SWAYAM courses for forwarding the same to the concerned quarters.
- Liaison with host institutions for course registration/credits to be earned by student and credit transfer issues, if any.
- Identification of Job oriented courses and ensuring availability of resources at all places for smooth functioning of SWAYAM.
- Creating awareness on SWAYAM through conduct of programmes among masses , Print, Electronic and Social Media etc.
- Invited lectures in Refresher/Orientation courses of HRDC, University of Jammu.
- Incorporation of marks/grade reflection in final year mark sheet.
- Bringing about amendments in University Regulations with regard to SWAYAM as per directions of MOE/UGC from time to time.

#### **At Departmental level**

- Establishment of SAC, with the Departmental SWAYAM Coordinator as one of the members. In case no SAC is constituted, the DAC will identify the pool of SWAYAM- MOOCs
- Selecting the MOOCs to be offered to the students.
- Sensitizing the students about SWAYAM during the Induction Programme in the department.
- Mentoring the students and facilitating them in completing the MOOCs.
- Providing all resources required by the students .
- Hold Review Meetings to ascertain the status of the MOOCs.
- Liaison with UGC SWAYAM Coordinator for all matters on SWAYAM.
- Data collection on SWAYAM enrolment semester wise and sending it to desired quarters.
- Channelizing mechanism for the usage of SWAYAM Prabha channels to the students.
- Collecting and entering of marks/grade obtained by all students on SWAYAM course and sending the compiled information to the COE, University of Jammu as per policy/mechanism adopted. This should be handle by DSC of the concerned department.

#### **At Student level**

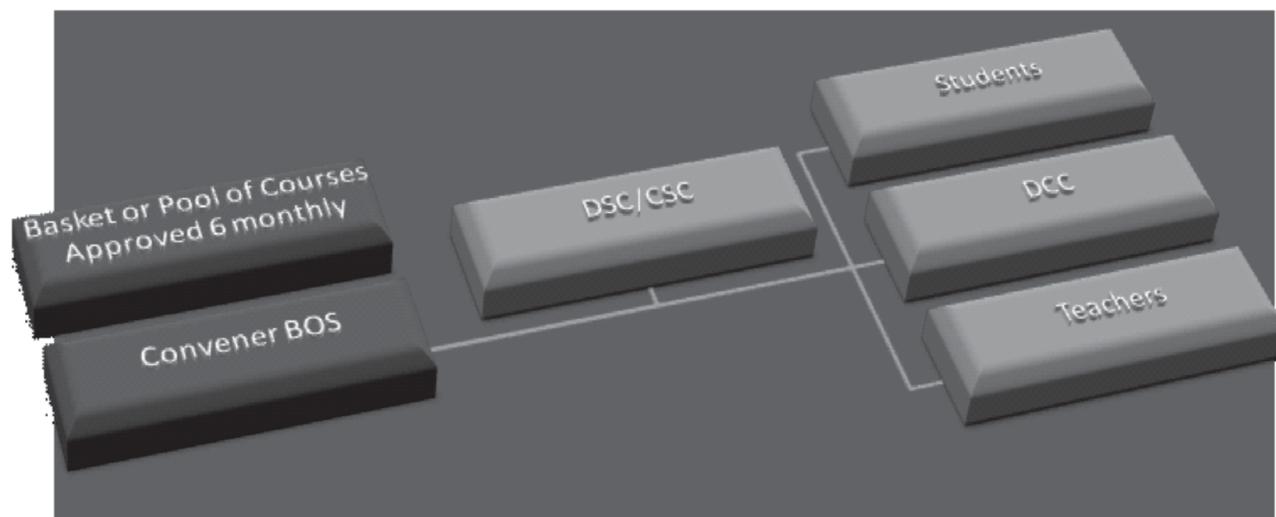
The following must be ensured by students, Departmental SWAYAM Coordinator (DSC), Course SWAYAM Coordinator (CSC) in the beginning of 1<sup>st</sup> semester:

- Provide all pre-requisite personal information such as email, valid mobile number etc. to their respective DSC/CSC for all future communications.
- Completion of one 4 credit course at least (or as per policy adopted from time to time) through

SWAYAM platform before commencement of end/final semester.

- Each and every student/ learner needs to give an undertaking by filling Declaration form in the 1st semester itself, duly signed that he/she will pursue at least one 4-credit course or courses (as per University policy on SWAYAM) from SWAYAM platform as per the format given in JUET Brochure. (Sample given below). The same, duly filled, shall be sent to the respective DSC/CSC for record and review purpose.
- All students must first register on SWAYAM portal and then get enrolled for a course or courses as the case may be on or before 3<sup>rd</sup>/5<sup>th</sup>/ 9<sup>th</sup> semesters, as the case may be, and complete the course successfully.
- Student must complete all assignments, tests as per schedule given by the Host institutions, which are mandatory to earn the required credits and obtain a course completion certificate from the Host Institution.
- Attending SWAYAM programmes organised, if any, by the University
- Resources provided by their respective departments must be effectively used for the completion of SWAYAM course.
- Student can enrol for more than one course . However, for the purpose of credit transfer, only one course of 4 credits, will be taken into account, which of course is mandatory. The student is free to chose from any stream/discipline of his choice or from pool chosen by the respective department.
- Passing of SWAYAM course successfully is mandatory for all students.

Handing over Xerox copy of course completion certificate after receiving from Host institution to their respective DSC.



Examination fee, if any, will be borne by the student.

For any queries / doubts, the learners are advised to contact their DCC & DSC/CSC.

**Declaration Form for the Student  
TO WHOM IT MAY CONCERN**

**DECLARATION BY STUDENT**

I, ..... , S/D/O of ..... , Roll No:.....,

Mobile No:....., e mail id.....;

Department /College..... Session .....

Semester..... , have read the instructions/information given in the Jammu

University Admission Brochure . Accordingly, I will choose (one/two/three)

courses as per University policy, of 4-credits from SWAYAM Platform and

complete it /them successfully on or before the completion of my

**3<sup>rd</sup>/5<sup>th</sup>/9<sup>th</sup>** semesters (**as the case be**) and provide the Course Completion

Certificate/ Result, to the respective **DSC/CSC** of the department concerned

for further action, failing which my results may be withheld.

Date:

Place:

Signature of candidate

# ROLES AND RESPONSIBILITIES AT UNIVERSITY LEVEL

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## a) **Role of Dean Academic Affairs (DAA)**

- Conduct of review meetings with SWAYAM Committee members on need basis.
- All Notifications/Circulars/Orders regarding SWAYAM to be issued by the office of DAA to all quarters, and the office of DAA should ensure its posting on Jammu University Website.
- Ensuring that updated information on SWAYAM is printed and available in JUET Brochure every year before the new admissions commences.

## b) **Role of Examination Wing (COE)**

- Ensuring of reflection of credits earned by student on SWAYAM Course/s in the end Semester mark sheet/ grade sheet.
- The Office of COE must ensure that University Exam dates should not clash with SWAYAM exams dates. To avoid any inconvenience to the students, the information must be supplied by the DSC/CSC through the Conveners, BOS to the office of the COE.
- Coordination with all concerned with SWAYAM to resolve any issues if any, on need basis.

## c) **Role of Head of the Department**

To forward the new list of courses to DAA office as per the format given below for notifications by 25<sup>th</sup> June and 25<sup>th</sup> November every year after consulting with DSC and committee members of departmental SWAYAM Academic Cell (SAC).

- To forward consolidated list of credits earned by all students through SWAYAM course to COE office before completion of final semester.
- Coordination with DSC, DCC and monitoring of SWAYAM courses through review meetings.
- Ensuring of timely dispatch of SWAYAM related information to the concerned quarters.
- Concerned department must keep SWAYAM record at least for 5 years after successful pass out by the student from the institution and record must be maintained academic year wise / semester wise.

## d) **Role of SWAYAM ACADEMIC CELL (SAC)**

- New Courses to be offered to students from SWAYAM platform must be decided by 25<sup>th</sup> June and 25<sup>th</sup> November for the courses offered on 1<sup>st</sup> June and 1<sup>st</sup> November respectively.

## e) **Role of University UGC SWAYAM Coordinator (USC)**

- The University SWAYAM Coordinator (USC), also called single point of contact (SPOC) as per UGC, shall disseminate the information to all USM, DSM, CSCs/ concerned officials for all matters related to SWAYAM & coordinate with all concerned with SWAYAM.
- Organise trainings/workshop on MOOCs awareness on regular basis.
- Conduct bi-annual review meetings with SWAYAM committee members to review SWAYAM status, if required.
- Direct all concerned to ensure the resources are in place.

**f) Role of UGC SWAYAM Mentors (USM)**

- All Mentors appointed by University are required to register at SWAYAM portal i.e. <https://ugcmoocs.inflibnet.ac.in> in the beginning.
- To coordinate with DSC & DCC for any doubts/clarifications
- To popularize MOOCs through social media such as Face-book, Twitter , WhatsApp; display on Departmental Notice boards, Canteen, Campus Main Gates, Hostels, Radio Jingles , Press Release in local papers etc.
- Disseminating of MOOCs information to students through awareness programmes / workshops or other means.
- To deliver invited lectures within University for affiliated colleges, students /staff on request basis in the orientation/refresher programmes ,if needed.
- Coordination with UGC SWAYAM Coordinator USC for all purposes.

**g) Roles of Departmental SWAYAM Coordinators (DSC), Departmental Course Coordinators (DCC) and College SWAYAM Coordinators (CSC).**

- To coordinate & communicate with University UGC SWAYAM coordinator & mentors.
- Providing information on SWAYAM, assisting in Course selection, extending library & lab facilities to the students.
- Departmental SWAYAM coordinators shall keep track of new courses (1<sup>st</sup> June and 1<sup>st</sup> November every year) well in time for the next forthcoming sessions.
- DSC of each Department must brief 1stSemester students on SWAYAM COURSES in the beginning of every new academic session about mode of exam, credits, University policy etc.
- DSC will handle queries of students and will Monitoring of declaration form to be filled by student and will send total enrolled students semester wise as per above format given at point 10 (annexure-1) and pre-specified dates.

- DSC will guide the students for Job oriented course selection and get it approved before information to DAA office through HOD.
- DSC will coordinate with DCC at Departmental level for running SWAYAM courses smoothly and gives wider publicity where required.
- All roles of DSC will be performed by CSC. DSC & DCC will ensure that a student registers and enrol for a course as per the policy adopted by University from time to time.

#### h) **Role of Digital Monitoring Learning Committee (DMLC)**

- Supervise all resources; ensure that the rules/regulations are adhered to and followed properly, and assist University SWAYAM coordinator for all matters related to SWAYAM.
- Monitor credits earned & transfer are done in timely manner.
- Report SWAYAM related issues to the concerned quarters of University.

#### l) **Role of Departmental Offices**

- The Departmental staff members of offices must coordinate and provide all logistic support needed from time to time to all Departmental SWAYAM coordinators or UGC SWAYAM Coordinator in maintaining all SWAYAM related records including communication letters issued.

## SUMMARY OF SWAYAM GUIDELINES

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University Academic Council Decisions vide:Resolution No: 86.26 of the University Council held on 11.09.2020 and subsequent meeting held on 26.02.2021,the following regulations need to be followed strictly by all Departments/Colleges/ Offsite Campuses, from current academic session onwards,till any further new amendments / notifications issued by the competent authorities with regards to SWAYAM COURSES/information.

- MOOCs through SWAYAM platform shall be mandatory for all regular students enrolled for a Bachelor's or Master's Degree programme choice based credit system (CBCS) in the University of Jammu or in the affiliated colleges of University of Jammu.
- **A minimum of one course of 4 Credits for PG/UG for UG 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 i.e 1<sup>st</sup> June or 1<sup>st</sup> November respectively, every year.
- Courses must be identified by all departments duly approved by Departmental Affairs Committee (DAC) or by Swayam Academic Cell (SAC) as the case may be, twice a year as per notification by UGC. The complete information of list of courses opted by the each student of

each batch within a weeks' time after the commencement of Final Semester, must be sent to the office of Dean Academic Affairs.

- Departmental Affairs Committee (DAC) / SWAYAM Academic Cell (SAC) must be empowered for the selection of MOOCs by Convenor, BOS in anticipation of approval to the Competent Authority (DAA). This shall then be reported in the Academic Council.
- While selecting the course from SWAYAM platform, the DSC or CSC must ensure a minimum of 6 weeks (32 hrs) and 12 weeks (72 hrs) course or as notified by the host institution to qualify for the 4-credit course respectively. For credits clarification, refer Table 1 Credits Scheme given above.
- Certification of credits issues, if any, must be resolved at the departmental level (DAC/SAC).
- MOOCs will be counted as an Open Elective Course in place of university Open Elective Course of 3<sup>rd</sup> semester till any further directions in this regard.
- The student must complete the SWAYAM course successfully before the commencement of the final semester of the programme.
- Students can select the MOOC course of their choice from a pool of courses selected by the Departments or Colleges, of any discipline 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 Coordinator (DSC) or College SWAYAM Coordinator (CSC) to forward these selected approved new courses through the Convener, BOS to the Dean Academic Affairs.
- Departments/ Colleges must ensure that all logistic support, required by the student, if any, is supplemented/extended.
- Student ideally should not select self-paced courses and courses selected must be different from one offered in the course curriculum of semesters to avoid duplicity of the course.
- The student must fill an undertaking form, as given in the admission brochure, and submit the same, duly filled to their respective Departments/ Colleges for future reviews and record purposes.
- Students must follow the schedule of the host institution in completing the course successfully and for any doubts, must contact the Course Coordinator or the Departmental/ College SWAYAM Coordinator (DSC/CSC).
- The student must keep a note of and provide the information such as registration date/ enrolment id, email-id, phone, name, semester etc. to their respective DSC/CSC.
- SWAYAM Examination fees (if any) or any other fee prescribed shall be borne by the students only.
- The student must submit a 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.

- A bi-annual data collection of information regarding SWAYAM enrolment , as per prescribed format (Annexure-1 enclosed) 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. The prescribed format will be available by 1st of March for November session courses and 1st of October for June session course on University website so that same can be filled duly submitted by 5th March or 5th November as the case be.
- There shall be a provision in the 3<sup>rd</sup>/5<sup>th</sup>/9<sup>th</sup> semester marks sheet, as the case may be for incorporating marks/grades earned by the student (For Examination Section only).
- All records of MOOCs related information must be preserved for five years from date of passing out by the student from the department or college as the case may be.
- The fee once paid shall not be refundable.
- 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 course successfully for whatsoever reason.

### Flow Chart for Student Enrolment in SWAYAM MOOCs



**i) Information to be sent to the UGC SWAYAM Coordinator ,University of Jammu**

Details of the Mentors, members of the Monitoring Committee nominated by University or for DSC/DCC/CSC members nominated by each Department must be sent to USC as per format given below, at the start of the process.

| S No | Name | DSC/DCC/CSC(by Dept.)<br>Mentor/Monitoring<br>(by University / College) | Course<br>(if applicable) | Mobile<br>Number | Email-id | Department |
|------|------|---|---------------------------|------------------|----------|------------|
|------|------|---|---------------------------|------------------|----------|------------|

**i) Format For Sending SWAYAM Data By SWAYAM Coordinators (DSC/CSC)**

The data regarding number of students enrolled for a course must be sent as per the sample format given below. All concerned are requested to send soft copy of the data to the centralized SIMS and UGC SWAYAM Coordinator (make an e mail id separately), University of Jammu for onward transmission to the concerned quarters. Soft copy of list of enrolled of the students must be sent by 5<sup>th</sup> of October for the courses opted for June session; and by 5<sup>th</sup> of March, for the courses opted for November session, every year. Preserve an updated list for ready reference. Do not send the list of students who have just registered at the SWAYAM portal, .The list of students who have enrolled for a course of their choice as per format given below needs to be sent.

# FAQs ON SWAYAM

| SNO<br>[A] | ABOUT SWAYAM   |
|------------|--|
| 1.         | <p><b>What is SWAYAM?</b><br/>           SWAYAM (Study Webs of Active-learning for Young Aspiring Minds); India Chapter of Massive Open Online Courses. SWAYAM is an indigenous developed IT platform, initiated by Government of India, which is instrumental for self-actualization providing opportunities for a life-long learning.</p>  |
| 2.         | <p><b>For which standard &amp; discipline, the Courses shall be delivered through SWAYAM?</b><br/>           The SWAYAM shall facilitate hosting of all the courses, taught in classrooms from 9<sup>th</sup> class till post-graduation and hundreds of courses covering virtually every course that is taught at the university/college/school level. These shall be offered by best of the teachers in India. The curriculum based course contents shall also cover diverse disciplines such as arts, science, commerce, performing arts, social sciences and humanities subjects, engineering, technology, law, medicine, agriculture etc. in higher education domain (all courses would be certification-ready in their detailed offering).</p> |
| 3.         | <p><b>Can any person in the world register a Course on SWAYAM?</b><br/>           Yes, any person in the world can register a Course on SWAYAM.</p>  |
| 4.         | <p><b>What Courses are planned &amp; who can deliver the MOOCs on SWAYAM?</b><br/>           Learner can choose from hundreds of courses, virtually every course that is taught at the university/college/school level are covered here and these shall be offered by best of the teachers in India and elsewhere. More than 1,000 specially chosen teachers and lecturers from across the Country have participated in preparing these courses.</p>   |
| 5.         | <p><b>Who shall produce &amp; deliver the MOOCs on SWAYAM?</b><br/>           MHRD has appointed nine National Coordinators viz UGC, NPTEL, CEC, IGNOU, NCERT, NIOS, IIMB, NITTTR &amp; AICTE which have been assigned a specific sector for preparation of online courses for SWAYAM.</p>   |
| 6.         | <p><b>What are the Format / pedagogy for MOOCs productions?</b><br/>           The courses hosted on SWAYAM will be in 4 quadrants –<br/>           (1) Video lecture with multimedia<br/>           (2) Specially prepared reading material that can be downloaded/printed<br/>           (3) Self-assessment tests through tests and quizzes and<br/>           (4) An online discussion forum for clearing the doubts. Steps have been taken to enrich the learning experience by using audio-video &amp; multi-media and state of the art pedagogy/technology.</p>   |

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| 1. | <p><b>Are the Courses on SWAYAM going to be on charge basis?</b></p> <p>The courses delivered through SWAYAM are available free of cost to the learners . However, students wanting certifications shall be registered and offered a certificate on successful completion of the course, with minimal fee . At the end of each course, there will be an assessment of the student through proctored examination and the marks/grades secured in this exam could be transferred to the academic record of the students.</p>  |
| 2. | <p><b>Will a Learner earn Credits &amp; certificate after going through the MOOCs on SWAYAM?</b></p> <p>The courses delivered through SWAYAM are accessible by any learner free of cost. However student having registered a course, having submitting the assignments as per Requirements of the course, shall at the end of each course, be assessed through a proctored examination. A student having successfully completed the course shall get a Certificate that shall be issued by the Host Institute. The marks/grades secured in this proctored examination could be transferred to the academic record of the students from Host Institute.</p>  |
| 3. | <p><b>Has the Government issued any policy regarding transfer of credits earned by a student through MOOCs on SWAYAM?</b></p> <p>UGC has already issued the UGC (Credit Framework for online learning courses through SWAYAM) Regulation 2016 advising the Universities to identify courses where credits can be transferred to the academic record of the students for courses done on SWAYAM.</p>   |
| 4. | <p><b>Is the SWAYAM a 'New Plan' proposal not included in the current Plan period?</b></p> <p>The proposal is continuing scheme from the past Plan periods. It continues the work started under the NME-ICT programme and creates the IT platform for hosting the MOOCs content.</p>  |
| 5. | <p><b>What is the genesis of launching the SWAYAM?</b></p> <p>In order to improve Gross Enrollment Ratio (GER), from 20% at present to 30% by 2020; Government of India has felt that conventional mode of education shall alone not be sufficient to achieve this goal and has decided to utilize ICT in a big way, in education.</p>  |
| 6. | <p><b>Has Government embarked upon an ICT Programme in the Past?</b></p> <p>The Cabinet Committee on Economics Affairs on 2<sup>nd</sup> Jan 2009 had approved 'National Mission on Education through Information &amp; Communication Technology' (NMEICT), a Centrally Sponsored Scheme, with an outlay of 4612 Cores, to leverage the potential of ICT for all learners in Higher Education Institutions in any - time, any - where mode. Through this mission it was intended to achieve composite goals of ensuring access with equity and excellence in Higher Education and bridging the digital divide that exist in our society today.</p>  |
| 7. | <p><b>What are the Objectives of SWAYAM schemes?</b></p> <p>Major objectives of the proposal are as follows:</p> <ul style="list-style-type: none"> <li>i. Creation of content on courses from School Secondary level till Post Graduation, covering all disciplines, to be made available on the SWAYAM platform.</li> <li>ii. Repurposing of e-content courses already developed under NMEICT to fit into SWAYAM Pedagogy / Andragogy.</li> <li>iii. Develop India MOOCs platform named as SWAYAM (Study Webs of Active - learning for Young Aspiring Minds) for hosting and running thousands of courses simultaneously.</li> <li>iv. Provide robust Internet Cloud (with CDN) and sufficient bandwidth for concurrent viewings of 1 Million users.</li> <li>v. Conduct of examination and award of certificates to participants having successfully completed the course.</li> <li>vi. Provide recommendations to institutions to implement CBCS on SWAYAM .</li> </ul> |

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| 1. | <p><b>Targets to be achieved through SWAYAM?</b></p> <p>The specific target proposed is to meet the needs of students studying in Universities, Colleges and CFIs and the learners in the country.</p>  |
| 2. | <p><b>What are the outcomes of SWAYAM</b></p> <p>The anticipated outcomes of SWAYAM are:</p> <ul style="list-style-type: none"> <li>i. Creation of fresh content on 600 courses from Secondary to all levels of Higher Education, in all disciplines.</li> <li>ii. Repurposing of e-content courses numbering 1400 already developed under NMEICT to fit into SWAYAM Pedagogy / Andragogy.</li> <li>iii. Develop India MOOCs platform named as SWAYAM (Study Webs of Active -learning for Young Aspiring Minds) for hosting and running about 2000 courses and repeating it three times during a year.</li> <li>iv. Conduct of examination and award of certificates to participants having successfully completed the course.</li> <li>v. Provide recommendations to Institutions regarding implementation of Choice Based Credit System (CBCS) on SWAYAM Courses.</li> </ul>  |
| 3. | <p><b>Does the Ministry provide funding for development of MOOCs to the Institutions?</b></p> <p>The Ministry provides funding for creation of MOOCs</p> <ul style="list-style-type: none"> <li>(a) Fresh MOOCs Compliant e-content</li> <li>(b) For repurposing e -contents to MOOCs Compliant Contents, as per the 4 -quadrant approach, defined in the MOOCs Guidelines. The PIs/SMEs are also paid honorarium, for preparation of the content and for running the Course. Besides funds are also paid for engaging Teaching Assistances, Course Reviewers, conduct of Workshops and Human Resource Support.</li> </ul>  |
| 4. | <p><b>Are Skill based courses also to be covered under SWAYAM?</b></p> <p>Yes</p>   |
| 5. | <p><b>What are salient features on transfer of Credits earned through SWAYAM by a student to the Institute where the student is studying?</b></p> <p>The University Grants Commission in exercise of the powers conferred by clause(f) and (g) of sub - section(1) of Section 26 of the UGC Act 1956(No.3 of 1956), has in its 515<sup>th</sup> Meeting held on 20<sup>th</sup> May 2016 approved the 'Credit Framework for online learning courses through SWAYAM) Regulation 2016. It states: The parent Institution shall give the equivalent credit weight age to the students for the credits earned through online learning courses through SWAYAM platform in the credit plan of the program. No university shall refuse any student for credit mobility for the courses earned through MOOCs. The SWAYAM shall notify to the Registrars of all the Institutions &amp; the Institutions shall, consider through their Competent Authority, the online learning courses being offered through the SWAYAM platform; and keeping in view their academic requirements, decide upon the courses which it shall permit for credit transfer. Provided that an Institution can only allow up to 20% of the total courses being offered in a particular program in Semester through the online learning courses provided through SWAYAM platform.</p> |

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| 1.         | <p><b>What is the Scope of the SWAYAM Project</b></p> <p>Scope of SWAYAM shall be: -</p> <ol style="list-style-type: none"> <li>1. Curriculum based course contents covering diverse disciplines such as arts, science, commerce, performing arts, social sciences and humanities subjects, engineering, technology, law, medicine, agriculture etc. in higher education domain (all courses would be certification -ready in their detailed offering)</li> <li>2. School education (9-12 levels) modules and teacher training as well as teaching and learning aids to children of India to help them learn subjects for better preparedness for competitive examinations for admissions to professional degree programmes.</li> <li>3. Skill based courses which cover both post-higher secondary school skills that are presently the domain of polytechnics as well as industrial skills certified by the sector skill councils of various Ministries.</li> <li>4. Advance curriculum and professional certification under a unified scheme in higher education domain that can be tailored to meet the demands of choice based credit system (CBCS) currently being implemented in India</li> <li>5. Curricula and courses that can meet the needs of life-long learners of Indian citizens in India and abroad. All course contents will have clear and designated outcomes for learners and follow a suitable pedagogy (child learning) or andragogy (adult learning) and will provide model curricula in respective branches for Universities and institutions to adopt.</li> </ol> |
| <b>[B]</b> | <b>REGISTERING ON SWAYAM</b>  |
| 1.         | <p><b>How can I register on Swayam?</b></p> <p>Go to and click "Register as Student" to register yourself.</p>  |
| 2.         | <p><b>What is the information for registering on SWAYAM ?</b></p> <p>Your Name, Email ID is essential information for registration on SWAYAM Platform.</p>  |
| 3.         | <p><b>Can I signup using Face book or Google +account</b></p> <p>Yes you can.</p>   |
| 4.         | <p><b>How would I know that my account is verified, Will I receive an email notification?</b></p> <p>Yes, you will be receiving an email notification from <a href="mailto:support@swayam.gov.in">support@swayam.gov.in</a></p>   |
| 5.         | <p><b>I forgot my login password. Is there any provision to reset my password?</b></p> <p>Click "forgot password" option and follow steps to retrieve/recreate your password.</p>   |
| 6.         | <p><b>Can a learner see the last login information on SWAYAM portal?</b></p> <p>Yes, the last login information will be visible to the learner at the top right corner of the screen under his/her username.</p>  |

| <b>[C]</b> | <b>FINDING A COURSE</b>   |
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| 1.         | <p><b>How can I search a course on SWAYAM ?</b><br/>You can search with your own keywords or you can choose categories listed on <a href="http://swayam.gov.in">swayam.gov.in</a>.</p>  |
| 2.         | <p><b>How can I select a course on SWAYAM ?</b><br/>After you have searched a category or a keyword, a list of courses will appear. You may click the course-title of the course that you find suitable, detailed course-page of that course would appear. You may enroll yourself on the course-page itself.</p> |
| 3.         | <p><b>How can I know which course will be suitable to enroll into?</b><br/>Course-page would have the detailed information about the eligibility and other information.</p>   |
| 4.         | <p><b>Are the courses on SWAYAM portal free or paid?</b><br/>All courses on SWAYAM are free. However, there will be prescribed fees for appearing for the Exam for respective course (MOOC).</p>  |
| 5.         | <p><b>Can I search category wise courses on SWAYAM ?</b><br/>Yes, you can.</p>  |
| 6.         | <p><b>Can I search a course on a specific topic?</b><br/>Yes, you can search a course on a specific topic.</p>  |
| 7.         | <p><b>Can I search and find a course from any specific University?</b><br/>You can go to the specific University/Institute page and search the courses being offered by Institute/University.</p>   |
| 8.         | <p><b>Can I search highly recommended courses or courses with best reviews in SWAYAM portal?</b><br/>Yes</p>  |
| 9.         | <p><b>Where can a learner find, course syllabus &amp; details of course credit?</b><br/>The learner will be able to find the syllabus &amp; course credit details on the Course Detail Page.</p>  |
| <b>[D]</b> | <b>COURSE ENROLLMENT</b>  |
| 1.         | <p><b>How to find out the eligibilities for the courses?</b><br/>In the Course-page, all the details of the eligibility are mentioned.</p>  |
| 2.         | <p><b>Can I enroll into multiple courses once I get myself registered with SWAYAM portal?</b><br/>Yes, you can enroll in multiple courses (MOOCs) on SWAYAM after registration.</p>   |
| 3.         | <p><b>Is there any time limit or deadline to the courses where I am enrolled?</b><br/>For participation in a course which is a scheduled course, students cannot enroll after the course is started. For a <b>Self-paced course</b> there is no deadline.</p>   |
| 4.         | <p><b>When can I enroll into the course?</b><br/>You can enroll in a self-paced course at any time of your choice. Scheduled courses support student enrolment from 60 days before the course is scheduled to start.</p>  |
| <b>[E]</b> | <b>ASSIGNMENT GRADING</b>   |
| 1.         | <p><b>Can a learner see the maximum marks which are attached to each assignment?</b><br/>Yes</p>  |
| 2.         | <p><b>How can a learner keep track of the assignments?</b><br/>The learners have a separate assignment details page within the course from which they can access all assignments and see pertinent data such as due date, date submitted, maximum marks and marks obtained and grade obtained.</p>                |

| <b>[F]</b> | <b>COURSE &amp; ITS SETTINGS</b>  |
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| 1.         | <p><b>How can I send personal message to faculty?</b></p> <p>You can find the option to send personal message to the faculty on the Course -page after you are enrolled, under the option of overview.</p>  |
| 2.         | <p><b>Will I receive notification emails when new post is added?</b></p> <p>Yes</p>   |
| 3.         | <p><b>Where can I start a discussion for a particular topic?</b></p> <p>In the "Activity" feed inside courses.</p>  |
| 4.         | <p><b>Will it be visible to all the students enrolled in that course?</b></p> <p>Yes, since it is an open forum.</p>  |
| 5.         | <p><b>Will I be able to see other students who are participating in the course?</b></p> <p>Yes</p>  |
| 6.         | <p><b>Can I change the start date of my course?</b></p> <p>Yes, you can change the start date of your course. Please follow the steps:-</p> <ol style="list-style-type: none"> <li>1. Login to the SWAYAM portal with your registered id.</li> <li>2. Go to the course for which you want to change the start date.</li> <li>3. Click on the course settings icon available on the right hand side of the course page.</li> <li>4. Select the Change Start Date option and set the new date for your course.</li> </ol> |
| 7.         | <p><b>How to add equations in a test?</b></p> <p><a href="https://www.youtube.com/watch?v=lmuCScn82LA&amp;feature=youtu.be">https://www.youtube.com/watch?v=lmuCScn82LA&amp;feature=youtu.be</a></p>  |
| <b>[G]</b> | <b>COURSE PARTICIPATION</b>   |
| 2.         | <p><b>Do I have to watch all the videos in the course to earn credit?</b></p> <p>Yes, completion of the course includes watching of the videos and going through the course materials.</p>  |
| 3.         | <p><b>Can I also access the content offline incase my internet is not working?</b></p> <p>No, you need an active internet connection to access your content on SWAYAM portal.</p>   |
| 4.         | <p><b>Can I submit my assignments online?</b></p> <p>Yes, It can be done!</p>   |
| 5.         | <p><b>I am not able to access my content within the course, What could be the reason?</b></p> <p>Please check if your internet connection is working and refresh your computer screen.</p>  |
| 6.         | <p><b>While accessing video content, I was unable to hear any sound, Why it is so?</b></p> <p>Please check your system audio if it is working fine.</p>   |
| 7.         | <p><b>Do learners have an option where they can track all their recent activities?</b></p> <p>Yes, learners post login will be able to see a complete Dashboard on their screen which will include their learner calendar, recent conversations, courses, Due assignments &amp; Tests et c.</p>   |

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| 8.  | <p><b>Is Pre-Survey form mandatory to the course learners?</b></p> <p>Yes. The learner will not be able to access course schedule, assignment, content etc. till the time learner do not submits the pre-course survey.</p>   |
| 9.  | <p><b>What will happen if the learner tries to access the courseware without submitting the survey?</b></p> <p>The system will redirect the learner to fill &amp; complete the survey form first.</p>   |
| 10. | <p><b>When does a learner become eligible to take a post course survey?</b></p> <p>A learner becomes eligible for a post course survey only when she/he has met the completion criteria of the course.</p>  |
| 11. | <p><b>What different activities can a learner do within a discussion forum?</b></p> <p>There are three levels threaded discussions which can be used by the learners to post in the discussion forum. There can be multiple discussion topics which can be initiated by any one of the learners who are already enrolled in the course. Each discussion topic can have multiple responses and each response can have multiple comments.</p> |
| 12. | <p><b>Can a learner switch between an open discussion and a group discussion of his own?</b></p> <p>Yes, Learner has the privilege to switch between the open and group discussion, provided that learner is a part of specific group discussion, otherwise learner will only be able to send messages in an open discussion.</p>   |
| 13. | <p><b>Where all can a learner find the 'article' feature in their login Id?</b></p> <p>Articles will be available for learners to consume as a part of course content. Articles will also be available in the learner's course calendar.</p>  |
| 14. | <p><b>How can a learner play the closed caption while watching the video?</b></p> <p>Learner will see the CC option once they play the video, and can choose the language of their choice.</p>  |
| 15. | <p><b>How will a learner come to know that she/he has successfully completed the course?</b></p> <p>The learner can see the completion status on the My courses listing page as shown in the below image. The learner can also take the post course survey if the same has been uploaded by the Instructor on a particular course.</p>  |
| 16. | <p><b>How will the student know that a particular content is mandatory for course completion?</b></p> <p>Within the course schedule, corresponding to every mandatory content, there will be an 'encircled I' icon displayed. If the student will hover the cursor over that icon, then student will be able to see message saying 'this activity counts towards course completion.</p>   |
| 17. | <p><b>How can learners get the course participation certificate once everything has been consumed from their end?</b></p> <p>Once all requirements are met and the Post Course survey is taken, a link to download the Course Participation certificate will be displayed on the My Courses listing page.</p>   |
| 18. | <p><b>Can I cancel a grievance I submitted?</b></p> <p>Yes, you can. Just visit your grievances page, select the grievance you want to cancel, and you will see the option to cancel it. Grievances that have already been addressed cannot be cancelled.</p>   |

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| 19. | <p><b>Can I send a message directly to the course coordinator of a course I am enrolled in?</b></p> <p>Yes, you can. You will have access to an inbox on your Course page on the left page. From this page, you can compose and send a message that will directly reach your Course Coordinator. You can see responses from the course coordinator on this page, and choose to reply as well.</p>  |
| 20. | <p><b>How can I attend a Live Class?</b></p> <p>Just click on the Live Class, either from your Learner Calendar or from the course schedule page. When it is time for the class, the instructor will start it and you can take part in it. Just make sure that you allow the Flash plug in to access your audio and video. Your attendance will be marked automatically.</p>   |
| 21. | <p><b>Do I need to mark my attendance for live classes?</b></p> <p>Your attendance will be marked automatically.</p>   |
| 22. | <p><b>Is there a mechanism for me to submit a grievance I might have?</b></p> <p>Yes. After logging onto your learner account in SWAYAM, you can click on the “Grievances” link in the footer of the page to access your personal Grievances page. On this page, you will see a list of the grievances you might have submitted, with associated details. You will also see an option to submit a new grievance. Please note that this option should be exercised with caution, and frivolous grievances should not be filed. It is advised that you avail this option only after exhausting other, customary means of redressal, for instance, reaching out to your course instructor or teaching assistant directly for assistance. You can file a grievance under the following heads.</p> <ol style="list-style-type: none"> <li>1. Against Registrar (Accepting)</li> <li>2. Against Registrar (Receiving)</li> <li>3. Against course coordinator</li> <li>4. Against teaching assistant</li> <li>5. Against course content</li> <li>6. Against fellow student</li> <li>7. Against SWAYAM platform</li> <li>8. Others</li> </ol> <p>If you are a SWAYAM mobile app user, you will receive a notification when the status of your grievance changes. Additionally, you will receive an email on your registered email id. You can view the redressal notes by viewing details of the grievances on the Grievances page of the SWAYAM web portal.</p> |

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**Sources used: 1) <https://www.aicte-india.org> , <https://swayamprabha.gov.in>  
2) <https://swayam.gov.in>**

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