Instruction Manual for Submitting Expression of Interest (EoI) and Proposal for MOOCs Development

SWAYAM

"Study Webs of Active-Learning for Young Aspiring Minds" (SWAYAM) is the indigenous ICT based platform for hosting Massive Open Online Courses (MOOCS) developed under the aegis of NME-ICT. An initiative of Ministry of Human Resource Development (MHRD), Government of India, MOOCs supplement the formal education system in the country from high school to higher education offering courses based on curriculum, continuing education and skill.

National Coordinator (NC)

Consortium Educational Communication, New Delhi is the National Coordinator for the purpose of development and delivery of MOOCs and overseeing the assessment procedures of such courses offered on SWAYAM at undergraduate level. There are other seven National Coordinators (NC) each for different sectors of education.
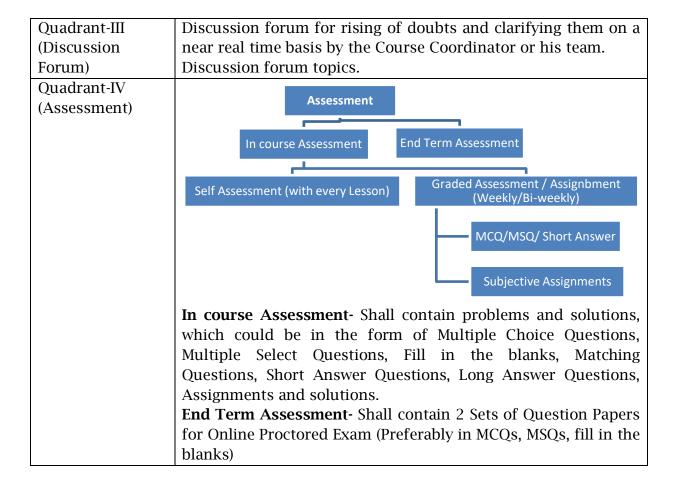
Massive Open Online Courses

MOOCs are online courses offered through an ICT platform that enables students to access high quality video lectures, reading resources; allows them to participate in discussion forums; take tests and also earn academic grades. MOOCs may either be Credit or Non-Credit bearing under semester system.

MOOC Structure

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

Quadrants	Description
Quadrant-I (e-Tutorial)	Shall contain Video and Audio Content in an organized form, Animation, Simulations, video demonstrations, Virtual Labs, etc, along with the transcription of the video.
Quadrant-II (e-Content)	Shall contain self instructional material, e-Books, illustrations, case studies, presentations, Web Resources such as further references, Related Links, Open Source Content on Internet, Video, Case Studies, books including e-books, research papers & journals, Anecdotal information, Historical development of the subject, Articles, etc.
	Setting up the FAQs, Clarifications on general misconceptions

Quadrant-III (Discussion Forum)	Discussion forum for rising of doubts and clarifying them on a near real time basis by the Course Coordinator or his team. Discussion forum topics.
Quadrant-IV (Assessment)	**In course Assessment**- Shall contain problems and solutions, which could be in the form of Multiple Choice Questions, Multiple Select Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Assignments and solutions. **End Term Assessment**- Shall contain 2 Sets of Question Papers for Online Proctored Exam (Preferably in MCQs, MSQs, fill in the blanks)

Host Institute:

An educational institution which offers MOOCs on SWAYAM is called Host Institute. The host institute facilitates the examination, evaluation-and award and transfer of credits. On successful completion of each course, the Host Institute offering the MOOCs course would issue the certificate, along with the number of credits and grades, which would be transferred into mark-sheet/certificate issued by his/her parent institute.

Parent Institute:

A parent institute is where a prospective learner is enrolled in a particular program and may further opt for a particular MOOCs hosted on SWAYAM.

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

INSTRUCTIONS FOR MOOC DEVELOPMENT AND DELIVERY

The document describes the process of MOOC development and delivery under the following headings

A. Proposal

B. Development and Delivery

C. Evaluation

D. Course Credits & Credit transfer:

A. Proposal

The development of MOOC starts with NC inviting Expression of Interests (EoI) from academics / academic institutions. The Expression of Interest (EoI) must be submitted in the form of the prescribed proforma downloadable as- **Forms for Expression of Interest and Detailed MOOC Proposal**. The EOI and Detailed proforma must be downloaded, duly filled and emailed to-

1. cec.moocproposal@gmail.com for Under Graduate (UG) Courses
2. cec.pgmooc@gmail.com for Post Graduate (PG) Courses.

Review of Proposal- The Expression of Interest (EoI) and Detailed proposal shall be evaluated by a Subject experts Group (SEG) comprising of eminent subject experts. The SEG shall review each proposal in details as per parameters of MHRD and CEC, and recommend to the Academic Advisory Council (AAC) constituted by the National Coordinator (CEC) for approval.

Inviting Detailed MOOC development Plan:-
Detailed Proposal for MOOC development shall consist of the following and shall be submitted to the National Coordinator (NC) for approval:

i	Expression of Interest	EOI for development of proposed MOOC
ii.	Sample Module Video	Sample module of 5-7 minute duration. Wherein the faculty can discuss a topic highlighting their pedagogy, expertise in the subject and overall engagement with the viewer.
iv.	Sample Write up	Sample e-book write up on 250-500 is required on any lesson covered in the Course, wherein the faculty can give a organized content write up

v.	Assessment Plan	A tentative plan of weekly assessments and assignments, tests, programming and projects that would be required to be taken by the students towards in-course assessment.
vi.	Host University/Institute Where Credits / Certificate on the Course are to be offered. Consent letter / copy of the resolution / minutes etc., signifying the Institute has formal approval of the MOOC(s)	the University/ Institute agrees to facilitate the examination, evaluation and issue certificate(s) and 'Transfer the Credits' to Registered Students under SWAYAM that are existing as regular & enrolled students from a recognized University/Institute across the country. The Host University shall follow, the UGC & AICTE (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016, a 'Gazette Notification' issued on 19th July 2016 & 17th August 2016, respectively and guidelines in effect. A Letter in a given format is required- stating that the Online Course is Cleared by a University/ Institute.

The *Detailed MOOC development Proposal* Format with instructions for filling the information is being provided in the document named - **Forms for Expression of Interest and Detailed MOOC Proposal**.

1. For **Under Graduate** courses, kindly download and duly fill the form and mail to cec.moocproposal@gmail.com along with the Expression of Interest, sample video, sample module write-up. Proposals submitted without mandatory items shall not be considered.
2. For **Post Graduate** courses, kindly download and duly fill the form and mail to cec.pgmooc@gmail.com along with the Expression of Interest, sample video, sample module write-up. Proposals submitted without mandatory items shall not be considered.

For further details of MOOCs development and delivery and other related matters please refer to Guidelines issued by MHRD in June 2017 and in December 2017. (Kindly refer the pdf document named Guidelines Complied)

B. Development and Delivery

Development of MOOC courses encompasses the production of instructional video lectures, creation of textual materials, lecture transcripts, assessment components etc. these aspects of production may be undertaken at suitable production facility {meeting infrastructure requirements as mentioned in the MHRD Revised Guidelines for MOOCs, dated June 2017- -(REFER *6.3. Production activities (8 weeks/ Online Course of the revised Guidelines)}* **(**Kindly refer the pdf document named **Guidelines Complied)**

The production facility may be located at the Host University/Institute. Incase production facility is not available at Host University/Institute, Course Coordinator (CC)also can avail production facility for the accepted MOOC Proposals, at the CEC's Educational Multimedia Research Centres (EMRCs) located across India. (**List of Media centers As per Annexure IV).**

The delivery of MOOC shall comprise of schedule-wise release of video lectures and assessment. The IIIrd Quadrant-Discussion forum requires moderating the discussion forum time to time and conducting the Live interaction. These components are part of the SWAYAM platform and require NKN network/high bandwidth facility to conduct the live interaction through the portal.

Terms and conditions for Fund Release-

1. The funds will be released as per MHRD MOOCs Guidelines and Terms & Conditions issued by CEC.
2. The funds will be only released to Host University/Institutes and EMRCs for development of MOOC.
3. The MOOCs developer (Course Coordinator) would adhere to CEC/EMRCs Norms of payment structure for development of MOOCs.
4. Utilization Certificate of the Fund Release for development of MOOC has to be submitted to CEC.

(After approval of the proposal, please refer Annexure-VI for Course Development Guidelines)

C. Evaluation

Refer – Revised Guidelines for details -ASSESSMENT AND CERTIFICATION
(Kindly refer the pdf document named **Guidelines Complied)**

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

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

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

c) In case, a pen and paper final examination is to be conducted, the same shall be offered through any college/school volunteering to conduct the same. The decision in this respect will be taken by the host institution.

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

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

D. Course Credits & Credit transfer:

As per the guideline for SWAYAM one course credit will be equivalent to 13-15 hours learning covering going through the course content, participating in discussion forums and other interactions, working on assignments and activities designated for the course etc. A 1 to 4 credit SWAYAM course is expected to be covered in 4-12 weeks' duration including the assessment component. A 4 credit course should have 40 hours of total engagement, in which 20 hours of video content is mandatory. The engagement time for the entire course consists of learning from e-Content, reading reference material, participation in discussion forum and submitting weekly assessments and assignment. (Refer to MHRD Guidelines June, 2017). (Kindly refer the pdf document named Guidelines Complied)

For supplementing formal education under SWAYAM, UGC has already facilitated the credit transfer vide their Notification titled 'UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016', dated the 19th July, 2016. (Kindly refer the pdf document named Guidelines Complied). It has, with the objective of attracting the faculty to contribute to the MOOCs, also made provision to treat the development of MOOCs as one of the parameters the points of which could be part of the scores under CAS. For further details please refer to the UGC Notification No. F.1-2/2016(PS/Amendment) dated 11th July 2016 published in Gazette on the same date. (Kindly refer the pdf document named Guidelines Complied)

Following items are to be emailed to cec.moocproposal@gmail.com or cec.pgmooc@gmail.com, as per the checklist given below.

Checklist:

1. *Expression of Interest*
2. *Detailed MOOC Proposal including week wise course delivery structure.*
3. *Sample module video*
4. *Sample write-up on any module within 250-500 words*
5. *Consent letter-* Consent letter if not available at the moment, then the Course Coordinator may kindly provide the date by which it will be submitted. The Consent letter is mandatory for course approval