

UGC-SWAYAM MOOCs

BHARATHIAR UNIVERSITY

Steps to be followed for submitting proposals to SWAYAM

The applicants are required to submit the following documents to UGC SWAYAM through email:

- I. Expression of Interest (EOI) – (Refer EOI 2)
- II. Detailed MOOCs proposal with Weekly Course Plan(Refer Annexure I,II,III)
- III. Consent to be the host institution (Refer Annexure V) **after getting it endorsed by the Registrar, Bharathiar University**
- IV. 5-7 min. video on the course (P.I.) (Refer Annexure VI)
- V. Small text based on the video – 250 words

The above 5 documents need to be emailed by the faculty to the following email IDs as relevant:

For UG course email cec.moocproposal@gmail.com

For PG course email cec.pgmooc@gmail.com

A copy of the email submission may be marked to swayam@buc.edu.in

Important Instructions for getting Consent Letter from Host University (III):

- ❖ The applicants interested to submit proposals to develop SWAYAM MOOC need to get Consent letter for being the Host University from Bharathiar University through a Covering Letter addressed to the Registrar by the applicant duly forwarded by the Principal (Format enclosed)
(Note: Consent letter issued by Colleges/Institution heads may not be accepted by UGC SWAYAM)
- ❖ A copy of the proposed syllabus need to be enclosed along with the first page of the syllabus booklet where the list of all the courses, their credits, etc., along with the name of the program is mentioned attested by the respective HoD's.
- ❖ Only the syllabus approved by the BoS may be developed for SWAYAM MOOC's ,if your developing a new syllabus, the same has to be approved by your respective BoS)
- ❖ If it is a Board of Studies of autonomous college, that may be duly mentioned in the covering letter.
- ❖ For developing a Four Credit Course, 15 weeks duration with 40 modules are required.
- ❖ For developing a Three Credit Course, 12 weeks duration with 30 modules are required.
- ❖ For developing a Four Credit Course, 8-12 weeks duration with 20 modules are required.

Important Instructions after receiving Consent Letter from Host University :

- ❖ The applicants submitting the required documents to the Bharathiar University for getting Consent letter for Host Institute would be verified and processed by the University SWAYAM Team.
- ❖ Once the required documents are found to be appropriate as per the guidelines, the applicants would receive the Consent letter from the University.
- ❖ After receiving the Consent Letter from the University, the applicants by themselves would submit the following documents to UGC SWAYAM through the below mentioned email Ids:
 1. Expression of Interest (EOI)
 2. Detailed MOOCs proposal with Weekly Course Plan
 3. Consent to be the host institution (Received from the University)
 4. 5-7 min. video on the course (P.I.)
 5. Small text based on the video – 250 words

The above 5 documents need to be Emailed to the following email IDs:

For UG course email cec.moocproposal@gmail.com

For PG course email cec.pgmooc@gmail.com

For any Queries, Kindly Contact SWAYAM OFFICE, BHARATHIAR UNIVERSITY

Reference Websites:

- <http://swayam.gov.in>
- <http://cec.nic.in>
- <https://ugcmoocs.inflibnet.ac.in/index.php/swayam>
- [https://www.ugc.ac.in/pdfnews/8449573 Intruction-Manual.pdf](https://www.ugc.ac.in/pdfnews/8449573_Intruction-Manual.pdf)

STEPS FOR YOUR QUICK REFERENCE

Step 1	Go through files #1 to #12
Step 2	Take a look at Annexure #2 and choose one area for the MOOCs you wish to develop
Step 3	Fill EOI and Details MOOCs proposal (See File #1 & #2), and a brief text on the MOOCs you wish to develop (250 words)
Step 4	Fill Annexure – V (See file #7)
Step 5	<p>Get a 5-7 minutes video shoot introducing your SWAYAM MOOCs recorded in a CD.</p> <p><i>* A good quality video recorded on mobile phone without noise will suffice the purpose.</i></p>
Step 6	<p>Submit (in hardcopy) the following to the Registrar, Bharathiar University.</p> <p>(1) EOI (2) Detailed MOOCs proposal (3) Annexure – V (4) CD with your video recording introducing your MOOCs and (5) Cover letter (as per the format suggested)</p>
Step 7	You will receive the “Letter of Consent to be the host” duly endorsed by the Registrar, Bharathiar University from SWAYAM Office, BU
Step 8	<p>You have to upload EOI, Detailed MOOCs proposal, and scanned copy of the “Letter of Consent to be the host” received from us to make a submission of application for the grant on SWAYAM portal</p> <p>Or you could email the above documents to the following email IDs</p> <p>a) For UG MOOCs: cec.moocproposal@gmail.com b) For PG MOOCs: cec.pgmooc@gmail.com</p> <p>Note: Mark a copy of the email submission to swayam@buc.edu.in</p>

You may feel free to contact SWAYAM Office by email or phone (#9597870864) to follow up your submission.