Guidelines for Implementation of SWAYAM courses at ITM University, Gwalior

Introduction

The SWAYAM (Study Webs of Active Learning for Young Aspiring Minds) initiative by the Government of India is an online platform aimed at achieving access, equity, and quality in education. ITM University, Gwalior, has adopted SWAYAM to integrate high-quality online courses into its academic framework. This document outlines the guidelines for incorporating SWAYAM courses into the university's curriculum, ensuring that 20-40% of the courses offered in each program are substituted with SWAYAM courses.

These guidelines are designed to align with the UGC Credit Framework for Online Learning Courses through the SWAYAM platform, enabling ITM University to offer students the flexibility to take part in these courses while earning credits towards their degrees.

1. Objectives

• To enhance the learning experience by integrating online courses from the SWAYAM platform into the university's curriculum.

• To ensure that students have access to diverse learning resources and can engage with content from top educators nationwide.

• To promote flexibility in learning and provide opportunities for students to explore interdisciplinary courses.

2. Implementation Strategy

2.1 Course Substitution and Integration

• **Notification of courses:** The list of SWAYAM based online credit courses for the ensuing semester are notified on the SWAYAM platform before the 1st November for the January semester and before the 1st June for the July semester, every year.

• **Course Substitution Requirement**: All schools/departments at ITM University, Gwalior, are required to substitute 20-40% of their courses each semester/year with courses available on the SWAYAM platform.

• **Selection Process**: The selection of SWAYAM courses for substitution will be made by the Departmental Councils at the beginning of each semester/year, based on the periodicity of the courses

- **Mapping of Courses**: Each selected SWAYAM course must be carefully mapped to the university's curriculum to ensure alignment with program objectives and learning outcomes.

2.2 Teacher Assignment and Credit Load

- **Faculty Involvement**: A faculty member will be assigned to each SWAYAM course to monitor student progress, facilitate discussions, and provide additional support.

- **Credit Allocation**: The assigned teacher will receive a credit load equivalent to 1 credit for each SWAYAM course they supervise.

3. Roles and Responsibilities

3.1 Departmental Councils

- **Course Selection**: The Departmental Councils are responsible for selecting SWAYAM courses that align with the department's curriculum and objectives.

- **Approval Process**: The selection of SWAYAM courses must be approved by the department head and the academic council before implementation.

- **Periodic Review**: The councils will review the performance of SWAYAM courses and make necessary adjustments based on student feedback and academic outcomes.

3.2 SWAYAM Nodal Officer

- **Coordination**: A Nodal Officer will be designated to coordinate all SWAYAM-related activities within the university.

- **Monitoring**: The Nodal Officer will monitor student enrollments, progress, and completion of SWAYAM courses.

- **Examinations**: The Nodal Officer will also oversee the conduct of examinations for SWAYAM courses in coordination with the respective departments.

3.3 Faculty Members

- **Mentorship**: Faculty members assigned to SWAYAM courses will act as mentors, ensuring that students are engaged and successful in their online learning.

- **Assessment and Support**: Faculty mentors will assist in assessing students' performance in quizzes and assignments, providing additional academic support as needed.

4. Examination and Credit Transfer

4.1 Examination Process

1. **Conduct of Examinations:**

   The end-term examinations for all SWAYAM credit courses shall be conducted by the National Testing Agency (NTA) on behalf of the respective National Coordinators (such as NPTEL, CEC, AICTE, IGNOU, NCERT).

2. **Eligibility for Appearing in NTA Examination:**

   Students shall be permitted to appear in the NTA-conducted examination only upon fulfilling the eligibility requirements specified on the SWAYAM course page, which may include:

   o Completion of the prescribed minimum percentage of assignments/quizzes on the SWAYAM platform.

   o Successful completion of internal assessment components as defined by the National Coordinator.

   o Completion of the NTA examination registration process and timely payment of the applicable examination fee.

   o Submission and verification of valid identity documents as required by NTA.

3. **Assessment Weightage:**

   The evaluation for SWAYAM courses shall follow the standard weightage prescribed under SWAYAM:

   o **30% – Internal Assessment** (Assignments/Quizzes completed on the SWAYAM platform).

   o **70% – Proctored End-Term Examination** conducted by NTA.

   Universities must adhere strictly to the weightage scheme announced by the respective National Coordinator and shall not alter the assessment structure.

4. **Examination Centres and Mode:**

   The NTA examination shall be conducted at officially designated **Computer-Based Test (CBT) centres** across India. Students shall appear at the centre allotted by NTA.

5. **Declaration of Results:**

   Final results, consolidated scores, and course completion certificates shall be issued by the **respective National Coordinator** after receiving the examination data from NTA.

4.2 Credit Transfer

1. **Acceptance of SWAYAM Credits:**

   Credits earned by students upon successful completion of SWAYAM courses shall be **recognized in full** by the University and counted towards the degree/program requirements, subject to adherence to the UGC Credit Framework.

2. **Maximum Permissible Credit Limit:**

   In accordance with UGC Online Learning Regulations, students may earn **up to 40% of the total program credits** through SWAYAM courses in a semester/year.

   Departments shall ensure that the selection of SWAYAM courses falls within this prescribed limit.

3. **Academic Bank of Credits (ABC):**

   National Coordinators shall upload earned credits directly to the **Academic Bank of Credits (ABC)**.

   The University shall verify, import, and incorporate these credits from the student's ABC account into the University's academic credit records.

4. **Recording in University Transcript:**

   The University shall include the following details in the student's official academic transcript:

   Course Title

   Name of National Coordinator (e.g., NPTEL/CEC/AICTE)

   Conducting Body for Examination: **NTA**

   Credits Earned

   Mode: *"Online Course via SWAYAM"*

5. **Non-Duplication of Credits:**

   Credits transferred from SWAYAM shall be counted **only once** and shall not be duplicated or reused for fulfilling additional requirements.

5. Reporting and Evaluation

5.1 Monitoring and Feedback

• **Regular Monitoring**: The Nodal Officer and faculty mentors will regularly monitor the progress of students enrolled in SWAYAM courses.

• **Feedback Collection**: At the end of each semester, feedback from students regarding their experience with SWAYAM courses will be collected and analyzed.

5.2 Annual Review

• **Departmental Reports**: Each department will submit an annual report detailing the integration of SWAYAM courses, student performance, and feedback.

• **University-Level Review**: The SWAYAM Advisory Committee will conduct an annual review of the implementation and effectiveness of SWAYAM courses, making recommendations for improvements.

6. Additional Provisions

6.1 Awareness and Orientation

• **Awareness Programs**: The university will conduct awareness programs at the beginning of each semester to educate students and faculty about the benefits and processes of SWAYAM courses

• **Orientation Sessions**: Newly enrolled students will attend orientation sessions to familiarize themselves with the SWAYAM platform and the process of enrolling in courses.

6.2 Support and Resources

• **Technical Support**: The University will provide technical support to students and faculty to facilitate smooth access to the SWAYAM platform.

• **Learning Resources**: Additional learning resources, such as discussion forums and supplementary materials, will be made available to enhance the learning experience.

7. Guidelines for Teachers Coordinating SWAYAM Courses

As a teacher coordinating a SWAYAM course, you are entrusted with the responsibility of facilitating online learning for students while also being an active participant in the course. The following guidelines outline your roles, responsibilities, and expectations:

7.1 Course Coordination and Credit Load

• **Credit Load**: A teacher coordinating a course on SWAYAM will be assigned a load of **1 credit** for this responsibility. This recognizes the additional time and effort required for managing and overseeing the course.

• **Course Coordination**: You will act as the primary coordinator for the course, responsible for ensuring that students enroll, participate, and complete the SWAYAM course successfully.

7.2 Weekly Student Evaluation

• **Weekly Assessments**: You are required to conduct continuous evaluations of students **every Friday**. Each evaluation will carry a weightage of **5 marks**.

Mid-term Marks: These weekly evaluations will cumulatively contribute to the **mid-term marks** for the students. Ensure that the evaluation criteria align with the course content and learning outcomes.

Provide timely feedback to students based on their performance in these weekly assessments.

Keep a record of students' progress and performance for mid-term and final assessment purposes.

7.3. Teacher Enrollment and Participation

• **Enrollment in SWAYAM Course**: As a coordinator, you are required to **enroll in the course** you are coordinating on SWAYAM.

Active Participation: It is expected that you will actively participate in the course by completing the course modules, assignments, and assessments as a learner. This will help you understand the course structure, challenges, and ensure effective support for students.

University-Sponsored Enrollment Fee: The fee for the SWAYAM course will be paid by the **University**. Coordinate with the finance department to ensure that the necessary fee is processed and paid on your behalf.

7.4 Student Support and Engagement

• **Guidance and Mentorship**: You will serve as the primary point of contact for students enrolled in the SWAYAM course. Provide guidance on course materials, assessments, and any technical issues related to the SWAYAM platform.

• **Addressing Queries**: Be available to address students' questions regarding course content or technical difficulties in a timely manner, helping them stay engaged with the learning process.

• **Tracking Participation**: Ensure that students are regularly attending and participating in the course. This includes monitoring their progress on the SWAYAM platform and providing support where needed.

7.5 Evaluation and Reporting

1. **Performance Review:**

   The Mentor/Teacher shall regularly monitor the performance of students based on the

internal assessment components, such as assignments, quizzes, and periodic evaluations, conducted on the SWAYAM platform as prescribed by the respective National Coordinator.

2. **Internal Assessment Documentation:**

The Mentor/Teacher shall maintain a record of students' internal assessment scores as displayed on the SWAYAM portal.

No separate mid-term examination or university-level internal assessment shall be conducted, since the internal marks are entirely determined by the SWAYAM platform.

3. **Final Assessment:**

The end-term evaluation shall be based solely on the **NTA-conducted proctored examination** along with the internal assessment scores published on the SWAYAM portal.

The University shall adopt the final consolidated marks provided by the National Coordinator without alteration.

4. **Reporting:**

The Mentor/Teacher shall provide periodic reports to the Department, including:

- Student enrollment status
- Progress in assignment and quiz completion
- Student participation and engagement levels
- Issues faced by students (academic or technical)
- Status of NTA exam registration and compliance

At the end of the course, the Mentor/Teacher shall submit a summary report outlining overall performance, completion rates, challenges, and recommendations.

7.6. Continuous Improvement

• **Feedback for Improvement**: At the end of the course, you are encouraged to provide feedback to both the University and the SWAYAM platform about the course content, user experience, and any recommendations for improving future course offerings.

• **Professional Development**: Your participation in the course not only enhances your understanding of the subject matter but also serves as a valuable professional development experience, broadening your teaching methodologies and knowledge base

7.7. Administrative and Financial Coordination

• **Fee Reimbursement**: Coordinate with the university's administrative office to ensure timely payment of the SWAYAM course fee on your behalf.

• **Records and Documentation**: Keep a record of your enrollment, participation, and course completion for university documentation purposes.

7.8 Compliance with University Policies

• Ensure that all activities related to the SWAYAM course coordination comply with the university's guidelines and policies on academic responsibilities, assessment, and teaching load.

Conclusion

Coordinating a SWAYAM course is an excellent opportunity to leverage technology and online platforms to enhance the learning experience. By actively participating in the course, continuously evaluating students, and supporting their learning journey, you will contribute significantly to their academic success while also developing your own skills as an educator.

By adopting these guidelines, ITM University, Gwalior, aims to enhance the learning experience for its students, providing them with access to high-quality online courses that complement their academic programs. The university is committed to ensuring that the integration of SWAYAM courses is seamless, effective, and beneficial to all stakeholders involved.

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