



University Grants Commission

**INSTRUCTIONS FOR MOOC DEVELOPMENT AND DELIVERY
(Instruction Manual)
MOOCs – Development of Non-Technology PG Degree Courses**

Definitions:

SWAYAM

SWAYAM is the indigenous platform of the MHRD, GOI providing an integrated portal and platform for hosting Massive open online courses (MOOCs) developed under the aegis of NME-ICT. Government of India adopted the MOOCs concept to supplement the formal education system in the country from high school to higher education, named aptly as the “*Study Webs of Active-Learning for Young Aspiring Minds*” (SWAYAM). It hosts various courses based on curriculum, continuing education and skill.

MOOCs: Massive Open Online Courses (MOOCs) are such online courses which are developed as per the pedagogy stated herein and following the four quadrant approach consisting of video , text, self assessment and learn more.

Course: shall be of two types: credit courses and non-credit courses.

- I. *Credit Course* shall mean a course which is taught for at least one semester as a part of a PG Programme in Indian Universities.
- II. *Non-Credit Course* shall include courses like awareness programme, continuing education programme or of specific skill set as independent course, which are not part of any set curriculum.

Subject: shall mean a specific area under a discipline (Example: Physics) taught in an educational institution consisting of specific programme/ courses, resulting in the award of a certificate/ diploma/ degree shorter duration.

National Coordinator (NC): National Coordinators are the Institutions that have been so designated by the Ministry and assigned a specific sector or preparation of online courses for SWAYAM. UGC is the NC for developing Non-Technology PG Courses.

Course Coordinator (CC): A Subject Matter Expert (SME) belonging to a reputed educational institution/Industry or a specialist in the field identified and entrusted with the task of developing online course.

Host Institution -An educational institution who offers the MOOC on SWAYAM is called Host Institution. The host institution facilitates conducts the examination, evaluation and award and transfer of credits. On successful completion of each course, the Host Institution offering the MOOCs course would issue the certificate, along with the number of credits and grades, through which the student can get credits transferred into his marks certificate issued by his/her parent institution.

Parent Institution- A parent institution is where a prospective learner is enrolled in a particular program and may further opt for a particular MOOC/s hosted on SWAYAM.

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 grade

MOOC Structure:

The MOOCs being offered on SWAYAM following 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.
Quadrant-III (Discussion Forum)	Discussion forum for raising of doubts and clarifying them on a near real time basis by the Course Coordinator or his team.
Quadrant-IV (Assessment)	Shall contain problems and solutions, which could be in the form of Multiple Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQs, Clarifications on general misconceptions.


The process of MOOCs development and delivery shall consist of the following four steps which are further explained below :

- I. Online Proforma for Inviting Expression of Interest for Developing MOOCs
- II. Online Proposal for Development and Delivery of MOOCs
- III. Assessment and Evaluation
- IV. Course Evaluation & Credit transfer by Host Institution

Step I :- Inviting Expression of Interest for Developing MOOCs

The development of MOOC starts with inviting Expression of Interests (EoI) from academics / academic institutions. The Expression of Interest (EoI) must be submitted online, alongwith the sample video of about 5 minutes to be uploaded on YouTube giving brief description about the objectives & outlines of the Course.

Instruction for uploading video is given below:-

- Step1.:- Login to YouTube account with the Gmail ID and Password.
- Step2.After Successful login, You will find a upward arrow  At the top of the Page , adjacent to your Login profile.
- Step3. Click on the upload arrow and create your Channel.
- Step4. After Successful Channel creation upload your Video from your Computer in the Channel as marking in Public option.
- Step5.Fill the basic information of the Video and click the Publish button.
- Step6. After Successful Publish you will find a hyper-link below to your video , copy that link and paste it to Online Proforma.

The Expression of Interest (EoI) shall be evaluated by a Subject Matter Experts Group(SMEG) , constitute by UGC . The SMEG will review each detailed proposal and give recommendations to the Academic Advisory Council (AAC) constituted by the UGC for approval. The Detailed proposal will be invited for the course approved by the Academic Advisory Council , UGC.

Step II– Online Proposal for Development and Delivery of MOOCs

Online Proposal for MOOCs development shall consist of the following and shall be submitted to the UGC if the initial proposal is approved by the UGC.

i.	Introductory module/sample video (upto 5minutes)	Define the Course design, qualifications for taking the course, introductory video, assessment system, credits to be awarded, starting date/ending date, and expected outcomes.
ii.	Scheduling of course	Lectures / reading material / assignments / quizzes/ test into weeks and short modules.
iii.	Instructional videos & transcripts etc	Transcripts, multi-media techniques to be used, and the name of the teacher-on-the- camera. etc.
iv.	Reading Material	Details of reading material such as lecture notes / additional readings to be provided.
v.	Self-assessment Modules	Total number of quizzes and assignments to be provided for the course and assignments and quizzes.
vi.	Assessment system	Weekly /biweekly assessments and assignments, quizzes and tests that would be required to be taken by the students.
vi	Discussion forum	List of Teaching Assistants for handling the discussion forum and answering queries raised by registered Students.
vii.	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 MOOCs Course.	Stating that that Online Course is Cleared by a University/ Institute. That the University/ Institute agrees to 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 and shall follow, the UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016, a ‘Gazette Notification’ issued on 19th July, 2016.

The proposal would be invited in a proforma to be devised for the Purpose.

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 1st June 2017- [-\(REFER 6.3. Production activities \(8 weeks/ Online Course of the revised Guidelines\)](#)

The production facility may be located at the Host University/Institute. In case production facility is not available at Host University/Institute, Course Coordinator (CC) can also avail production facility for the accepted MOOC Proposals, available with the UGC empanelled vendors.

III. Assessment & Evaluation

- 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.

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.

- b) 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
- c) 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.
- d) 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.

IV. Course Credits & Credit transfer by Host Institution

For supplementing formal education through SWAYAM, UGC has facilitated the credit transfer vide its Notification titled 'UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016', dated the 19th July, 2016. UGC has provided API Scores for development of MOOCs for giving credit for developing MOOCs. For further details please refer to the [UGC Notification No. F.1- 2/2016\(PS/Amendment\) dated 11th July 2016](#).

The delivery of MOOCs shall comprise of schedule-wise release of video lectures and assessment. The Discussion forum requires moderating the discussion from 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.

Fund Release

Terms and conditions for Fund Release-

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