

Himachal Pradesh University, Summer-Hill, Shimla-5.
(NAAC Accredited "A" Grade University)
Academic Branch

No. 7-1/2024-HPU (Acad)

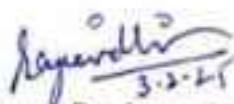
Dated: 03 FEB 2025

NOTIFICATION

On the recommendations of the Deans' Committee vide item No. 7 in its meeting held on 02-12-2024 and further approved by the Standing Committee of Academic Council vide item No. 4 in its meeting held on 15-01-2025 is as under:

"Adoption of SWAYAM policy of H.P.University prepared by the subcommittee constituted vide Notification No. 1-10/2022 (NEP)-HPU (DS)- dated 19-04-2024 as per annexure A&B."

Encls. As above.


Deputy Registrar (Acad)
H.P.University, Shimla-5.

Endst. No. Even

Dated: 03 FEB 2025

Copy for information and further necessary action to:-

1. The Dean of Studies, H.P.University, Shimla-5.
2. All the Deans, H.P.University, Shimla-5. with the request to download the annexures from the University website www.hpuniv.ac.in.
3. The Chairmen/Chairpersons/Directors of the Teaching Departments, H.P.University, Shimla-5. with the request to download the annexures from the University website www.hpuniv.ac.in.
4. The Web Admin, H.P.U. Shimla-5 with the request to kindly upload the notification alongwith its enclosures in the University website immediately.
5. Guard file.


Deputy Registrar(Acad)

PROPOSED HPU-SWAYAM Policy 2024

Definitions

- **HPU-SWAYAM Policy:** The policy of the Himachal Pradesh University to consider online learning courses available on the SWAYAM Platform for credit transfer.
- **SWAYAM:** Study Webs of Active Learning for Young Aspiring Minds
- **MOOCs:** 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:** Mean guidelines on online learning issued by the MHRD vide its orders dated 25 March 2021 and subsequent addendums issued by the MHRD.
- **MHRD:** Ministry of Human Resource Development
- **NME-ICT:** National Mission on Education through Information Communication Technology
- **NPTEL:** National Programme on Technology Enhanced Learning
- **Course:** A paper which is taught for at least one semester as a part of a subject.

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

1. A). Credit Course shall mean a course which is taught for at least one semester as a part of a subject/programme.
 2. B). Non-Credit Course shall include courses like awareness programme, continuing education programme or training of specific skill set as independent course, which are not part of any set curriculum. It can be of shorter duration.
- **CBCS:** Choice Based Credit System
 - **Credit:** One credit will be equivalent to 13-15 hours learning designated for the course.
 - **Sector:** A particular level of learning such as high school, engineering / non-engineering diploma/ degree/ post-graduation.
 - **Subject:** A discipline (Example: Physics) taught in an educational institution consisting of specific programme/courses, resulting in the award of a certificate/diploma/degree.

SWAYAM-Background

Whereas, with a view to providing access to the best quality learning resources across the country, the project 'Study Webs of Active Learning for Young Aspiring Minds' (SWAYAM) has been started by the Government of India. SWAYAM provides an integrated platform and portal for online courses, using information and communication technology (ICT) and covering High School till all higher education subjects and skill sector courses to ensure that every student benefits from learning material through ICT. SWAYAM is a:

- one-stop web and mobile based interactive e-content for all courses from High School to University level.
- High quality learning experience using multimedia on anytime, anywhere basis.
- State of the art system that allows easy access, monitoring and certification.
- Peer group interaction and discussion forum to clarify doubts
- Hybrid model of delivery that adds to the quality of classroom teaching.

Whereas, SWAYAM involves development of Massive Open Online Courses (MOOCs) compliant e-content (video and text) and building a robust IT platform.

Himachal Pradesh University SWAYAM Policy (HPU-SWAYAM)

- The online learning courses available on the SWAYAM Platform will be considered for credit transfer in the UG Programmes of the Himachal Pradesh University.
- The Single Point Of Contact (SPOC) of Himachal Pradesh University in June and November every year shall notify the list of the online learning courses eligible for credit transfer in the forthcoming Semester.
- The student/university shall ensure no overlap of SWAYAM-NPTEL MOOC exams with that of the university mid-semester/Internal exam and end-semester/external exam.
- Any student will be permitted to opt for only up to 40% of the total courses being offered in a particular program in a semester through the online learning courses provided through SWAYAM platform.
- Students opting for an online course shall be required to register for the MOOCs for that course/paper through SWAYAM-NPTEL Local Chapter and it is mandatory for her/him to take prior approval to undergo for an online course/paper.
- It will be mandatory for students to inform the college/ university/institute and potential employer.
- While allowing the online learning courses offered by SWAYAM, Himachal Pradesh University shall provide free and adequate physical facilities like laboratories, computer facilities, library, etc. essential for pursuing the courses, if available with the University and feasible.
- Himachal Pradesh University designate a SPOC, Mentor/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.

Credit Transfer for MOOCs

- Himachal Pradesh University shall give the equivalent credit weightage to the students for the credits earned through online learning courses through SWAYAM platform in the credit plan of the program.
- Credit transfer policy will be applicable to-
 1. A). All UG programmes offered by the Himachal Pradesh University.
 2. B). Capability Enhancement Courses, Skill Enhancement Courses, Elective Courses, Elective Courses (Intra/Inter).

Procedure for Credit Transfer

The procedure for transferring credits from SWAYAM-NPTEL MOOCs in the Himachal Pradesh University will be as follows.

- During the current semester, the candidate while filling up her/his exam form will have to submit an undertaking for credit transfer forwarded through SPOC and Director/Principal of the Affiliated College/ Institute.
- Once due permission is granted by the Controller of Examination/Registrar of the University, the student need not appear for University examination for the exempted course(s).



- The Local chapter (School/College/institute) will intimate the exam section about the completion of a course by a letter from the SPOC and the Director/Principal of the affiliated College/ Institute along with the certificates of completion and the list of students, who have passed MOOC in the current semester.
- On successful completion of each course, the institution offering the MOOCs 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 parent institution.
- The conversion of marks from grade points awarded in the certificate issued by the institution offering MOOCs shall be as per the Himachal Pradesh University Ordinances and Regulations for UG, if not specified in the certificate.
- If a 4 credit course is not available as per the choice of the student then he/she can opt for a 3 credit course that is available and 1 credit will have to be acquired through continuous internal evaluation through a mentor.
- If a 3 credit course is not available as per the choice of the student then he/she can opt for a 2 credit course that is available and 1 credit will have to be acquired through continuous internal evaluation through a mentor.
- Students who have qualified in the proctored examinations conducted by the SWAYAM-NPTEL and apply for credit transfer as specified are exempted from appearing in the continuous and semester and evaluations (internal as well as external for the specified equivalent credit course only) conducted by the university.
- If a student opts for additional MOOC course above 40%, it will be considered as add-on credit and will be reflected on the marks sheet or separate certificate but will not be taken into account for tabulating CGPA.
- In case of delay in SWAYAM results, the university can withheld the results of such candidates and upon declaration of results of MOOCs, the university will issue the marks sheet for such students.
- The university will not remain responsible for any kind of delay in the results, ambiguity in the results and/or declared results for such students.

Anticipatory Measures

The procedure for transferring credits from SWAYAM-NPTEL MOOCs in the Himachal Pradesh University will be as follows.

- The university shall constitute the university level credit transfer committee (CTC) for transferring credits earned by the students through SWAYAM-NPTEL-MOOCs.
- The university level credit transfer committee shall resolve any issues that may arise in the implementation of this ordinance/ rules/ Regulations/ policy from time to time.
- The university shall review its credit transfer policy in the light of periodic changes brought by UOC, SWAYAM, NPTEL and state government through the existing university level credit transfer committee.

Credit Transfer Committee

The University level credit transfer committee shall have following structure.

- Controller of Examinations - Member Secretary



- The University level MOOCs Coordinator (SPOC)
- Deans of Studies
- Dean (CDC)
- Three to Five Deans of faculty nominated by the Vice Chancellor. (Due weightage is to be given to various faculties.)
- Three to Five Principals of the affiliated colleges nominated by the Vice Chancellor. (Due weightage is to be given to various faculties.)

The Credit Transfer Committee shall identify the list of the courses offered by MOOCs which shall be offered to the students in an academic year / semester / term.

The university level MOOCs Coordinator (SPOC) shall give wide publicity of the identified courses, provide proper guidance, educate, and encourage the students to opt MOOCs.

The Controller of Examination - Member secretary shall convey the meeting twice in an academic year preferably each in a semester / term, record minutes of each meetings, do the necessary formalities to take approval of various university bodies (if required) and take all measures to implement the policy. It shall be obligatory for the controller of examination to inform the rules / policy of SWAYM-NPTEL-MOOCs-MHRD to the CTC.

The above Ordinances / Rules / Regulations / Policy shall be applicable also for the candidates undergoing the programmes in Self-Financing / Higher payment Stream.

The University / The Vice Chancellor may from time to time revise, amend and change the Ordinances / Rules / Regulations / Policy and the Curricula, if found necessary.

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**PROPOSED GUIDELINES for IMPLEMENTATION and ADOPTION of SWAYAM MOOCs
in H. P. University Campus and AFFILIATED COLLEGES**

SWAYAM is an indigenous platform of Government of India which provides repository of interactive electronic learning resources under a single window. It provides credit and non-credit Massive Open Online Courses (MOOCs). It enables the students to virtually attend courses taught by the best faculty and earn credits as per the UGC Regulations, 2021. The credits earned by students in SWAYAM MOOCs are transferable in any Indian University/Institute. Therefore, university students can opt for MOOCs through SWAYAM and seek transfer of credits from the university.

SWAYAM MOOCs for earning credits are offered in each semester in January and July every year. Technical and non-technical SWAYAM-MOOCs approved by SWAYAM Board are offered on SWAYAM platform. The list of courses is widely circulated to all the Chairpersons and faculty members by SWAYAM Local Chapter of the university as soon as these courses are launched on SWAYAM platform in the months of May-June/ November-December. The list is available on SWAYAM official website: swayam.ac.in

As proposed through proceedings of the meeting of the subcommittee formed by the Hon'ble Vice-Chancellor, at least one compulsory course may be offered by the Departments/Affiliated Colleges for each semester from identified SWAYAM MOOCs and there will not be any parallel course in the department. It will be a compulsory course for all the students through SWAYAM-NPTEL MOOCs. Also, at least one elective course may be offered by the department to be chosen by the students from SWAYAM MOOCs.

The following guidelines are being proposed while implementing the adoption of SWAYAM MOOCs in the HPU/Affiliated Colleges.

1. Procedure for offering MOOCs by Departments/Affiliated Colleges

- Chairpersons of all Departments are advised to make a teacher coordinator for SWAYAM MOOCs at departmental level.
- A committee comprising of at least three faculty members including SWAYAM Coordinator of the department should identify the compulsory and elective SWAYAM MOOCs for each semester in the month of June / December. These identified SWAYAM MOOCs can be referred to the concerned faculty members for evaluation of its matching contents and syllabus up to at least 60-75% with that of the University.



4. UGC SWAYAM Chapter: Single Point of Contact (SPOC) for SWAYAM MOOCs

- UGC has formed Local Chapters in the Universities for creating awareness and promotion of SWAYAM MOOCs. UGC Swayam Coordinator in SWAYAM-UGC Local Chapter is a Single Point of Contact in the university for SWAYAM MOOCs. He/ she plays a pivotal role in disseminating and popularizing SWAYAM MOOCs among students in particular and academic fraternity at large. He/ she will facilitate in various things like sending all important announcements regarding SWAYAM MOOCs, setting up of SWAYAM MOOCs examination centre in the University, fee waiver for economically weaker students etc. List of students opting for SWAYAM MOOCs must be made available to UGC Swayam Coordinator by the concerned department at the start of each semester so that related things can be planned and required support can be provided.
- In order to spread awareness and promote SWAYAM courses, University Swayam Mentors (from faculty) and University Swayam Volunteers (from students) may also be nominated to act as brand ambassadors for popularization of SWAYAM initiatives.

5. Publicize SWAYAM MOOCs:

The Chairpersons are requested to motivate faculty and students to visit SWAYAM portal and get registered. Faculty and students are also advised to download SWAYAM android mobile app. from Google Play. They may also be encouraged to enrol for non-credit courses of their choice. Every student of the university should register for at least one MOOCs course.

The Chairpersons and Departmental SWAYAM Coordinators are advised to visit official SWAYAM portal time to time for the latest announcements.



Three handwritten signatures are present. The first is on the left, the second is in the center and larger, and the third is on the right. Below the central signature is a small, simple geometric shape, possibly a triangle or a stylized 'W'.

The final decision to offer the identified SWAYAM MOOCs may be taken in the departmental council. The list of identified SWAYAM MOOCs should be publicized amongst students through notice board / website etc.

- It will be the duty of the department to ensure that all the students opting for the offered MOOCs register themselves on SWAYAM platform well before the last date.
- The required facilities for the SWAYAM MOOC like laboratories, computer facilities, library etc. will be made accessible to the students by the department/ university for free.
- List of students allowed to opt for Compulsory / Elective credit-SWAYAM MOOCs should be made available to the office of Dean Academic, UGC SWAYAM Coordinator and Controller of Examination at the start of each semester. The Chairperson will also get ratified the offered SWAYAM MOOC from Academic Council of the university.
- Students can pursue 40% of credit courses online through MOOCs.

2. Creation of SWAYAM MOOCs

The Chairpersons are also requested to encourage faculty members to produce MOOCs in the subject of their choice. This will give faculty members an opportunity of using ICT Tools for teaching-learning purpose and also instil a global visibility in them. This will help in shaping new benchmark of excellence in professional development of faculty in particular and the university at large. The UGC will provide financial assistance for them. They may apply for production of MOOC through SWAYAM website. Guidelines and procedures for the creation of MOOCs is available on SWAYAM portal.

3. SWAYAM -PRABHA Program:

NPTEL Video Contents can be procured and made accessible to all faculty members and students through Campus Wide Network. LED along with DD Free Dish for SWAYAM-PRABHA Program should be installed in the Departments/Affiliated Colleges. The students can visit and watch MOOC lectures as per schedule. The SWAYAM PRABHA is a group of 32 DTH channels devoted to telecasting high-quality educational programmes on 24X7 basis. Every day, there will be new content for at least four hours which would be repeated five times in a day allowing the students to choose the time of their convenience. MOOC contents are provided by SWAYAM.



DATED: 26.04.2024

PROCEEDINGS OF THE MEETING OF THE SUBCOMMITTEE CONSTITUTED BY THE
VICE-CHANCELLOR VIDE DEAN OF STUDIES OFFICE
NOTIFICATION NO.: 1-10/2022(NEP)-HPU(US)- DATED: SHIMLA-5, THE 19TH APRIL 2024;
FOR THE
EFFECTIVE IMPLEMENTATION OF THREE/FOUR YEAR UNDERGRADUATE PROGRAMME
ON THE CAMPUS OF H.P. UNIVERSITY AND AFFILIATED COLLEGES FROM THE
SESSION 2024 - 2025
AND
TO EXAMINE THE ONLINE MOOC'S/SWAYAM COURSES ALIGNED WITH THE
RECOMMENDATIONS OF THE CURRICULUM AND CREDIT FRAMEWORK FOR
UNDERGRADUATE PROGRAMMES OF UGC."

The Subcommittee referred as above, constituted to examine the online MOOCs/SWAYAM courses with the recommendations of the curriculum and credit framework for undergraduate programmes of UGC and for the effective implementation of three/four year undergraduate programme on the campus of H.P. University and affiliated colleges from the session 2024 - 2025 onwards met on dated 26th April 2024 at 3:00 p.m. in the office of the Dean Planning and Teachers Matter.

The following were present in the meeting:

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| 1. Prof. Jawahar Thakur, Dept. Of Computer Science | Co-ordinator |
| 2. Prof. Joginder Singh Dhimian, Dept. Of Mathematics | Member |
| 3. Prof. Anita Ganpati, Dept. Of Computer Science | Member |
| 4. Dr. Yogesh Mohan, Dept. Of Computer Science | Member |

The committee took note of and went through the relevant documents such as UGC Curriculum and Credit Framework for Undergraduate Programmes of UGC and Online Learning Courses through SWAYAM, Regulations dated 25 March 2021. After detailed deliberation in the light of the above documents, the subcommittee recommends the following for implementation of credit transfer by MOOCs in the various Faculty/Department/affiliated colleges of the University:

1. As per the existing UGC regulations "40% of the credits in any category may be earned through online courses" approved by the relevant bodies of the universities. The learner can adopt and credit courses from SWAYAM MOOCs up to 40%, which usually translate to one course per semester.

To earn these credits the various Faculty/Department/Institutes may exercise the following options depending on the suitability and requirement of MOOCs in their respective Faculty/Department/Institute.

Option 1:

NPTEL is defining domain certifications for UG courses within each discipline where a certain number of allied courses are grouped together to form a domain or area of specialization. Each domain comprises 3-4 core courses that are compulsory and 2-3 elective courses to be taken from the given options. The

students need to complete these domain courses within 3 years from their first exam registration to complete a domain certification. The set of 5-7 courses taken by the students will give them a strong foundation and understanding of the area and might make students more job ready or better prepared to pursue higher education and research. These domains (set of courses) can be recommended and approved by the Academic council so that students can start taking these courses from the first/second year and comfortably complete it by the time they graduate. The domain may be entered into the university transcript as such and given additional credits. **It is suggested that this need not be made mandatory for all students but for only those who want specializations along with their regular degree.**

Option 2:

The students may be given option to accrue 20 credits from SWAYAM/NPTEL in addition to the credit earned for their regular coursework. These students should be awarded Honors degree wherever applicable. Students have to take the courses and write the NPTEL exams and show the certificates obtained. Advantages of the option are that the regular course offered can be taken from the university during the normal schedule and the 20 credits can be pursued by the more dedicated group of students in each programme. These 20 credits can be completed from one of the domains or from a set of other courses which are not covered as a part of the prescribed syllabus of the programme.

Option 3:

All students may be allowed to take at least one open elective course online with SWAYAM/NPTEL to be better prepared for the future so that they can cultivate the habit of self-study online. The open elective course must be of the equivalent credits. The students can go for the open elective course with the due permission of the MOOC Coordinator and Chairperson/Director. The open elective course should be from the list notified by the Department/Faculty.

Option 4:

The Chairpersons of various Departments after due resolution of the respective Departmental Councils, may initiate the process of starting MOOCs in lieu of any Core/Elective/Open Elective course(s). The Departmental Council needs to justify the suitability of the MOOC in terms of number of credits and coverage of the content. The MOOC must cover at least the 60-75 percent contents of the course prescribed in the syllabus and must be of equivalent credits.

2. The Chairpersons of the Departments must prepare the list of MOOCs related domains of specialisation/open elective/elective/core courses through the respective departmental councils. Any MOOC must be initiated in consultation with the students who are important stakeholder in teaching learning process.
3. SWAYAM notifies to the Registrars of all the Institutions, on 1st June and 1st November each year, the list of the online learning courses that would be offered in the forthcoming Semester. The Chairperson/Director of the Department/Institutes must get the list of

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- initiative completely - which is to facilitate opportunities in areas of learning for which teachers are not locally available.
5. The domain specialisations/credit earned through MOOC must be entered in the transcripts of the students.
 6. The university needs to have a mechanism in place for conducting supplementary examinations for the students who may not pass any MOOC that was offered in place of core/elective/open elective course. The Chairperson/Director must prepare panel of examiners for such MOOCs.
 7. The COE will facilitate the conduct of supplementary examinations for the MOOCs.
 8. No supplementary examinations will be conducted for the MOOCs opted by the students for over and above the requirement of the degree of the programme, i.e. no supplementary examinations will be conducted for the MOOCs for earning the Honors degree or a domain specialisation.
 9. No MOOCs should be offered in the first and last semester. During the first semester the students need time to get acquainted with the university system. Offering a MOOC in the last semester of the programme may cause delays in completion/award of the degree.
 10. The MOOC courses should be offered with utmost care so that the overall academic performance of the students does not suffer and in no case, there should be a delay in the award of the degree.
 11. Every Department/Affiliated Colleges must appoint a MOOC Coordinator to deal with the issues related to smooth conduct of these courses.
 12. The Departments/Affiliated Colleges can only allow up to a maximum 40% of the total courses being offered in a particular program in a Semester through the online mode provided through SWAYAM/NPTEL platform.
 13. While allowing the online learning MOOCs offered by SWAYAM/NPTEL, the Department/Affiliated Colleges shall ensure that all the physical facilities like Laboratories, computer facilities, internet connectivity etc. essential for pursuing the courses are made available in adequate measure for the students opting for these courses.

The proposed "HPU-SWAYAM Policy 2024" is attached as **Annexure-A**. Proposed guidelines for implementation and adoption of SWAYAM MOOCs in H. P. University campus and affiliated colleges are attached as **Annexure-B**.

The meeting ended with a vote of thanks to the Chair


Yogesh Mohan


Joginder Singh Dhiman


Anita Ganpati


Jawahar Thakur